

## Western Technical College 2008 Annual Security And Fire Report and Policy Statement

- I. **Procedure for Reporting Crimes and other Emergencies:** La Crosse Campus: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify Security (608-785-9191). For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the Student Development Office, Kumm Building, Room 100, (608) 785-9880, 8:00 a.m. to 4:00 p.m., Monday through Friday or (608) 785-9191 after hours. Security officers are available on the La Crosse campus 24 hours a day, 7 days a week. Regional Learning Centers: In cases of emergency, dial 9-1-1 for local emergency personnel, and notify the main office of that campus. For non-emergency reports of criminal actions or other incidents occurring at Western Technical College, contact the main office of that campus.

The College's security staff does not have arrest authority. All incidents of a criminal nature will be investigated by the College administration and, in appropriate cases, reported to local or state law enforcement agencies for action.

**Confidential Reporting Procedures:** If you are a victim of a crime and do not want to pursue action within the College conduct system or local judicial system, you may still consider making a private report to the Student Development Office. The purpose of a private report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of yourself and others, and for statistical inclusion in the annual security report.

**Timely Warning Policy:** In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or members of the Incident Command Team, constitutes an ongoing or continuing threat to personal safety, a campus-wide "timely warning" will be issued. The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation. Warnings may be withheld if they would compromise the efforts to contain the emergency. The Crisis Planning team is responsible for developing and reviewing the criteria regarding "timely warnings".

The warning will be issued through any one or combination of the College e-mail system, bulletin boards, message boards, text messaging, public address announcements, classroom/office space announcements or College website ([www.westerntc.edu](http://www.westerntc.edu)) depending upon the circumstances.

Anyone with information warranting a timely warning should report the circumstances to Student Development Manager, by phone (608-785-9880) or in person at Kumm building room 100 (La Crosse campus), or a member of the Incident Command Team. Some members of the Incident Command Team include:

- Vice President of Finance and Operations (608-785-9120)
- Vice President of Student Services and College Relations (608-785-9155)
- Student Development Manager (608-785-9880)
- Physical Plant Director (608-789-6280)
- Safety Systems Coordinator (608-789-4700)

- II. The Annual Security and Fire Report is compiled in compliance with the *Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Information for the report is gathered by the Student Development Office from the local law enforcement agencies surrounding the main campus and regional learning centers, regional learning center main office staff, Security, Student Development, and Counseling. In order to provide the most accurate statistics, it is requested that victims of and witnesses to the crimes and violations listed in the annual crime and fire statistics listing, report them to the personnel of the above named departments.

Each year, an e-mail notification is made to all credit students that provides the website link to access this report. The report is also published annually in the Student Handbook, which is available in hard copy form as well as on the College website ([www.westerntc.edu](http://www.westerntc.edu)).

- III. **Campus Access:** During business hours (7:00 a.m. to 10:00 p.m. Monday through Friday), the College (excluding the residence hall) will be open to students, staff, parents, contractors, and guests. During non business hours, access to all College facilities is permitted through authorized key access or by admittance via Security or other authorized personnel. The residence hall is secured 24 hours a day with key circulation limited to residents and authorized College staff including Physical Plant, Security and Manager of Student Development.

Security considerations in maintaining campus facilities include providing limited hours of operation for all facilities, enforcing key allocation policies, ensuring adequate staffing, providing telephone call boxes for emergency assistance on the first floor of all campus buildings, and conducting regular security surveys of facilities. Security surveys examine issues related to landscaping, access control, alarm systems, lighting, and communications. Surveys are conducted by Security staff and Physical Plant staff. Issues are discussed monthly at the Safety Committee, with pressing issues being addressed in a timely manner by the Physical Plant department. Crime Prevention through Environmental Design (CPTED) evaluations are conducted on all campus facilities as well as new development projects.

- IV. **Authority of Security Department:** The College Security Department is staffed by contracted security officers, and the Student Development Manager. Although none of the employees of the Security Department have arrest powers, they do have the authority to enforce all campus policies and work closely with state and local law enforcement agencies to report any criminal activity taking place on campus. Western has verbal agreements with local and state law enforcement agencies regarding the investigation of alleged crimes when reported to local authorities. It is the policy of the College to encourage accurate and prompt reporting of all crimes to the Security Department and appropriate police authorities. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Certified counselors in the Counseling department, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual security report. They are encouraged to inform persons they are counseling of the procedures to report crimes on a voluntary or private basis for inclusion in the annual disclosure of crime statistics.

- V. **Security Procedures Education:** Western Technical College provides information to students and staff about College security procedures and practices, encourages them to be responsible for their own safety and the safety of others, and informs them about crime prevention through the following programs and publications:

Programs:

- a. Campus Escort Service available daily
- b. Annual Night Walk Lighting Survey
- c. Continuous security surveys
- d. Alcohol and Other Drug Prevention programs throughout academic year
- e. New Student Orientation at the beginning of each semester
- f. Residence Hall Orientation at the beginning of each semester
- g. New Staff Orientation at the beginning of each semester
- h. CPTED evaluations of each facility every 3 years
- i. Daily patrols of College facilities by Security staff

Publications:

- a. Employee Handbook
- b. Student Handbook
- c. Residence Hall Handbook
- d. Student Organization Handbook
- e. Handouts from La Crosse Police Department
- f. College Website

- VI. **Off Campus Security Authority:** Western Technical College does not have any recognized off-campus organizations. Campus Security works with local police agencies to monitor and record information about criminal activity concerning students and staff when off campus for College sanctioned activities.

- VII. **Alcohol and Drug Policy:** The possession, use and sale of alcohol and controlled substances are regulated by Western Technical College in accordance with: (1) the Drug-free Schools Act, (2) the Drug Free Workplace Act, (3) applicable provisions of federal, state, and municipal law, and (4) WTCS District policies. The possession, use, sale, and transfer of alcohol and/or controlled substances on College property are strictly prohibited. Violations of this policy will be referred to the Student Development office for conduct action and/or to local law enforcement.

The Western Counseling Center provides alcohol and other drug assessment, short term individual counseling, and referral services to students and staff. The Student Activities/AODA Specialist provides alcohol and other drug prevention efforts throughout the College.

In 2008, there were no fatalities on campus or part of any college activities related to alcohol or drug violations. A total of four (4) violations of the drug and alcohol policy occurred on campus or part of any college activities in 2008. The sanctions for the violations ranged from referral to the college's AODA Education class to suspension from college.

- VIII. **Sexual Assault Reporting and Prevention:** Western Technical College educates students and staff about sexual assaults through New Student Orientation and New Employee Orientation each semester, as well as providing ongoing education by the Student Development staff.

Information pertaining to sexual assault definitions, resources and reporting information are published in the Student Handbook each year. Literature on sexual assault prevention is available through the Student Development Office and the Counseling Center.

Victims of sexual assault should be encouraged to get to a place of safety, obtain necessary medical treatment, report the incident in a timely manner, and provide an opportunity for timely collection of evidence (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Reports should be made to the Student Development Manager, Counselor and/or local law enforcement agencies. Sexual assault victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system.

If you need support in reporting an assault or in coping with an assault, Western has services available to assist you through the Counseling Center and Student Development Office. The College will work with the victims of sexual assault to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.

Procedures to College conduct proceedings are published in the *Student Handbook* under the *Student Code of Conduct Hearing Procedure*. In conduct hearings related to sexual assault allegations, the victim is entitled to the same supports as the accused in the conduct hearing procedure. Also, both victim and accused are informed of the hearing outcomes. A student found in violation of violating the Student Code of Conduct related to sexual assault could be referred for criminal action and may be suspended or expelled from the College.

**Sexual Offender Registration:** The *Campus Sex Crimes Prevention Act* (section 1601 of Public Law 106-386) is a federal law enacted in 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Sex offender information in the State of Wisconsin is compiled by the Department of Corrections (DOC). To learn the identity of registered sex offenders on or near campus, or anywhere in Wisconsin, visit <http://www.offender.doc.state.wi.us/public/> or in Minnesota, visit <http://www.corr.state.mn.us/>.

- IX. **Annual Crime and Fire Statistics:** The listing of all crime statistics, and fire related statistics for the past three years are available online at <http://www.westerntc.edu/currentstudents/pdf/AnnualSecurityReport.pdf>.

## Fire Safety Procedures for On-Campus Housing

**Fire Safety Systems:** The residence hall is a two building leased facility located adjacent to campus. Both buildings are equipped with fire notification systems (both sound and strobe), pull stations, smoke detectors in each room as well as common areas, and fire extinguishers on each floor. The smoke detectors are hard wired into the electrical system with battery backup.

**Fire Safety Training and Education:** Fire safety procedures are addressed at mandatory residence hall orientation at the beginning of each semester. Western collaborates with the local fire department to provide educational resources on campus during the first week of classes fall semester. Supervised fire evacuation drills are conducted once each semester by residence hall and security staff.

**Fire Alarm Procedure:** The following is the procedure to follow in case of fire alarm in the residence hall. It is your responsibility to learn the emergency fire procedures.

- In Case of Fire:
  1. Set off fire alarm via pull station – located at:
    - 1<sup>st</sup> Floor – main entrance, Vine St entrance and parking lot entrance
    - 2<sup>nd</sup> Floor – southeast fire exit, middle stairway and west stairway
    - Annex – outside on west wall
  2. Call Fire Department (911)
  3. Notify the Hall Director or an RA, if possible
  4. Keep calm and evacuate the residence hall using the nearest exit and take a wet towel, if available, for breathing into or to suffocate flames

If your door is hot or if corridor is full of smoke or flames, **remain in your room**. Put a rug or towels around the door and open your window.

- Fire Drill Procedure:
  1. Close the windows
  2. Turn off lights
  3. Close the door as you leave, but do not lock
  4. Wear hard-soled shoes and coat if necessary
  5. Exit according to evacuation plan posted in your room

Each room is equipped with a smoke detector for your protection. ***Tampering with the smoke detector in any way (e.g. unplugging it, covering the device, or removing the device) will lead to a \$300.00 fine.***

A small, non-electrical blaze can be extinguished with a fire extinguisher (located on each floor). ***Tampering with fire extinguishers, smoke detectors and alarms, or setting false fire alarms is subject to prosecution under Wisconsin Statutes, Chapter 941.12 & 941.13 with fines of up to \$10,000, imprisonment up to one year, or both.***

An electrical fire (such as one caused by a frayed electrical cord) can be extinguished by removing the cord from the socket, and then using a fire extinguisher, blanket or rug to smother the flames. Never use water on electrical fires.

The fire escape doors located on the second floor of the main building are for emergency purposes only. Propping a fire door or using it for general traffic purposes will result in a fine and disciplinary action.

### **Fire Safety Related Policies**

**Candles and Incense:** Candles, potpourri pots, incense or any open flame device are not allowed to be burned in the residence hall at any time.

**Electrical Appliances:** Sun lamps, heating coils, hot plates, air conditioners, neon lights, halogen lamps, space heaters, non-fused multi-plug outlets, and open coiled cooking appliances are prohibited in the residence hall. The only cooking appliance permitted in residence hall rooms is a microwave. Therefore, all toasters, grills, skillets, sandwich makers, popcorn poppers, hot pots, etc. are prohibited due to the fire hazard potential. Grounded surge protectors are the only extension cords/multi-plug outlets permitted in the residence hall.

**Hallways:** Due to potential fire hazards, safety concerns, and maintenance issues, objects may not be stored or left in hallways or stairways.

**Smoking :** All property of Western Technical College is a tobacco free environment. Therefore, no smoking or use of tobacco products will be permitted anywhere on Western property including the residence hall.

## **Missing Persons Procedure**

If a member of the Western community has reason to believe a student may be missing, the community member should contact the Student Development Manager or designee immediately. All possible efforts will be made to attempt to locate the student including but not limited to, contacting the student directly, asking local law enforcement for a welfare check, and communicating with known friends and family.

Students living in campus housing may designate a person who can be notified in the event it is determined the student may be missing. Residence hall students can register the contact information with the Student Development Office. All emergency contact information will remain confidential and will be housed in a secure file in the Student Development Manager's office.

If a residence hall student is determined to be missing for 24 hours, the College will work with the appropriate family members to assist in making an official missing person report to the law enforcement agency with jurisdiction.

## **Emergency Procedures Information**

Western has designated procedures to follow in case of most emergencies that could happen on campus. Although not every conceivable situation is address, the guidelines below can assist students, staff, faculty and visitors cope with most campus emergencies. All students, staff faculty and visitors are expected to follow the established procedures to the best of their ability. Western will annually test the emergency drills including evacuation procedures. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses.

### **EMERGENCY RESPONSE**

In all life threatening emergencies, 911 should be notified first with a follow up call to Security (608-785-9191) on the La Crosse campus and/or the Student Development Manager (608-785-9880). The Student Development Manager will be responsible for contacting the College's Incident Commander.

## **A. BLOODBORNE PATHOGENS EXPOSURE**

Contact the security office at 59191 or 608.785.9191

**Always adhere to Universal Precautions.** Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

### **WEAR GLOVES**

Always wear gloves when touching blood or bodily fluids, mucous membranes or non-intact skin of an individual or when handling items or surfaces with blood or bodily fluids.

### **EXPOSURES**

If exposed to blood or bodily fluids, wash the exposed body part with soap and water or flush with water for 15 minutes if exposed to eyes, nose or mouth.

### **CLEAN-UP**

Appropriate personnel will be called for the clean-up and disposal of contaminants.

## **B. BOMB THREAT**

- Call Security at 59191 (college phone) or 608.785.9191
- If you find a document or graffiti that communicates a threat, do not touch or move it.
- If a suspicious object is found and there is possible imminent danger, CALL 911, follow evacuation procedures and do not move, jar or touch the object.
- Immediately report the location and description of the object to Security at 59191 (college phone) or 608.785.9191.
- Information about the College's response to the threat will be communicated to students and staff in the most appropriate media (i.e. email text message, website, etc.)

## **C. CHEMICAL SPILL/HAZARDOUS MATERIAL**

- Avoid direct contact with the material
- Evacuate the area
- Notify closest staff or faculty member
- Locate all MSDS sheets on the chemicals

## **D. EVACUATION**

An evacuation occurs when a building/fire alarm sounds or announced via phone system, emergency notification system, email, website or other communication device.

**Leave the building immediately by the nearest marked exit and alert others to do the same.**

- Close, but do not lock the doors.
- Turn off the lights.
- Take any personal belongings such as purses or backpacks with you.
- Assist people with disabilities in exiting the building.
- Do not use elevators to exit the building.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to the building unless instructed to by authorized personnel.

### ***Evacuation of persons with disabilities***

- If you are unable to leave the building due to a physical disability:
  - Go to the nearest inside area where there are no hazards.
  - Call 911 or contact Campus Security at 785-9191.
  - If possible, signal out the window to on-site emergency responders.
- To evacuate persons who are mobility impaired:
  - Inform individual of situation.
  - Always ask how you can help.
  - Move debris if necessary/possible to allow safe escape route.
  - If unable to exit, move individual to as safe an area as possible and notify appropriate personnel of the individual's location.

## **E. FIRE EMERGENCY**

1. Call 911 and give exact location
2. Pull nearest fire alarm to evacuate building
3. Immediately evacuate the building by the closest available exit.
4. DO NOT use elevators
5. If stairway contains smoke or fumes, use an alternative stairway exit
6. Once outside move to a clear area at least 500 feet from the affected building
7. DO NOT RE-ENTER building until an "all clear" signal is given

### ***Evacuation of persons with disabilities***

- If you are unable to leave the building due to a physical disability:
  - Go to the nearest inside area where there are no hazards.
  - Call 911 or contact Campus Security at 785-9191.
  - If possible, signal out the window to on-site emergency responders.
- To evacuate persons who are mobility impaired:
  - Inform individual of situation.
  - Always ask how you can help.
  - Move debris if necessary/possible to allow safe escape route.
  - If unable to exit, move individual to as safe an area as possible and notify appropriate personnel of the individual's location.

**NOTE:**

If you become trapped in building and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor as the air will be less toxic. Shout at regular intervals to alert emergency crews as to your location.

## F. LOCKDOWN

A lockdown will be announced via phone system, emergency notification system, email, website or other communication device.

- Go into a room (or stay in your classroom/office).
- Close and lock all doors and windows – interior and exterior. If you cannot lock the door, barricade it with desks, chairs, etc.
- Turn off all lights.
- Move all persons away from windows and doors.
- Occupants should be seated below window level (if possible).
- Remain silent. Turn off all radios and other devices that emit sound. Silence cell phones.
- If possible, one person in each room should write down the names of everyone present in that room.
- Everyone is to stay in their room and remain quiet until all clear notification is given by law enforcement, emergency management and/or college staff.

## G. MEDICAL EMERGENCY

- **Severely injured, ill, or unconscious student:**
  - Call 911 Always error on the side of safety
  - Notify security at 59191 (college phone) or 608.785.9191.
  - If possible, have someone meet and escort emergency responder to the scene.
  - Automated External Defibrillators (AEDs) are available in each building and with security personnel.
- **Questionable severity:**
  - If you are not sure how ill or injured a student is, call 911 immediately, then notify security at 59191 (college phone) or 608.785.9191. Always error on the side of safety.
  - A student may refuse transport in an ambulance, and if so must sign off with the ambulance personnel.
  - If a student refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment; a friend, classmate, family member, taxi cab, or Western security personnel may transport to the medical facility. Once a person signs off with ambulance personnel, there is no longer considered to be a medical emergency.
  - (EXCEPT: *If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.*)
- **Student is conscious and alert but may need medical attention:**

- Ask if student needs an ambulance, if student says no, encourage the student seek medical follow-up.
- A friend, classmate, family member, taxi cab, or Western security personnel may transport to the clinic.
- Notify security at 59191 (college phone) or 608.785.9191.
- (EXCEPT: *If a student/visitor is a minor (under 18 years of age), call 911 for any medical situation.*)

## H. SEVERE WEATHER/TORNADO

When it has been determined that severe weather is in the area (emergency notification such as siren), please follow the emergency procedure outlined below.

- Close all doors and proceed to the nearest designated shelter in your building.
- Assist people with disabilities to designated shelter
- **DO NOT USE AN ELEVATOR**
- **DO NOT OPEN WINDOWS OR GO OUTSIDE**
- Keep away from windows and doors and any glass fixtures
- Sit as low to the ground as possible and cover your head
- Wait for an announcement of the “all clear” before returning to your work area or classroom

**Tornado Watch:** Conditions are right for a tornado. Continue with normal activities, but monitor the situation.

**Tornado Warning:** A tornado has been sighted. Move calmly to the designated shelter area.

## I. THREATENING/VIOLENT BEHAVIOR

Immediate Threat (violent outbursts, weapons seen, physical altercation, etc.):

- Call 911 – give name, location and description of situation
- Call Campus security 59191 from college phone or 608-785-9191
- Calmly describe persons actions and appearance
- Do not personally intervene
- If possible, keep others from entering area
- Security personnel or designee will immediately report to location

Moderate Threat (raised voices, verbal altercation, suspicious behavior, etc.):

- Call Campus security 59191 from college phone or 608-785-9191
- Report incident with specific location and what is occurring
- Calmly describe persons actions and appearance
- Do not personally intervene
- Security personnel or designee will immediately report to location

Concern of Potential Threat or Violence:

- Contact Student Development Manager at 59880 from college phone or 608-785-9880
- Or, meet with Student Development Manager at Kumm Center room 100



