

NCK Tech Annual Security Report And Fire Safety Report Beloit Campus 2013

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Dean of Student Services at NCK Tech has prepared this report to inform its constituents of the college's policies regarding Campus Security and reporting of its annual crime statistics. The full text of this report is located on our website at www.ncktc.edu/documents/annualsecurityreport_beloit.pdf. This report is prepared in cooperation with the Campus Housing Director and the local law enforcement agencies surrounding our main campus including the city of Beloit Police Department and the Mitchell Co. Sheriff's office.

Campus crime, arrest and referral statistics include those Clery Act crimes reported to the Dean of Student Services and local law enforcement agencies regarding crimes committed on the NCK Tech campus and public property adjacent to the campus. These statistics do not include crimes that have occurred in private residences or businesses not associated with the college.

Each year, a notification is made to all enrolled students, faculty and staff and provides directions to access this report on the website. Copies of the report may also be obtained by contacting the Dean of Student Services located in the Mears Administration building on the Beloit Campus, or by calling (785) 738-9008. All prospective employees may obtain a copy from Human Resources in the Mears Administration Building on the Beloit Campus, or by calling (785) 738-2276.

Reporting Policies and Procedures

In the event that a situation arises, either on or off campus, that, in the judgment of the college administration, constitutes an ongoing or continuing threat to students, faculty and staff, a campus wide "timely warning" will be issued. The warning will be issued through the college's Rave-Alert system to students, faculty and staff. Anyone with information regarding crimes that warrant a timely warning should report the circumstances to the NCK Tech administration by phone (785-738-2276) or to local law enforcement (785-738-2203), or in person at the Mears Administration Building on the Beloit Campus so administration can issue the timely warning for the safety and security of the campus community.

To report a crime:

Call 911 if it is an emergency and immediate threat to anyone's safety. In non-emergency cases, please report crimes to any of the following staff or administration of NCK Tech:

- Campus Housing Director - 785-738-9075, 2000 Campus Circle
- Dean of Student Services - 785-738-9008, Mears Administration Building, Campus Dr.
- Dean of Instructional Services - 785-738-9055, Mears Administration Building, Campus Dr.
- President - 785-738-9057, Mears Administration Building, Campus Dr.

NCK Tech administration encourages anyone who is the victim or witness to any crime to promptly report the incident to the Beloit Police Department or Mitchell Co. Sheriff's Office. NCK Tech does not currently have any policies or procedures in place to allow for confidential reporting of crimes. Local law enforcement agencies have a Crime Stoppers Hotline if you are a victim, or witness to a crime and want to remain anonymous.

Reporting Crimes in a Timely Manner:

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to local law enforcement in a timely manner. In emergency matters, call 911 immediately, then inform the Dean of Student Services in the administration office at 785-738-2276. In non-emergency matters related to the campus housing, report security issues, all crimes, and public safety incidents to the Housing Director at 785-569-

7776. Any other non-emergency security issues can be reported to the Dean of Student Services so they may be included in the Annual Crime Statistics reported later in this document.

All reports will be investigated. NCK Tech does not have procedures for voluntary, confidential reporting of crime statistics through pastoral or professional counselors. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Dean of Student Services for review. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued through Rave Alert system via email, text, and phone call.

Security of Campus Facilities

During normal business hours, NCK Tech will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, which is only available to employees of the college. NCK Tech, Beloit Campus does not have a campus police department. The security personnel for the campus housing is the Housing Director. The Housing Director does not have authority to make arrest. The Housing Director will call the local law enforcement to make arrest if a crime is committed on campus that warrants an arrest.

Program Facilities:

Each program chairperson is responsible for the security of their facility during regular business hours. After normal operating hours, the program's chairperson is responsible for locking the facility.

Campus Housing Facilities:

NCK Tech has 8 Campus Housing facilities on the Beloit Campus. Each housing facility has 4 apartments. The main entrance to each building is open 24 hours a day /7 days a week. Each apartment has 2 entrances / exits. Students residing in the Campus Housing are issued keys to their apartments when they check in with the Housing Director. It is the responsibility of the residents to keep their apartments locked and secured. The Housing Director is the campus security officer for the Campus Housing at the Beloit Campus of NCK Tech. The Housing Director lives on the Beloit Campus and regularly patrols the Campus Housing facilities to insure safety procedures are followed, in addition to monitoring unwanted guests and potential for dangerous situations. The Housing Director does not have arrest capabilities. In the event of a crime that warrants an arrest, local law enforcement will be called. The Housing Director has a strong working relationship with local law enforcement. There is no formal written memorandum of understanding (MOU) with the local law enforcement, but they do regularly patrol the campus.

Other Facilities:

Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. The Student Union is kept open in the evening by the Activities Director and / or the Housing Director depending on the activity and the time of the year. The General Education building has individual hours depending on the schedule of night classes and Resource Center hours. These hours are posted at the beginning of each semester.

The Director of Maintenance is responsible for maintaining the campus lighting, door locks, and overall condition of the facilities for the safety and security of staff, faculty, and students. The Housing Director is responsible for making sure the housing facilities are well maintained and safe for the residents. The Dean of Student Services is responsible for the overall security of the Beloit Campus. The Dean of Student Services has annual meetings with the Housing Director and the Director of Maintenance to discuss maintenance and security issues.

Student Organizations and Off-Campus Facilities

NCK Tech does not operate any student organizations off-campus or any college-owned off-campus housing facilities. Therefore, NCK Tech does not include reports and monitor any criminal activity off campus in this report.

Security Awareness Programs for Employees and Students

During Inservices and Teamwork Days, the NCK Tech administration reviews and outlines the college safety and security procedures in the Crisis Management Plan to all faculty and staff. On the Friday before classes begin in the fall, all Campus Housing residents are required to attend the Campus Housing Rules Meeting. The Dean of Student Services and the Housing Director reviews all the campus housing rules, safety and security policies and reporting procedures at this meeting.

A common theme of these crime prevention and awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Periodically, the local police department offers presentations regarding crime prevention and safety awareness to students and employees, but NCK Tech does not provide any other specific prevention programs designed for this purpose other than those mentioned above.

Drug and Alcohol Abuse Policy:

The North Central Kansas Technical College Board of Trustees, administration and staff believe that maintaining a drug free educational environment is critical to the success of every student. North Central Kansas Technical College fully complies with all provisions of the Drug Free Colleges and Communities Act, PL 101-226, 103 Statute, 1928.

It is the policy of NCK Tech that the possession, use, distribution and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances, including any legal hallucinogenic (such as bath salts, K2 etc.) (except as medically prescribed) by students and employees is prohibited on the college campus, within the college buildings, at any training station or at any college sponsored event. Violation will result in immediate disciplinary action, up to and including dismissal from college. Appropriate legal action will be taken by NCK Tech. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Students who violate the terms of the NCK Tech Drug and Alcohol Abuse Policy violate the NCK Tech Student Code of Conduct and will be subject to the following sanctions:

- 1). Suspension from classes and activities
- 2). Expelled from college
- 3). Mandatory attendance at counseling sessions and/or educational seminars
- 4). Community Restitution/Service
- 5). Parental Notification as provided by federal law
- 6.) Probation, \$100 Fine, 10 Hours Community Service

Those students in violation of the NCK Tech Drug and Alcohol Abuse Policy may be required to meet with a counselor and/or complete a drug or alcohol education, or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student. Students subject to these penalties will be afforded all rights of due process to which each student is entitled to by law or under current policies effecting students discipline.

Drug and Alcohol Prevention Programs

NCK Tech partners with local agencies to provide programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. These local agencies provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, and referrals. For more information contact Pawnee Mental Health at 785-243-8900, or 785-738-5363, or after hours: 1-800-609-2002. Central Kansas Foundation for Alcohol & Chemical Dependency, Salina, KS 785-825-6224.

Missing Student Notification

Any student, staff, or faculty of NCK Tech that has reason to believe that a student who resides in on-campus housing at the Beloit Campus is missing, he or she should **immediately** notify the Housing Director 785-569-7776, or the Dean of Student Services at 785-738-2276. The Housing Director or the Dean of Student Services will generate a missing person report and initiate an investigation. Local law enforcement may be contacted to assist with the investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by NCK Tech in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, NCK Tech will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the NCK Tech Housing Application. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should NCK Tech determine that the student has been missing for 24 hours, NCK Tech will notify Beloit Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, NCK Tech will notify the student's parent or legal guardian immediately after NCK Tech has determined that the student has been missing for 24 hours.

Sex Offense Policies, Procedures and Programs

NCK Tech offers educational information to the student community about sexual assaults and date rape through local agencies such as Pawnee Mental Health and local law enforcement. The Beloit Police Department offers sexual assault education and information programs to NCK Tech students and employees upon request. Literature on date rape education, risk reduction is also available.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The local law enforcement strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer and/or to the Housing Director.

Filing a police report with a law enforcement officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and / or the NCK Tech administration for disciplinary action. NCK Tech administration will guide the victim through the available options and support the victim in his or her decision. NCK Tech does not provide counseling services on campus but options are available from the counseling and support services outside the college system which can be obtained through Pawnee Mental Health as mentioned above.

Sexual offenses that have occurred on campus are subject to disciplinary action from the college in addition to legal action through the court system. The NCK Tech Catalog / Student Handbook outlines the process for a hearing and due process for the accused and the victim. Each will be given an opportunity to present evidence and allowed to have legal counsel and witnesses to accompany them throughout a hearing. This hearing will be for the purpose of determining appropriate disciplinary action by the college. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the college sexual misconduct

policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for this offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Sex Offender Notifications

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Kansas, it is the Kansas Bureau of Investigation) to provide NCK Tech with a list of registered sex offenders who have indicated that they are either enrolled, employed or pursuing an education at NCK Tech College.

NCK Tech College is required to inform the campus community that a KBI registration list of sex offenders will be available by contacting the Dean of Student Services.

In addition, a list of all registered sex offenders in Kansas is available from the Kansas Bureau of Investigation at <http://www.accesskansas.org/kbi/ro.htm>. Beloit is located in Mitchell County and the zip code is 67420.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Disclosure Policy

NCK Tech College may, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary 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, NCK Tech College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sexual Harassment Policy:

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with the Dean of Student Services. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. Strict confidentiality will be maintained throughout the complaint procedure.

NCK Tech employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student(s) sexually harass another student(s). Violation of this policy will result in disciplinary action. If any member of the staff in a supervisory position is the object of a harassment complaint, the student may bypass the supervisor in the reporting process. Complaints against the President shall be heard by the Board of Trustees.

Definitions of Harassment - Sexual harassment may include, but is not limited to:

- sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse.
- subtle pressure or requests for sexual activity.
- persistent unwelcome attempts to change a professional relationship into a personal social-sexual relationship.
- creating a hostile work environment, including the use of innuendoes or overt implied threats.
- unnecessary touching of an individual, example: patting, pinching, hugging, or repeated brushing against another person's body.
- requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to a student's grades or status in any activity.
- sexual assault or battery as defined by current law.

Weapons Policies

No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on College owned or operated property, at any College activity, function or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.

Weapons, explosives, destructive devices, and other hazardous objects or substances covered by this policy shall include, but not be limited to, the following:

- a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
- c. any BB gun, pellet gun, air/CO2 gun, paintball gun, stun gun or blow gun;
- d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
- e. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- f. any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting;
- g. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- h. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; except an ordinary pocket knife which has a spring, detente or other device which creates a bias toward closure of the blade and which requires hand pressure applied to such spring, detente or device through the blade of the knife to overcome the bias toward closure to assist in the opening of the knife shall not be considered to be a weapon for the purposes of this policy;
- i. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy, unless used or threatened as a weapon;
- j. any martial arts weapon such as nunchucks and throwing stars;
- k. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
- l. all fireworks;

Weapons, as defined above, are not permitted on College owned or operated property unless in the possession of a law enforcement officer, armored car security personnel, or as otherwise specifically permitted by the College's Board of Trustees.

Students in violation of this policy are subject to suspension or expulsion from the College with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The President may recommend the suspension or expulsion be modified on a case-by-case basis under the provisions of Board of Trustees Policy JDC (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS.

NCK Tech Crisis Management Plan

(Emergency Response and Evacuation Procedures)

PURPOSE

North Central Kansas Technical College's greatest concern is the safety of its faculty, staff, and students. Focused on that goal, the following policies and protocols have been designed to respond to crisis situations of all types, and prevent crises whenever possible. The procedures outlined in this plan will be used to enhance the protection of lives and property through the effective use of College and local resources.

This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs. The effectiveness of this plan relies on every member of the College community to be familiar with and follow these policies and procedures in the event of an emergency.

This plan should be reviewed on an annual basis and distributed to appropriate members of the College community.

INTRODUCTION

From a public perspective, a "crisis" can be defined as any out-of-the-ordinary event that creates community/media interest in the College. Effective communication is essential in responding to our communities and to the media in case of a crisis of any kind.

The College must be adequately prepared for that out-of-the-ordinary event, and to advise, effectively and promptly, the College community and the public as required on issues and developments.

The Crisis Management Plan will also apply in the event of a crisis at an off-campus event for which North Central Kansas Technical College has some responsibility or where a significant number of its community are involved, e.g., evening activities and outreach centers.

SCOPE

These procedures apply to all members of the North Central Kansas Technical College community.

TYPES OF CRISES/EMERGENCIES IDENTIFIED

A crisis is any event that involves death, serious injury, property damage or destruction, disruption of normal operations, compromise of data or information, harm to financial assets, damage to the image or goodwill of the College, or any other event which is deemed to be a crisis by the College, or the imminent threat, fear or possibility of any such results.

While there is no way to anticipate all possible emergency situations or types of crises, the following examples represent categories of crises that would likely necessitate the deployment of the Crisis Management Team:

1. Medical Emergency – epidemic or poisoning
2. Violent Crime/Behavior-Active Shooter – robbery, murder, suicide, personal injury (existing or potential), etc.
3. Political Situations – riots, demonstrations, etc.
4. Off-Campus Deaths or Incidents Involving Students, Faculty and/or Staff
5. Fire/Evacuation – fires, floods, chemical spills or leaks, explosions, etc.
6. Tornado/Severe Weather—tornadoes, wind storms
7. Severe Winter Weather—blizzards, snow storms
8. Bomb Threats

CRISIS MANAGEMENT TEAM

The Crisis Management Team is created under the authority of the President of the College. Authority to activate the Crisis Management Team is designated to each member. The Crisis Management Team must be available to respond and react as a team in emergency or crisis situations. The team will meet annually to review the plan and update information. A written report will be provided to the President after each review; updates to the plan will be presented to the Board of Trustees.

The College Crisis Management Team consists of the following positions:

Rank	Position
1	Eric Burks, President of the College (Both Campuses)
2	Corey Isbell, Dean of Instructional Services (Beloit) Don Benjamin, Dean of Hays Campus (Hays)
3	Dave Hughes, Dean of Student Services (Beloit) Mark Pahls, Instructor (Hays)
4	Brandi Zimmer, Dean of Administrative Services (Beloit) Sandy Gottschalk, Director of Nursing (Hays)
5	Mari Tucker, Marketing / Foundation Director (Beloit) Brenda Leiker, Instructor (Hays)
6	Gary Odle, Director of Financial Aid (Beloit) Shelly Macumber, Student Service Coordinator (Hays)

Once convened, the Crisis Management Team will generally take the following actions:

- Share information with all members of the Team and attempt to assess the nature of the event and the probable harm that may result.
- Brief and advise the President and other members of College administration.
- Identify other individuals outside of the Team who may be needed to assist with the response to the event.
- Determine initial actions of the Team and by whom these actions will be taken.
- Outline long term or continued responses of the College to the event.
- Arrange for communications with off-campus officials if necessary.

Incident Commander

The Incident Commander is the highest ranking individual on scene and available from the Crisis Management Team. The Incident Commander is responsible for taking command of an emergency situation and leading the Crisis Management Team. While the Crisis Management Team is expected to collaborate on decisions, the Incident Commander is responsible for the final decision.

Responsibility for this activity should not be delegated because it is important that all members of the Crisis Management Team be familiar with each other and fully aware of their responsibilities with regard to crisis management. In the event of an emergency situation the Crisis Management Team will work with the Incident Commander to lead the College community through the situation and determine the best course of action.

The Incident Commander is automatically authorized to assume leadership of the situation; however he/she is not automatically designated as the Official Spokesperson. Before speaking with the media, the President should be informed of the incident and he/she will designate an Official Spokesperson

Official Spokesperson

The President is expected to serve as the Official Spokesperson for the College and is responsible for articulating the College's position to the media or outside agencies. If the President is unavailable, he/she is

otherwise responsible for designating an Official Spokesperson. The Official Spokesperson must be designated by the President and may or may not be the Incident Commander.

The Official Spokesperson will be selected from the following:

1. Dean of Instructional Services/Dean of Hays Campus
2. Dean of Student Services
3. Dean of Administrative Service
4. Marketing/Foundation Director

Authority

- The Crisis Management Team shall inform the President of any crisis that has occurred or that is threatening life, health, or College property, and give periodic status reports as information is available.
- When immediate action is required to react to an emergency situation, the Incident Commander (highest ranking member of the Crisis Management Team on scene) has the authority to declare a state of emergency. If time allows the President should be notified prior to the declaration.
- Once a crisis/emergency has been identified, the Crisis Management Team will have the authority to limit access to the affected area and any other areas of campus designated for use for use in responding to the crisis.
- Except for emergency services personnel, only the President or his/her designated Official Spokesperson will be authorized to provide direction to the media.
- The College President through consultation with local law enforcement and the Board of Trustees may allow media photographers and camera operators to tour the emergency site; they must be escorted.

Following appropriate first-response activities, the Crisis Management Team will develop an action plan based on knowledge of the event that will be guided by any established procedures or protocols developed in this plan or traditionally utilized by the College in the event of such a crisis.

COMMUNICATION GUIDELINES

The College will make every effort to be open and timely in its communications with the College community, the media and its communities during a crisis or emergency. Concern for the right to privacy, personal health and safety, legal liability and the public's legitimate need to be informed will guide decisions with regard to all communications internally and externally.

During a declared state of emergency, communications – both internal and external – will be under the direction of the President of the College in cooperation with the Crisis Management Team.

- Communications shall be from the President or his/her Official Spokesperson with respect to crises affecting the College.
- Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.

Good communications policy and practice will:

- assist in the actual management of the crisis;
- provide direction to faculty, staff, and students;
- reduce rumor and uncertainty;
- disseminate clear and accurate information to interested constituencies and the public at large;
- maintain the institution's credibility and minimize damage to its reputation

COMMUNICATION PROCEDURES

Alerting Responsibilities

1. Any member of the Crisis Management Team may trigger the Rave Alert system to immediately respond to an emergency situation or declare a state of emergency.
2. During a declared state of emergency or the decision to assemble the Crisis Management Team, the President of the College or his/her Official Spokesperson will advise the media.
3. The President or his/her designated Official Spokesperson is responsible for:
 - a. Meeting with the Crisis Management Team to determine level of crisis and members of the College community affected.
 - b. Maintaining regular contact with the Crisis Management Team and/or Incident Commander.
 - c. Preparing and disseminating statements or information to the College community, interested constituencies, the media, and other groups as identified.
 - d. Handling public inquiries regarding the crisis.
 - e. Responding to media inquiries regarding the crisis.
 - f. Maintaining regular contact with communications officials of other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements of information.
 - g. Managing the media's presence during the crisis and enforcing the guidelines for media behavior during a crisis.
 - h. Monitoring media coverage and public response to the crisis.
 - i. Providing post crisis follow-up releases and news, as appropriate, to the media.
 - j. Evaluating the communications process, providing full media documentation to the Crisis Management Team, and participating in a debriefing session with members of the Crisis Management Team.

RAVE ALERT-EMERGENCY NOTIFICATION SYSTEM

A key component of the NCK Tech's Crisis Management Plan is the NCK Tech Rave Alert system. This alert system serves as the primary means for which crisis situations will be communicated to faculty, staff, and students who may be on campus and potentially at-risk during a crisis. Therefore it is essential for all faculty, staff, and students to keep their contact information current so they can be notified in the event of an emergency. Once students register, they will receive NCK Tech weather related closings and emergency notifications via cell phone text/voice messages and emails with NCK Tech Rave Alerts.

To register with NCKTC Rave:

1. Navigate to the College Rave Alerts website (<https://www.getrave.com/login/NCK Tech>).
2. Click on the Register Now button.
3. Enter a valid *e-mail address that you use regularly, create a password, enter your first name, last name and mobile (cell) phone number.
4. Agree to the Rave Terms and Conditions, click on next.
5. Confirm and verify who your mobile (cell) phone carrier is.
6. Complete the registration.

*Any e-mail account will work (gmail, yahoo, hotmail, hometown ISP account, etc.) but each student must have their own individual e-mail account to register. If you do not have an e-mail account you may request a College e-mail account while you are attending NCK Tech.

Once you have registered, if there is a school closing or an emergency, you will be alerted via your mobile (cell) phone and by e-mail about the situation.

RELEASING STATEMENTS/INFORMATION

- All information released by the College will be done in cooperation with the appropriate external law enforcement authorities.
- All written or oral statements to campus groups, the media and the public will require the authorization of the College President or designated Incident Commander.
- The legal aspects of releasing information will be governed by the appropriate legal guidelines or referred to legal counsel.
- All public and media inquiries that are received by other offices and departments will be forwarded to the President or his/her Official Spokesperson and:
 - Under no circumstances will any representative of the College reveal the victim's name in any case.
 - Under no circumstances will any representative of the College other than the President or his/her designee volunteer any information (names, dates, times, locations, nature of an incident) about an off-campus incident.
 - The President or his/her Official Spokesperson should be notified of any off-campus incidents that could potentially impact the College community.

GENERAL RESPONSE PLAN:

Assumptions:

- In any situation where the Police or Fire Department is involved, they will secure the situation and take jurisdiction of all activities.
- The President will designate a spokesperson if he/she is absent.
- The President, or his/her designated spokesperson, will coordinate all College communications including those with the media. Any required College notifications or cancellations should be cleared by the President or his/her designated spokesperson.
- Under no circumstances will any representative of the College reveal a victim's name in any case, unless authorized to do so by the victim or the victim's agents.

Crisis Team Meeting Place

- In the event of a crisis or emergency, the Crisis Management Team will meet at a predetermined command post. The Administrative Office will be the primary meeting place.

Emergency Shelter

Beloit:

- The racquetball court inside the Wellness Center will be the on-campus emergency shelter (to be used in case a residence hall is uninhabitable or others on campus require temporary housing). If the racquetball court inside the Wellness Center is unavailable, alternative accommodations will be determined by the Crisis Management Team.
- Outside the instructional day, dormitory students should evacuate to the basement of the Housing Director. The basement is accessible at all times entering through the laundry room.

Hays:

- Go to an interior hallway or smallest interior room in the building you are in avoiding areas with windows. If possible get under a table or solid structure.

CRISIS MANAGEMENT TEAM RESPONSIBILITIES

Advance Warning (If applicable)

- The Crisis Management Team meets and plans based on anticipated situations, and prepare a worst-case scenario plan.
- Communication decisions made and implemented.
- Key College personnel who need to be involved are notified.
- Precautionary evacuations are done if needed.
- Essential service personnel are called if required.

- City services (Police, Fire) are notified when necessary.
- Precautionary quarantine initiated by County Health Services.
- Complete incident report if required.
- Debriefing.

Emergency in Progress or Immediate Aftermath

- Local Emergency First Response team (police, fire, medical depending on need) will be notified.
- City services are called if required and not already on scene
- Communication decisions are made and implemented
- Initiate College emergency notification alert, contact key personnel
- Set up command post
- React and coordinate activities for campus security, evacuations, shelter, counseling, etc.
- Coordinate restoration of lost or damaged utility services
- Control traffic
- Initiate damage control
- Complete incident report(s)
- Complete a log of activity
- Debriefing

Post Emergency

- Debrief and continue communications as required to the College community, general community and the media.
- Ensure arrangements are made for counseling to be provided to those who need it.
- Record events and prepare permanent records to be maintained.
- Assess any required changes or additions to the crisis management plan.
- Complete incident report(s).

COLLEGE FUNCTIONAL RESPONSIBILITIES

Administrative Cabinet

1. Protect lives and property and secure and control the emergency site.
2. Establish an Incident Commander for the College in the absence of the President following hierarchy established in the crisis plan.
3. Initiate crisis plan and contact appropriate outside agencies.
4. Coordinate all activities with campus and City services (e.g.: call emergency services –Emergency First Response Team, ambulance etc.)
5. Handle emergency closing notifications and coordinate special notifications as required.
6. Coordinate and maintain command post.
7. Maintain public order on campus.
8. Assist proper authorities (Police, Fire, EMS, etc.) whenever necessary.
9. Handle or clear all media activities.
10. Provide clear, continuous and timely communication to faculty, staff and students and external publics as required.
11. Record the event and action taken.

Physical Plant/Maintenance Staff

1. Monitor actual safety hazards.
2. Inform President, or Incident Commander, of any known hazards.
3. Advise on measures to maintain safety.
4. Control traffic.
5. Record the event and action taken for liability and risk management.

Student Affairs/Administration

1. Assist with or make arrangements for temporary or alternate accommodations.
2. Contact students or families when appropriate.
3. Advise faculty about situations involving students.
4. Provide counseling as required to victims and affected individuals.
5. Ensure victims are aware of available services via College and County resources.

CRISIS MANAGEMENT PROTOCOL

A. Medical Emergency

STEPS:

1. The person identifying the situation should notify 911 and indicate there is a medical emergency. 911 will contact necessary Emergency Responders.
2. Secure the victim from further injury due to unsafe conditions if possible.
3. Begin First Aid/CPR if necessary
4. Be available to provide information to Emergency Responders about the situation.
5. Contact and notify the Administrative Office/Crisis Management Team of incident.
6. Prevent unauthorized access to the incident site.
7. Set up crisis command post.
8. Arrange for temporary accommodations and relocations if necessary.
9. Prepare for appropriate communication.

B. Violent Crime/Behavior-Active Shooter

STEPS: (CRIME IS IN PROGRESS)

IF THE SHOOTER IS OUTSIDE YOUR BUILDING:

1. If you can do so safely, inform building occupants.
2. Close and lock your door and all windows. If you cannot lock the door, try to block the door with desks and chairs.
3. Turn off all the lights.
4. Seek protective cover. Stay away from doors and windows.
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door or respond to commands until you are certain they are issued by a police officer or campus administration.
7. Wait for police to assist you out of the building.

IF THE SHOOTER IS INSIDE YOUR BUILDING:

1. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window
2. Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive. Leave in the room books, backpacks, purses, etc.
3. Notify anyone you may encounter to exit the building immediately.
4. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
5. If you get out of the building and do not see a police officer, Call 911 and the Beloit Police Department at (785)738-2203 or Hays Police at (785)625-1030 and provide the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter(s)
 - e. Number of persons who may be involved

f. Your exact location

g. Injuries to anyone, if known

If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door

6. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent.
7. Try to avoid rooms with large open window space.
8. Silence cell phones.
9. Place signs in exterior windows to identify the location of injured persons
10. Wait for the police to come and find you.

IF THE SHOOTER ENTERS YOUR OFFICE OR CLASSROOM:

1. There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
2. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
3. Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
4. If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
5. While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

WHAT TO DO IF TAKEN HOSTAGE:

1. Remain calm and be patient. Time is on your side. Avoid drastic action. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor to additional offenses.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert. Your focus is on staying alive. Don't make mistakes that could hazard your well-being.
3. Don't speak unless spoken to and only when necessary. The captor is emotionally unbalanced. Attempt to establish rapport with the captor. Don't talk down to the captor. Avoid appearing hostile and avoid arguments. Maintain eye contact with the captor but do not stare. If medications, first aid or restroom privileges are needed by anyone, say so.
4. Be Compliant. Treat the captor like royalty. Comply with instructions the best you can. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation. Be prepared to answer the police on the phone.

C. Discovery of Violent Crimes

STEPS: DISCOVERY OF VIOLENT CRIME (POST- OCCURRENCE)

1. Person experiencing situation should notify 911 and indicate situation immediately.
2. Go to a safe place and wait for Emergency First Responders. Report everything noted, of relevance, to the authorities.
3. As soon as possible, contact Administrative Office/Crisis Management Team.
4. Crisis Management Team will secure the area and prevent anyone else from entering an unsafe area.
5. The Crisis Management Team will contact other required personnel.
6. Arrange for counseling or victim services for those affected.
7. Prepare media response as required.
8. Notify student's emergency contact if appropriate.

D. Political Situations (Riots, Protests, Demonstrations)

STEPS:

1. The person identifying the situation should notify Administrative Office/Crisis Management Team and they will notify Emergency Responders as appropriate.
2. Move to a safe environment.
3. Crisis Management Team will assist local authorities with securing the area if required.
4. Initiate communication plan and utilize emergency notification alert if appropriate.
5. Set up crisis command post if required.
6. Arrange counseling or victim services for affected individuals.
7. Coordinate media communications.

E. Off Campus Death or Incidents Involving Students, Faculty, and/or Staff

STEPS:

1. The Crisis Management Team will assess the potential impact on College community.
2. The Crisis Management Team will communicate with those impacted.
3. Prepare press release if appropriate.
4. Arrange counseling if appropriate.

F. Fire/Evacuation

STEPS:

1. The person discovering the situation should pull fire alarm and initiate procedures to evacuate the area.
2. Whenever an alarm is sounded everyone in the building should follow procedures to evacuate the building via the nearest available exit.
3. Notify 911.
4. As soon as possible, contact Administrative Office/Crisis Management Team.
5. Crisis Management Team will protect human lives and preserve College assets whenever possible.
6. Crisis Management Team will secure the area and prevent unauthorized access to unsafe area.
7. Assist Emergency Responders with any required actions deemed necessary.
8. Initiate communication plan and/or emergency notification alert (if required).
9. Arrange for temporary accommodations and relocations if necessary.
10. Press release will be prepared if required.

G. Tornado/Severe Weather

STEPS:

1. Crisis Management Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
2. Alert faculty and staff of potential severe weather.
3. A severe weather watch means conditions are favorable for a tornado or severe weather; A warning means severe weather conditions are imminent... Take Shelter!
4. If severe weather warnings are issued or severe weather seems imminent the Incident Commander will initiate communication plan and emergency notification alert.
5. Students, staff, and visitors on campus should evacuate to the designated tornado shelter if time allows, otherwise go to interior hallways or smallest interior room avoiding areas with windows.
6. Following the weather event, the Crisis Management Team will assist Emergency Responders with any required actions deemed necessary.
7. Arrange for temporary accommodations and relocations if necessary.
8. Press release will be prepared if required.

H. Severe Winter Weather

STEPS:

1. Crisis Management Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
2. Alert faculty and staff of potential severe weather if present on campus.
3. If Incident Commander deems weather or road conditions to be hazardous enough to warrant suspending classes, he/she will initiate communication plan and emergency notification alert.
4. Notify appropriate media outlets of cancellations and postponements.
5. Following the weather event, the Crisis Management Team will work with Physical Plant/Maintenance staff to allow for classes to resume as soon as possible.

I. Bomb Threats

STEPS:

1. The person receiving the threat should try to gather as much information as possible from the caller while using another phone to notify authorities. Refer to Bomb Threat Call Procedures
2. Notify 911.
3. As soon as possible, contact Administrative Office/Crisis Management Team in order to determine the urgency of the threat. I level 1 or level 2 lockdown may be initiated.
4. Initiate communication plan and emergency notification alert.
5. Treat all threats as a life threatening situation.
6. Whenever a threat is received everyone in the threatened area should follow procedures to evacuate via the nearest available exit.
7. Crisis Management Team will secure the area and prevent unauthorized access to threatened area.
8. Assist Emergency Responders with any required actions deemed necessary.
9. Arrange for temporary accommodations and relocations if necessary.
10. Press release will be prepared if required.

J. General Lockdown Procedures

STEPS:

1. Based on the situation, one of the following statements will be communicated to the staff and students via the communication procedures listed above.
 - a. "This is a Level 1 lockdown situation. Everybody on campus must return to your department immediately and wait for further instruction". Classroom instructors should stay calm, close and lock their doors, keep all phone lines open and continue teaching. All hallways, parking lots and campus grounds should remain clear at all times, therefore, staff should NOT dismiss students during a level 1 lockdown. Instructors will remain in this situation until notified by an NCK Tech administrator or verifiable law enforcement agent.
 - b. "This is a Level 2 situation, everybody on campus must report to the nearest secured college facility and wait for further instruction". Classroom instructors should stay calm, close and lock their doors, move students to the inside of the room away from all windows and doors, shut off your lights, close all blinds, remain quiet and keep all phone lines open. Cell phones should be silenced immediately. Occupants of the classroom should be quiet and remain calm. Once the situation has been deemed safe, students and staff will be notified door by door by a college official or law enforcement agent. Nobody will be allowed to leave campus until cleared by authorized personnel.
 - c. Please keep all students off their cell phones as this will be a means of communication from the Crisis Management Team

K. General Evacuation Procedures

STEPS:

1. If an evacuation is ordered in Beloit, instructors should stay calm and escort all students in an orderly fashion to the NCK Wellness Center gym.
 2. If an evacuation is ordered in Hays, instructors should stay calm and escort all students in an orderly fashion to the open field west of the Dreiling Building.
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CRISIS PREPARATION CHECKLIST

1. Maintain telephone listings for all people who need to be notified through the Rave Alert system.
2. Maintain and update communication plans
3. Fire/Evacuation Procedures
4. Maintain current telephone listings, including fax, cellular and home numbers for all key personnel for crisis management
5. Plans for reaching those who are not easily accessible
6. Evacuation Plans
7. Campus Maps
8. Inventory of emergency supplies and equipment
9. Cellular phones and two-way radios
10. Emergency vehicles
11. Hard Copy of student phone numbers
12. Floor Plans

Clery Act Crime Statistics – Beloit Campus

NCK Tech is committed to assisting all members of the college community in providing for their own safety and security. The annual security and fire safety compliance document is available on the NCK Tech website at www.ncktc.edu.

If you would like to receive the combined Annual Security and Fire Safety Report which contains this information, you can stop by the NCK Tech administration office and request it from the Dean of Student Services or call 785-738-9008. The website and document contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by NCK Tech in cooperation with local law enforcement agencies. The following is a report of the Crime Statistics for the previous three years:

Beloit Campus Crime Statistics – 3-years of Data

Offense	Year	On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property Adjacent to Campus
Murder / Non-Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses Forcible	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses Non-Forcible	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Robbery	2012	0	0	0	0
	2011	0	0	0	0
	2010	1	1	0	0
Aggravated Assault	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Burglary	2012	2	2	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arson	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property Adjacent to Campus
Arrests: Weapons: Carrying, Possessing, Etc.	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2012	1	1	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests: Drug Abuse Violations	2012	0	0	0	0
	2011	2	2	0	0
	2010	1	1	0	0
Disciplinary Referrals: Drug Abuse Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests: Liquor Law Violations	2012	0	0	0	0
	2011	1	1	0	0
	2010	3	3	0	0
Disciplinary Referrals: Liquor Law Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Hate Crimes	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

Fire Safety Report

Fire safety procedures for the general campus are addressed in the Crisis Management Plan outlined earlier in this report. The Crisis Management Plan is reviewed annually with the instructors and staff at inservice. Each department chairperson goes over the fire evacuation procedures with their students at the beginning of each school year.

Campus Housing Fire Safety Policies and Procedures

NCK Tech has 8 Campus Housing facilities on the Beloit Campus. Each housing facility has 4 apartments. The main entrance to each building is open 24 hours a day /7 days a week. Each apartment has 2 entrances / exits for fire safety. In the event of a fire, the College expects that all campus housing residents will use their judgment to determine if the fire can be extinguished with the fire extinguisher provided in the apartment. If in their judgment, the fire cannot be extinguished safely, they are to evacuate by the nearest exit, closing doors and as they leave. Once safely outside a building, it is appropriate to call 911 and the Housing Director (785-569-7776) and to notify students in the other apartments of that building to evacuate. In the event the smoke alarms sound, students should locate the fire and make the determination if it can be extinguished with the fire extinguisher provided. If not, they must evacuate from the building, closing doors as they leave. Then call 911 and the Housing Director to make sure other students are not in danger of the fire spreading.

One Fire extinguisher and three smoke alarms (1 in living room, and 1 in each bedroom) are provided in each apartment for student's protection. Any tampering with this equipment will result in disciplinary action and the cost of replacement of equipment will be billed to the student responsible. The Director of Maintenance is

