

Western Technical College 2017 Annual Security And Fire Report and Policy Statement

- I. **Procedure for Reporting Crimes and other Emergencies:** All students, staff and visitors are encouraged to report all crimes occurring on any Western campus, in any Western operated facility, or on public property around any campus to Security and/or local law enforcement in a prompt and accurate manner. La Crosse Locations: 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 Security Department, Coleman Center, Room 131, (608) 785-9191, any day, all hours. Security officers are available on the La Crosse campus 24 hours a day, 7 days a week. Regional locations: 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. Western has informal agreements with local and state law enforcement agencies giving them authority to investigate allegations of a criminal nature occurring on or near any Western campus.

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 Life 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. Reports can be made through private reporting in person and/or the online Incident Report Form (https://publicdocs.maxient.com/reportingform.php?WesternTC&layout_id=2).

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 Emergency Operations Team (EOT), 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 EOT 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) depending upon the circumstances.

Anyone with information warranting a timely warning should report the circumstances to Security, by phone (608-785-9191) or in person at Coleman Center, Room 131 (La Crosse campus), or a member of the EOT. Some members of the EOT include:

- Security Manager (608-789-6151)

- Security Coordinator (608-789-6165)
- Dean of Students (608-785-9880)
- Vice President of Finance and Operations (608-785-9123)
- Vice President of Student Development and Success (608-785-9190)

- II. The Annual Security and Fire Report is compiled by the Dean of Students, 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 Life Office from the local law enforcement agencies surrounding the main campus and regional locations, regional location main office staff, Security, Student Life, residence hall staff, club advisors, athletic coaches, Counseling, and designated campus security authorities. 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 students, staff and faculty that provide 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.westernnc.edu). A link to the report is available on the Human Resource webpage for prospective employees. Hard copies of the report may be obtained at the Student Life Office (Room 100 in the Kumm Center) or by calling 608-785-9445.

- III. **Campus Access:** During business hours (6:30 a.m. to 10:00 p.m. Monday through Thursday, and 6:30 a.m. to 5:00 p.m. on Friday during the academic year), 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 access systems or by admittance via Security or other authorized personnel. The residence hall is secured 24 hours a day with access limited to residents and authorized College staff including Physical Plant, Security and Dean of Students, through key card access systems.

Security considerations in maintaining campus facilities include providing limited hours of operation for all facilities, enforcing access control policies, ensuring adequate staffing, providing telephone call boxes for emergency assistance in campus buildings and the parking ramp, 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 Risk Management Steering Committee meetings, 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 a Security Manager, Security Coordinator and Security Officers. 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 employees 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. Bi-annual Night Walk Lighting Survey
- c. Security surveys
- d. Daily patrols of College facilities by Security staff at the La Crosse and Tomah campuses
- e. Sexual assault, dating violence, domestic violence and stalking awareness programs throughout the academic year
- f. Alcohol and Other Drug Prevention programs throughout academic year
- g. Welcome Week at the beginning of each term
- h. Residence Hall Orientation at the beginning of each term
- i. New Employee Orientation at the beginning of each term
- j. CPTED evaluations of each facility every 3 years
- k. Upstander Intervention training

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
- g. Safety emails sent to students, staff and faculty at least twice per term

- 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 Life 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 that includes dissemination of information and materials, educational programs and referrals.

In 2016, there were no fatalities on campus or part of any college activities related to alcohol or drug violations. A total of thirty-one (31) violations of the drug and alcohol policy occurred on campus or part of any college activities in 2016. The sanctions for the violations ranged from referral to the college's AODA educational program and/or community service to suspension from college.

VIII. Disclosure to Alleged Victims of Crimes of Violence: Western Technical College will disclose to the reporting party of a crime of violence or non-forcible sex offenses, the results of any student conduct hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Western Technical College will provide the results of the student conduct hearing to the victim's next of kin.

IX. Sexual Assault Reporting and Prevention:

Western Technical College will not tolerate and prohibits sexual assault, rape and/or sexual misconduct in any form. Western educates students and employees about sexual assault awareness and prevention through Welcome Week, New Employee Orientation, residence hall programming, and ongoing education by the violence prevention or student life staff. Information pertaining to sexual assault definitions, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on sexual assault resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office.

Victims of sexual assault or sexual misconduct are 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). Victims of sexual assault are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Sexual assault/misconduct victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal or student conduct action. If a student or employee does choose to report a sexual assault, the information will be kept confidential to the fullest extent permitted by law and policy. The College will make every effort to balance privacy rights and the right to know when making decisions regarding what information to release to the campus community. A student or employee who reports a sexual assault will be provided with a written explanation of his or her rights and options.

Once the College has received a report of sexual assault or misconduct in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to sexual assault, how to conduct unbiased investigations, and the student code of conduct process.

If a victim would like support in reporting a sexual assault or in coping with an assault, Western has services available through the Counseling Center and Violence Prevention Services staff to assist the victim. The College will work with victims of sexual assault to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.

Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to sexual assault or misconduct allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeal results, and/or any changes regarding the student conduct process or results. A student found in violation of violating the Student Code of Conduct related to sexual assault or misconduct could be referred for criminal action, and may be suspended or expelled from the College. The standard of evidence used in the Student Code of Conduct Hearing Procedure is more likely than not that the accused violated the Student Code of Conduct.

- X. **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 registration and notification of convicted sex offenders enrolled at or employed by institutions of higher education. As provided in the Wetterling Act (amended by the CSCPA), any person required to register as part of a state sex offender registration program must notify the state regarding each institution of higher education in which the person is an employee or student. 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://offender.doc.state.wi.us/public/> or in Minnesota, visit <https://coms.doc.state.mn.us/Level3/Search.asp> or in Iowa visit Iowa - <http://www.iowasexoffender.com/>.

Registered sex offenders, who are students at Western, are obligated to notify the Dean of Students (Kumm Center, Room 100) that they are attending a class or a program at the college and are registered with the Wisconsin Department of Corrections. Failure to notify the college is deemed to be a violation of the Student Code of Conduct and is subject to possible conduct sanctions. A student is defined as any person who attends and/or is enrolled in any classes or program at the College.

Western will publish the link to this website to share information about registered sexual offenders reported to Western as being enrolled, or employed at the College. This information is provided to the College by local law enforcement. The College does not independently verify sex offender registration information, nor is it responsible for its accuracy. Unlawful use of the information for purposes of intimidation or harassment is prohibited.

When notified by local law enforcement, Western Technical College has established the following procedures for notifying the campus community about sex offenders on any campus/location depending on the established offender risk level. (*See the link below to learn more about the three offender risk levels.)

1. The Western Security Manager will coordinate with local law enforcement personnel to ensure that the College has relevant and current sex offender information.
2. The Western Behavior Intervention Team (BIT) will review all relevant and necessary information provided by law enforcement personnel to assess any safety issues posed for the college community.
3. The Western Behavior Intervention team (BIT) will determine the level of notification to be released to members of the college community. The College will follow the same notification level utilized by local law enforcement based on level of concern for community safety.

*Wisconsin Department of Corrections Sex Offender Registry: In addition to allowing citizens to search for information on those who may be registered offenders, this site explains the Registry, Sex Offender Program and risk levels. <http://doc.wi.gov/community-resources/wi-sex-offender-registry>

XI. **Annual Crime and Fire Statistics:** The listing of all crime statistics, and fire related statistics for the past three years are available at the end of this report.

XII. **Stalking, Dating Violence and Domestic Violence Prevention:** Western Technical College will not tolerate and prohibits domestic violence and dating violence (relationship violence), and/or stalking in any form. Western educates students and employees about relationship violence and stalking awareness and prevention through Welcome Week, New Employee Orientation, residence hall programming, and ongoing education by the violence prevention or student life staff. Information pertaining to definitions of relationship violence and stalking, campus and community resources, reporting options, and bystander intervention education are published in the Student Handbook each year. Literature on resources, reporting options, and prevention is available through the Student Life Office and the Counseling Services office.

Victims of relationship violence and/or stalking are 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. Victims of relationship violence and/or stalking are encouraged to report the incident to the Dean of Students, Violence Prevention staff, Counselor, and/or local law enforcement agencies. Relationship violence and/or stalking victims may choose for the investigation to be pursued through the criminal justice system and/or the College conduct system, or make a private report to the College in order to ensure steps are taken to preserve the future safety of students and employees without pursuing formal criminal

or student conduct action. If a student or employee does choose to report an incident of relationship violence or stalking, the information will be kept confidential to the fullest extent permitted by law and policy. The College will make every effort to balance privacy rights and the right to know when making decisions regarding what information to release to the campus community. A student or employee who reports an incident of relationship violence or stalking will be provided with a written explanation of his or her rights and options

Once the College has received a report of relationship violence or stalking in any form, a trained investigator from the Student Life Office will conduct a prompt, fair, and impartial investigation. The investigation will be reviewed by the Title IX Coordinator, or designee, for determination of appropriate College action(s) up to and including implementing the Student Code of Conduct hearing process or employee discipline process. Investigators from the Student Life Office are trained annually on issues related to relationship violence and stalking, how to conduct unbiased investigations and the student code of conduct process.

If a victim would like support in reporting incidents of relationship violence or stalking, in coping with such incidents, and/or safety planning, Western has services available through the Counseling Center and Violence Prevention Services staff to assist the victim. The College will work with victims to address reasonable accommodations related to living accommodations and/or academic situations at the request of the student.

Procedures for College student conduct proceedings are published in the Student Handbook under the Student Code of Conduct Hearing Procedure. In conduct hearings related to relationship violence and stalking allegations, the victim is entitled to the same supports as the accused in the student conduct hearing process. Also, both victim and accused are informed simultaneously, in writing, of the hearing outcomes, appeal results, and/or any changes regarding the student conduct process or results. A student found in violation of violating the Student Code of Conduct related to relationship violence could be referred for criminal action, and may be suspended or expelled from the College. The standard of evidence used in the Student Code of Conduct Hearing Procedure is more likely than not that the accused violated the Student Code of Conduct.

XIII. **Upstander Intervention:**

Upstander intervention encourages all members of the Western community to recognize, intervene, prevent and/or stop any inappropriate comments, actions or behaviors related to sexual assault, sexual misconduct, relationship violence and/or stalking. As a bystander, it is important to:

- Notice the incident or event – educate yourself about issues related to sexual assault, relationship violence and stalking in order to be aware of the behaviors and educate others.
- Evaluate the situation – determine whether it is an emergency or at least a situation where someone needs immediate assistance.
- Intervene – give help at an appropriate and safe level. Others are more likely to help when they see others helping as well. Don't assume someone else will take care of it.
- Ways to help – help the person leave the situation, redirect the focus somewhere else, confront the behavior, engage a conversation, or call for other support/security/law enforcement.

Tips for Intervening:

- Approach in a friendly, non-confrontational manner.
- Avoid using violence.
- Be honest and direct whenever possible.
- Recruit help if necessary.
- Keep yourself safe.
- Contact police if things get out of hand or become too serious.

Fire Safety Procedures for On-Campus Housing

Fire Safety Systems: The residence hall is a six story facility located adjacent to campus. The building is equipped with fire notification systems (both sound and strobe), pull stations, a NFPA Standard 13 designated sprinkler system, 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.

An annual Fire Log is maintained in the Student Life Office (K-100) which includes information related to any fires occurring in campus housing, any injuries or deaths from fires in on campus housing, and the value of any property damage due to fire. A record of all fire drills and tests of the fire system are maintained in the Security Office (C131).

Fire Safety Training and Education: Fire safety procedures are addressed at mandatory residence hall orientation at the beginning of each term. 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 term by residence hall and security staff. The residence hall staff conducted two (2) successful fire drills in 2016-2017 academic year.

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 the closest pull station (Note: Pull stations are located on each floor and by each exit.
2. Call **911** and give exact location (building address is **820 La Crosse Street**)
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 the meeting location (Lot H)
7. **DO NOT RE-ENTER building** until an "all clear" signal is given by residence hall or security staff

If you are unable to leave the building due to a physical disability:

- Go to nearest rescue assistance area located on the landing of each stairwell and activate the rescue assistance call button to signal your location.

If your door is hot or if corridor is full of smoke or flames, remain in your room, place a rug or towel around the door, open your window, place an article of clothing outside the window to designate your location, and shout at regular interval to alert emergency crews as to your location.

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.***

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.

A small, non-electrical blaze can be extinguished with a fire extinguisher (located on each floor). 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.

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.

Reporting Fires of Any Kind: Any type of fire in the residence hall, whether in a public area or in resident suites, must be reported immediately to the Student Life Coordinator (608-785-9446) and/or the Dean of Students (608-785-9880).

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.

Stairwell Doors: All stairwell doors are fire doors and must remain closed at all times. Propping or disabling a fire door will result in a fine and/or student conduct action.

Missing Persons Procedure

If a member of the Western community has reason to believe a student may be missing or is concerned for a student's safety, the community member must contact the Dean of Students (room 100 in Kumm Center or 608-785-9880) 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 check of his/her welfare, and communicating with known friends and family. All official checks of welfare must be conducted by the Dean of Students or designee only. If the student is under the age of 18, parents or guardians will be notified directly.

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 Life Office, room 100 in the Kumm Center. All emergency contact information will remain confidential and will be housed in a secure file in the Dean of Students' 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 regularly test the emergency drills including annual testing of evacuation procedures. Copies of the Emergency Procedures Guide are located in every classroom and office on all Western campuses and are publicized annually in coordination with emergency drills.

Upon the confirmation of an emergency event that involve an immediate threat to the health or safety of members of the Western community, the College will immediately notify the campus community of the significant emergency or dangerous situation. Notifications may be withheld if they would compromise the efforts to safely contain the emergency. The notification will be issued through any one or combination of the following: College electronic communications systems (email, Facebook, Twitter, etc.) bulletin boards, text message blasts, public address announcements, message boards, classroom/office space announcements, College website (www.westerntc.edu) and/or local media agencies, depending upon the circumstances.

Students and staff/faculty can register their cell phones and/or home phones to receive emergency notifications at <https://www.getrave.com/login/westerntc>. Students and employees are encouraged to update personal contact information with the College, including cell phone numbers, in order to be included in the RAVE alert system.

Western will initiate a test of its emergency response and notification procedures on at least an annual basis. Documentation of the test and/or any drills will be maintained in the Security Office (Coleman Center, Room 131).

EMERGENCY RESPONSE

In all life threatening emergencies, 911 should be notified first with a follow up call to Security (608-785-9191) and for regional locations, notification to the main office staff.

Upon report of an emergency event, Security will act as first responders to confirm there is a significant emergency. The Security Manager, or designee, will notify the Emergency Operations Manager (EOM) who will activate the Emergency Operations Team (EOT). The EOM will make the determination of who to notify and the content of the notification. The EOM will designate the team member to implement the notification system. Members of the EOT with permission to initiate the notification system are: President, Vice Present for Finance and Operations, Vice President for Student Services and Engagement, Security Manager, Dean of Students, Director of Information Services, or designees.

In the event of an emergency:

- Take note of safety signs and evacuation routes
- Follow instructions of supervisors, faculty and/or emergency response teams

A. ACTIVE SHOOTER – “RUN-HIDE-FIGHT”

Run – If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location. Students and staff should be trained to:

- Leave personal belongings behind.
- Visualize possible escape routes (including physically accessible routes for students and staff with disabilities and others with access and functional needs).
- Avoid elevators.
- Take others with you but do not stay behind if others will not go.
- Call 911 when safe to do so
- Let emergency responders know where you are located.

Hide – If running is not a safe option, hide in a safe as place as possible. Students and staff should be trained to hide in a location where the walls might be thicker and have fewer windows. In addition:

- Lock the doors or barricade the doors with heavy furniture;
- Close and lock the windows, and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices.
- Remain silent.
- Use strategies to silently communicate with first responders, if possible.
- Hide along the wall closest to the exit but out of the view from the hallway.
- Remain in place until given an all clear by identifiable law enforcement.

Fight – If neither running nor hiding is a safe option, as a last resort consider trying to disrupt or incapacitate the armed intruder by using aggressive force and items in your direct environment such

as fire extinguishers, chairs, etc. Note: confronting an active shooter is never a requirement of any campus employee's job. How each individual chooses to respond if directly confronted by an armed intruder is up to that person

B. BLOODBORNE PATHOGENS EXPOSURE

Contact the security office at 59191 from a college phone or 608.785.9191

DON'T TOUCH IT Treat all human blood and bodily fluids as if known to be infectious for HIV, HBV, or other blood borne 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.

REPORT

Report the incident to a supervisor or instructor. Complete an online incident report.

C. BOMB THREAT

- Call Security at 59191 (college phone) or (608) 785-9191
- If you receive a call, try to keep caller on the line and note everything you hear and are told
- 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 employees in the most appropriate media (i.e. email, text message, website, etc.)

D. CHEMICAL SPILLS/LEAK/ODORS

- a. Known or Unknown Substance Spill
 - Avoid direct contact with the material.
 - Evacuate the area/building.
 - Contact the Security Office at 59191 or 608.785.9191.
- b. Natural Gas Leak or Unknown Odor

- Follow evacuation procedure to evacuate the building.
- Call 911 and report the incident.
- Contact the Security Office at 59191 or 608.785.9191.

E. 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 608-785-9191.
 - 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 designated evacuation location and inform emergency personnel.

F. 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 608-785-9191.
 - 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.

G. 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.
- DO NOT SOUND FIRE ALARM. Once in a lockdown, if the fire alarm sounds, DO NOT EXIT your safe area unless there is obvious danger from smoke and/or fire in your location. The hostile intruder may use the alarms in order to increase the amount of victims.

H. MEDICAL EMERGENCY

- **Severely injured, ill, or unconscious person:**
 - Call 911 Always err 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 person is, call 911 immediately, then notify security at 59191 (college phone) or 608.785.9191. Always error on the side of safety.
 - A person may refuse transport in an ambulance, and if so must sign off with the ambulance personnel.
 - If a person refuses transport and signs off with the ambulance personnel, but still needs transportation to a medical facility for treatment; ONLY 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.*)

- **Person is conscious and alert but may need medical attention:**
 - Ask person if he or she needs an ambulance, if person says no, encourage the person to 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.*)

I. SEVERE WEATHER/TORNADO

When it has been determined that severe weather is in the area (emergency notification such as siren, phone or email), 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
- Move to lowest floor and to the interior of the building, or to a designated shelter area
- Sit as low to the ground as possible and cover your head with your arms
- 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.

J. SHELTER-IN-PLACE

Shelter-in-Place is used when chemical, biological, or radiological contaminants may have been released accidentally or intentionally into the environment. A Shelter-in-Place will be announced via phone system, emergency notification system, email, website, or other communication device.

- Do not leave the building
- Close and lock all windows, exterior doors, and any other openings to the outside.
- When possible, move to interior room(s) above the ground floor, with the fewest windows or vents. Avoid overcrowding a room or selecting a room with mechanical equipment such as a venting system or pipes.
- If you are told there is danger of explosion, close the windows shades, blinds or curtains.
- Write down the names of everyone in the room.
- Listen for an official announcement from college or emergency personnel officials and stay where you are until you are told all is safe or you are told to evacuate.
- Wait for an announcement of all clear before returning to your work area or leaving the building.

K. 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 Dean of Students at 59880 from college phone or 608-785-9880
- Or, meet with Dean of Students at Kumm Center room 100
- Describe incident and/or concern
- Or send email to the Behavior Intervention Team (BIT@westernnc.edu) describing concern

All incidents or reports of threatening/violent behavior will be investigated and assessed with appropriate actions taken.

