

2017 NCK Tech Annual Security Report And Fire Safety Report As reported for 2016 on the Beloit Campus

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 within this document or on our website. 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 Severance Student Union 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, Severance Student Union, Campus Dr.
- Dean of Instructional Services - 785-738-9055, Mears Administration Building, Campus Dr.
- President - 785-738-9057, Mears Administration Building, Campus Dr.

Additionally, NCK Tech administration encourages all employees and students to utilize the RAVE Guardian app to report a tip or report an incident that warrants further follow-up and a possible investigation to ensure the safety of all NCK Tech employees and students.

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 785-738-9008. 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 In-service 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 Schools and Campuses regulations, 34 C.F.R. Part 86.

It is the policy of NCKTC that the possession, use, distribution and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances (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 for students and up to and including termination for employees. Appropriate legal action will be taken by NCKTC. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Employee Standard of Conduct:

Employees of NCKTC shall not unlawfully manufacture, distribute, dispense, possess, or be under the influence of illicit drugs or alcohol on the college campus, within the college buildings, at any training station or at any college sponsored event.

As a condition of employment at NCKTC employees shall abide by the terms of this policy. Employees who violate the terms of this policy may be reported to the appropriate law enforcement officials and could be subject to any of the following disciplinary sanctions:

1. Short term suspension with pay.
2. Short term suspension without pay.
3. Long term suspension without pay.
4. Required participation in a drug and alcohol education, treatment, counseling or rehabilitation program.
5. Termination of employment.

If an employee is required to participate in a drug and alcohol education, treatment, counseling or rehabilitation program, the cost of such program shall be the responsibility of the employee.

Employees of NCKTC convicted of criminally violating the drug statutes of the State of Kansas or of the United States of America shall notify the President of NCKTC concerning the conviction within five (5) days of the conviction. NCKTC will notify the Department of Education within ten (10) days, and The Board of Trustees will initiate appropriate action within (30) days of receiving notification of an employee's conviction. Prior to applying sanctions under this policy, employees will be afforded all rights of due process to which they are entitled under their contracts or in the provisions of the laws of the State of Kansas. Nothing in this policy is intended to diminish the rights of NCKTC to take any other disciplinary action provided for in the NCKTC Board of Trustees policy handbook or the negotiated agreement.

Student Standard of Conduct:

Students who violate the terms of the NCKTC Drug and Alcohol Policy violate the NCKTC Student Code of Conduct and could 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, Monetary Fine and/or Community Service

Appropriate legal action will be taken by NCKTC. Students acting in an accessory role are also subject to disciplinary and legal action.

As indicated above, a student 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 student discipline.

Reasonable Suspicion:

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by NCK Tech's contract vendor at the expense of the college.

- a. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.

- b. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.
- c. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.
- d. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
- e. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
- f. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
- g. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

Information provided to all students and employees to comply with the Federal Drug-Free School and Campuses Regulations:

The following information will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college but not including continuing education students).

The administration will review this program biennially. The purpose of the review will be to determine the effectiveness of the program, to recommend changes in the program, and to ensure that disciplinary actions are appropriate.

Consequences of the use, misuse, and abuse of drugs and alcohol:

Health Consequences:

Students and employees of NCKTC should be aware that the following health risks have been associated with the use, misuse and abuse of drugs and alcohol:

Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage. Anabolic

Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones. Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.

Hallucinogens: Increased body temperature, increased heart rate, blood pressure, sleeplessness and tremors.

Marijuana: Irritation of the lungs, emphysema, increased heart rate, reduced short term memory, and cancer.

Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Prescription and Over-the-Counter Medications: Risks associated with the non-medical use, abuse or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above. Students and employees should note that the above listing is not intended as all inclusive.

Legal Consequences:

Local, state and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse and abuse of controlled substances, pharmaceutical products, prescription and over-the-counter medications and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law. Kansas law provides that any person who violates the criminal such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a

person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties. For the most recent and complete Federal Trafficking Penalties visit www.dea.gov/agencypenalties.htm

Treatment Facilities:

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator on the internet at <http://jdasis3.samhsa.gov>

Assistance for substance abuse is available in Beloit at:

Pawnee Mental Health Services

207-5 North Mill

Beloit, KS 67420

Telephone (785) 625-6581

Assistance for substance abuse is available in Hays at:

Smoky Hill Foundation for Chemical Dependence, Inc.

2209 Canterbury Road

Hays, KS 66901

Telephone (785) 625-5521

Drug Testing Policy:

The NCK Tech has an obligation to provide a safe learning environment for all students and community members who may be impacted by the training of students in certain programs. NCK Tech offers several programs that require students to work with and around hazardous equipment with the potential to cause severe injury or death. In addition, NCK Tech offers nursing programs that require direct patient care. Students in these lab/shop areas and patient care areas must be attentive and focused on their actions, as well as others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students that are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and community members. The purpose of this policy is to promote safety and prevent a potential safety risk to others. This Drug Testing Policy shall not be used for law enforcement purposes.

NCK Tech partners with Business and Industry leaders through an Advisory Board process. Per their recommendations, as well as industry standards, the areas of concern are the Nursing Programs, Heavy Equipment, Welding and the Diesel Technology Programs.

- Nursing students are required to complete clinical trainings, which include direct patient care.
- Heavy Equipment students are required to operate very large equipment, such as bulldozers, motor graders, evacuators, backhoes, loaders, scrapers and directional drills.
- Welding students are required to use welding machine and tools, solvents and gases and are exposed to high heat temperatures.
- Diesel Technology students are required to use truck lifts, overhead cranes and forklifts, and to drive customer vehicles, tractors, dozers, graders, evacuators and school buses.
- Agricultural Technology Equipment students are required to use overhead cranes, forklifts and to drive customer equipment.

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.

Sexual Misconduct Policy

The college is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ("Clery Act") and the Campus Sexual Violence Elimination Act ("SaVE Act"), the college has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to students, faculty, and staff, as well as contractors and visitors.

NCKTC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by policy, as well as state and federal laws. Individuals who the college determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the college, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any nonconsensual sexual act proscribed by Federal, tribal, or state law, including when the victim lacks the capacity to consent.

Domestic Violence Includes felony or misdemeanor crimes of violence committed by:

- 1) A current or former spouse or intimate partner of the survivor;
- 2) A person with whom the survivor shares a child in common;
- 3) A person who is or was residing in the same household as the survivor; or
- 4) Any person against someone who is protected from that person's acts under the domestic or family violence laws of the Jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor and where the existence of such relationship shall be determined based on a consideration of 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

The college encourages any member of the college community (including students, staff, contractors, and visitors) who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of such college community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the college.

If a student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Title IX Coordinator, Angel Prescott at 785-738-9008, aprescott@ncktc.edu.

Individuals who are on the Beloit campus can make an in-person report at the Dean of Student Services office. Individuals who are on the Hays campus can make an in-person report at the Dean of the Hays Campus office. College staff will assist all members of the college community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Title IX Coordinator can assist the survivor in notifying the local police department with

jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator, Angel Prescott, 785-534-0586; aprescott@ncktc.edu.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator, Angel Prescott, 785-534-0586; aprescott@ncktc.edu.

The Title IX Coordinator will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the college. For more information, please visit our website for information on how to report an act prohibited by this policy.

Written Notification of Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- 1) Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- 2) Seek a criminal complaint for threats, assault and battery, or other related offenses;
- 3) Seek medical treatment (the Title IX Coordinator will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- 4) Request the Title IX Coordinator and/or local police remain at the scene until your safety is otherwise ensured;
- 5) Request that the Title IX Coordinator and/or local police assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- 6) Obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

On Campus and Off Campus Resources

The college, the City of Beloit, the City of Hays, and Mitchell and Ellis counties all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the college in order to access the following resources.

The following college employees and on campus offices can assist members of the college community in considering their options and navigating through any resources or recourse they may elect to pursue:

- Title IX Coordinator, Angel Prescott, 785-738-0586; aprescott@ncktc.edu
- Dean of the Hays Campus, Sandy Gottschalk, 785-623-6150; sgottschalk@ncktc.edu

Off-Campus Resources Available:

- Beloit Police Department, 785-738-2203
- Hays Police Department, 785 -625-1030
- Mitchell County Hospital Health Systems, 785-738-2266
- Hays Medical Center, 785-623-5000
- Pawnee Mental Health, 785-738-5363
- Battered Women's Crisis Center, Hays, KS, 785-625-4202
- Kansas Coalition Against Sexual & Domestic Violence, 888-363-2287
- Domestic Violence Association of Central Kansas, 800-874-1499

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the college, the college is committed to providing them a safe learning or working environment as possible. Upon request, the college will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the college community, the college's Title IX coordinator may also issue an Institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students and employees may contact the Title IX Coordinator for assistance.

Local law enforcement will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

The college is committed to ensuring that orders of protection issued by courts are fully upheld on all college-owned, used, and controlled property as well as properties immediately adjacent to the college. Therefore, if any member of the college community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator and provide them a copy of that order, so that the college can enforce it. The college is also committed to protecting survivors from any further harm, and if the Title IX Coordinator determines that an individual's presence on campus poses a danger to one or more members of the college community, they can issue an institutional No Contact or No Trespass Order barring that individual from college property until resolved by Board of Trustees action.

Survivor Confidentiality

The college recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the college's need to protect the safety of the community. Different college officials and personnel are able to offer varying levels of privacy protections to survivors.

The college requires all employees to share with the college's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the college may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to local law enforcement will be requested by on behalf of NCK Tech by the Title IX Coordinator to determine if a Title IX investigation is warranted. Reports may also be made public (maintaining the survivor's anonymity) if there is a concern for the safety of other members of the community.

Reports received by the college concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the college community are required by policy to report any instances of known child abuse or neglect to the Title IX Coordinator. The Title IX Coordinator will in turn report information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the college's Title IX Coordinator or other college officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the college's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's

choice whether to participate in the investigation; however the college may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The college thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those college officials who must be informed of the information pursuant to college policy. Failure by a college employee to maintain privacy in accordance with college policy will be grounds for discipline.

While federal law requires the college to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

College Educational Programs

The college is committed to increasing the awareness of and prevention of violence. The college makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, the college offers practical guidance for risk reduction, violence prevention, and bystander intervention, including but not limited to;

- Personal Safety Workshops - In an effort to educate the college community about safety, the college provides opportunities for all members of the college community to learn about safety precautions. College officials conduct and/or coordinate awareness workshops for college community members on a wide variety of subjects including, but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.
- New Student Orientation – Student orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of the Student Services department to new students
- Crime Bulletins and Alerts- College officials periodically distribute crime bulletins or alerts to inform members of the college community about incidents of crime in the areas surrounding the college that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to specific incidents, but as general reminders to college community members about measures that members of such community can take to enhance personal and property security.
- New Employee Orientation- All new employees receive training on Sexual Harassment and Title IX through the Title IX Coordinator.
- Student Activities Programs - These programs are run through the Student Services department and inform students on a wide variety of topics such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.
- Bulletin Board Campaigns – The Student Services department uses passive programming strategies in throughout campus to provide information on crime prevention and safety issues related to college students on and off campus.

Conduct Proceedings

The college strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the college. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking the college may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

The college's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, the college may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Title IX Coordinator, Angel Prescott, 785-738-9008; aprescott@ncktc.edu and adjudicated pursuant to the Student Code of Conduct and incidents involving employees and college affiliates who are found by the college to have engaged in behavior that violates college policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

The college seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the college within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the college concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred.

When the Title IX Coordinator completes an investigation both the complainant and the respondent shall simultaneously be informed in writing within 7 business days of the outcome of the investigative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

Restraining Orders

Enforcement of court-issued protection orders is critical to ensure the safety for students and employees at NCK Tech.

Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify the local police department and the Dean of Student Services (Beloit students), the Dean of the Hays Campus (Hays students) or Board Clerk (employees) of the threat. The student or employee should provide a copy of the restraining order to local law enforcement, as well as the NCK Tech official listed above, so it is kept on file and can be enforced, if necessary.

Upon receiving notice that a student or employee holds a protection order, the designated NCK Tech employee shall immediately schedule a meeting with the protected student to create a plan for enforcement of the protection order on the college's campus. The designated NCK Tech employee shall work with the protected student or employee to create an enforcement plan regardless of whether the restrained individual is another student or employee. In addition, the designated NCK Tech employee shall provide the protected student or employee with information about reporting violations of the protection order, assist him/her with reporting any violations, and provide him/her with a list of campus and community resources.

If the restrained individual is a student or employee, NCK Tech shall make any necessary changes to the restrained student's enrollment/employment, participation, or environment in order to comply with the protection order and ensure the protected student or employee's safety. In addition, the designated NCK Tech employee shall work with the protected student or employee and the college to make any changes to the protected student or employee's enrollment/employment, participation, or environment to which he/she consents and which are necessary to ensure his/her safety.

Changes to the restrained student or employee's enrollment/employment, participation, or environment that are made pursuant to a valid protection order do not require a written complaint or grievance by the student or employee. The restrained student or employee may file a grievance using the procedures set forth in the NCK Tech Board Policy handbook to challenge any changes made to his/her enrollment/employment, participation, or environment to enforce a protection order.

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. Hays is located in Ellis County and the zip code is 67601.

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

The college is committed to providing positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated. Sexual harassment of employees or students of the college by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the college is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at the college, on college property, and at all college-sponsored activities, programs or events. Sexual harassment against individuals associated with the college is prohibited, whether or not the harassment occurs on college grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the college. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a college employee to a student, when made by a college employee to another college employee, or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic or work environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse: pressure for sexual activity: repeated remarks to a person, with sexual or demeaning implication: unwelcome touching: or suggesting or demanding sexual involvement accompanied by

implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc. , or implied or explicit threats concerning an employee's job status.

The college encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The college will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should notify the Title IX Coordinator. Any college employee who receives a complaint of sexual harassment from a student or from another employee shall inform the individual making the report of the employee's obligation to report the complaint. Any college employee who receives a complaint of sexual harassment from a student must report it to the Title IX Coordinator.

If the Title IX Coordinator is the alleged harasser, the complaint shall be reported to the college president. The college president shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the college's discrimination complaint procedure.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the Title IX compliance coordinator or the college president. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the college's discrimination complaint procedure.

Complaints received will be investigated to determine whether under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for employee discipline or discipline under the code of student conduct.

If discrimination or harassment has occurred, the college will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to the Title IX Coordinator may face disciplinary action. Administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity, the administration shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be distributed in a variety of manners, including but not limited to; posters, fliers and the college website. The policy shall also be published in student and employee handbooks as directed by the college president.

Weapons Policies

NCK Tech prohibits the possession and use of firearms, explosives, and other weapons on NCK Tech property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents ("Board") Policy and state law, K.S.A. 75-7c01, *et seq.*

A. Definitions

For purposes of this policy:

1. The term “weapons” includes:
 - 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 those that are concealed or openly carried;
 - c. Any BB gun, pellet gun, air/C’02 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 ¼ ounce;
 - e. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
 - f. 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;
 - g. 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;
 - h. 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;
 - i. Any martial arts weapon such as nun chucks or throwing stars;
 - j. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
 - k. 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, and 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.
 - l. 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.
 - m. Any other dangerous or deadly weapon or instrument of like character.
2. The term “handgun” means:
 - a. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
 - b. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
3. The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.
4. The term “adequate security measures” shall have the same meaning as the term is defined in [K.S.A. 75-7c20](#), and “building” shall have the same meaning as the term “state building” is defined in K.S.A. 75-7c20.
5. The term “campus” means any building or grounds owned by the college or the Board and any building or grounds leased by the college or the Board for college use.

B. Policy

1. General Rules on Open Carry and Concealed Carry on Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus College sponsored or supervised activities, except that, as required by law, the College does not prohibit employees, who are legally qualified, from carrying a concealed handgun while engaged in the duties of their employment outside of NCK Tech’s place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or College-approved activities without the advance written approval of the President or his/her designee.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of Board and College policy to openly display any lawfully possessed concealed carry handgun while on campus.

There are no College locations that have been designated as prohibiting concealed carry with permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

In addition, areas of buildings that have no public access entrances and are limited to restricted access entrances only may be off-limits to concealed carry, as determined by the College. "Restricted access entrance" means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. "Authorized personnel" means employees of a state agency or municipality and any person granted authorization pursuant to K.S.A. 75-7c20 (d)(2.) The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

2. Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Due to its proximity to school district property, carrying a concealed weapon at the NCK Tech Big Creek Training Center in Hays is prohibited.

Regardless whether the individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-630(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308,6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

3. Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and Board policy.

Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

- a. Carry it concealed on or about their person in a manner that complies with this policy, or;
- b. Keep it securely stored at their residence or in their privately owned or leased vehicle

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. With respect to this policy, “concealed” means completely hidden from view and does not reveal the weapon in any way, shape, or form. “About” the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control and within the immediate reach of the individual.

Every handgun carried by an individual, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the “on” position. Semiautomatic handguns must be carried without a chambered round of ammunition. Revolvers must be carried with the hammer resting on any empty chamber.

Handguns shall not be stored:

- (1) in any College classroom, lab, office, or facility;
- (2) in an on-campus residential unit, except in the residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device;
- (3) in any non-privately owned or leased motor vehicle; or,
- (4) in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

- (1) in an individual’s privately-owned or leased motor vehicle when the vehicle is locked and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or,
- (2) in an individuals’ on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any other means than specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

NCK Tech does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics;

- (1) it is of sufficient size to fully enclose the handgun while secured in an approved holster;
- (2) it is constructed of sturdy materials that are non-flammable;
- (3) it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and,
- (4) the device is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

4. Additional Safety Measures

NCK Tech and its employees, staff, administration and trustees who do not provide adequate security measures in College buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 *et seq.*) shall not be liable for any wrongful act or omission relating

to actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7C20 (f)).

Nothing in the policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

C. Reporting and Temporary Actions

All reports of suspected violation of the concealed carry policy are made to the College President or his/her designee.

An employee who witnesses the unlawful handling of a handgun shall report the incident to the President or his/her designee.

Upon receipt of a report, NCK Tech will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on a NCK Tech campus will be investigated. Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the college president or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiation of a complaint of unlawful handling of a handgun in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

D. Sanctions

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this Policy will be administered by NCK Tech Administration or the appropriate law enforcement agency and shall form a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions plus any and all conditions of housing written agreement. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

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	President of the College (Both Campuses)
2	Dean of Instructional Services (Beloit) Dean of Hays Campus (Hays)
3	Dean of Student Services (Beloit) Instructor (Hays)
4	Dean of Administrative Services (Beloit) Hays Director of Nursing
5	Marketing/Foundation Director (Hays/Beloit) Instructor (Hays)
6	Director of Financial Aid (Beloit) Student Service Coordinator (Hays)

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

- 1) Share information with all members of the Team and attempt to assess the nature of the event and the probable harm that may result.
- 2) Brief and advise the President and other members of College administration.
- 3) Identify other individuals outside of the Team who may be needed to assist with the response to the event.
- 4) Determine initial actions of the Team and by whom these actions will be taken.
- 5) Outline long term or continued responses of the College to the event.
- 6) 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

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 NCKTC's Crisis Management Plan is the NCKTC 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. All employees and students are automatically added to the Rave Alert system via the cell phone number provided and through their NCKTC provided email address. Once registered, they will receive NCKTC weather related closings and emergency notifications via cell phone text/voice messages and emails with NCKTC Rave Alerts.

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

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	Public Property Adjacent to Campus
Murder / Non-Negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Negligent Manslaughter	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Rape	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Fondling	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Incest	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Statutory Rape	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Robbery	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Aggravated Assault	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Burglary	2016	0	0	0
	2015	0	0	0
	2014	2	2	0

Motor Vehicle Theft	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Arson	2016	0	0	0
	2015	0	0	0
	2014	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Domestic Violence	2016	0	0	0
	2015	0	0	0
	2014	1	0	0
Dating Violence	2016	0	0	0
	2015	0	0	0
	2014	1	0	0
Stalking	2016	0	0	0
	2015	0	0	0
	2014	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Arrests: Weapons: Carrying, Possessing, Etc.	2015	0	0	0
	2015	0	0	0
	2014	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2016	1	0	0
	2015	2	2	0
	2014	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	0	0	0
	2015	1	1	0
	2014	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	1	1	0
	2015	2	2	0
	2014	0	0	0
	2016	0	0	0

