

2023 NCK Tech Annual Security Report And Fire Safety Report As reported for 2022 on the Beloit Campus

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Dean of Student Experience 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 Dean of Student Experience 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 Experience 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 Experience located in the Student Union on the Beloit Campus, or by calling (785) 738-9075. 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:

- Dean of Student Experience - 785-738-9075, Student Union, Campus Dr.
- Dean of Student Services - 785-738-9037, Student Success Center Building, Campus Dr.
- Dean of Instructional Services - 785-738-9085, Mears Administration Building, Campus Dr.
- Vice President of Instructional and Student 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 Experience in the Student Union at 785-738-9075. In non-emergency matters related to the campus housing, report security issues, all crimes, and public safety incidents to the Dean of Student Experience at 785-738-9075. Any other non-emergency security issues

can be reported to the Dean of Student Experience 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 Experience 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 Dean of Student Experience. The Dean of Student Experience does not have authority to make arrest. The Dean of Student Experience 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 Dean of Student Experience. It is the responsibility of the residents to keep their apartments locked and secured. The Dean of Student Experience is the campus security officer for the Campus Housing at the Beloit Campus of NCK Tech. The Dean of Student Experience 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. Dean of Student Experience does not have arrest capabilities. In the event of a crime that warrants an arrest, local law enforcement will be called. The Dean of Student Experience 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 Student Activities Coordinator and /or the Dean of Student Experience 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 Student Success 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 Dean of Student Experience is responsible for making sure the housing facilities are well maintained and safe for the residents. The Vice President of Student and Instructional Services is responsible for the overall security of the Beloit Campus.

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 Emergency Operation Plans to all faculty and staff. Before classes

begin in the fall, all Campus Housing residents are required to attend the Campus Housing Rules Meeting. The Dean of Student Experience 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 NCK Tech. Students or employees acting in an accessory role are also subject to disciplinary and legal action.

Employee Standard of Conduct:

Employees of NCK Tech 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 NCK Tech 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 NCK Tech convicted of criminally violating the drug statutes of the State of Kansas or of the United States of America shall notify the President of NCK Tech concerning the conviction within five (5) days of the conviction. NCK Tech 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 NCK Tech to take any other disciplinary action provided for in the NCK Tech Board of Trustees policy handbook or the negotiated agreement.

Student Standard of Conduct:

Students who violate the terms of the NCK Tech Drug and Alcohol Policy violate the NCK Tech 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 NCK Tech. 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 NCK Tech 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: Imitation 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/agencyipenalties.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.sarmhsa.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, Diesel Technology and the Agricultural Equipment 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.

The policy for each of these programs follows:

1. Testing: All enrolled shall be subject to drug and alcohol testing. The Vice President of the Hays Campus is the designated coordinator for all drug testing at NCK Tech unless noted otherwise.

- a) Testing shall be coordinated by the Director of Nursing or the Vice President of the Hays Campus and will be conducted at least once each semester.
- b) Test results shall be forwarded directly to the Director of Nursing or the Vice President of the Hays Campus, with a copy sent to the student. All test results will be considered confidential and access to the results shall be restricted to the respective campus' administrator. These individuals shall have authority to determine institutional personnel having a legitimate need to know access to specific information
- c) In the event of a positive test result, the student may request a retest of the sample at the student's expense. This request should be submitted within 24 hours.
- d) Refusal to provide a specimen for this testing shall be grounds for suspension or expulsion from the student's program.
- e) Test results or specimens that have been determined to be altered by the student shall be grounds for suspension or expulsion from the student's program.
- f) If the student does not request a retest of the sample, or if the sample is positive again upon retesting, the student shall be suspended or expelled from the program.
- g) If the student tests positive for an authorized prescription drug which may impair his/her performance or judgment during clinical site experience, the student may not be permitted to participate in the shop

experience until he/she provides a doctor's release to continue in the clinical site experience to the Vice President of the Hays Campus.

h) Students may reapply for admission into the program the following school year.

2. Initial Enrollment: All students enrolling in the nursing programs shall be responsible for obtaining a drug screening from their respective campuses selected medical lab. Students are responsible for their own expense.

a) The test results shall be forwarded directly to the Director of Nursing by the lab. All test results are confidential and access to the results shall be limited to the Director of Nursing or the

determine institutional personnel having a legitimate need to know access to specific information.

b) Tests must be taken within 30 days prior to the first day of class. Students will not be able to participate in class until the results are received. Exceptions may be granted by appealing to the Director of Nursing.

c) The lab shall also forward a copy of the results to the student.

d) In the event of a positive test result, the student may request a retest of the sample at the student's expense.

e) If the student does not request retest of the sample, or if the sample is positive again upon retesting the student shall not be permitted to start the program.

f) Students who are denied permission to start the program due to a positive drug testing result may reapply for admission the following school year.

3. Confidentiality

a) All results obtained and received will be kept confidential in separate medical record files. Access to such files shall be strictly limited.

b) No information from such drug testing reports shall be provided to any person other than those whose duty requires them to have access to such information.

c) Drug test results shall be used only as outlines in this policy. Such results shall not be used for any other purpose unless required to be produced by court order.

d) Drug test results will not be transferred to other academic institutions or provided to potential employers.

e) Drug test results shall not be provided to law enforcement unless required to be produced by court order.

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 Dean of Student Experience 785-545-6042, or the Vice President of Student and Instructional Services at 785-738-9055. The Dean of Student Experience or the Vice President of Student and Instructional 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.

North Central Kansas Technical College 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:

- A. A current or former spouse or intimate partner of the survivor;
- B. A person with whom the survivor shares a child in common;
- C. A person who is or was residing in the same household as the survivor; or
- D. 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.

A. 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 the Title IX Coordinator, at 785-738-2276, titleix@ncktc.edu

Individuals who are on the Beloit campus can make an in-person report at the Vice President of Student and Instructional Services office. Individuals who are on the Hays campus can make an in-person report at the Vice President 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 at 785-738-2276; titleix@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 at 785-738-2276; titleix@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.

B. Written Notification of Rights and Options:

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking that has occurred on property owned or leased by NCK Tech or that involved a program or activity associated with the College, 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

C. 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.

D. 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:

- Vice President of Student and Instructional Services, Corey Isbell, 785-738-9055, cisbell@ncktc.edu
- Vice President of the Hays Campus, Diana Baumann, 785-623-6150; dbaumann@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
- Options, 785-625-4202
- Kansas Coalition Against Sexual & Domestic Violence, 888-363-2287
- Domestic Violence Association of Central Kansas, 800-874-1499

E. 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 complainants or respondent'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.

F. 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.

G. 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 programing, 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;

1. 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.
2. 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
3. New Employee Orientation- All new employees receive training on Sexual Harassment and Title IX through the Title IX Coordinator.
4. 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.

H. 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. Interim measures must be available for the complainant and the respondent.

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 Vice President of Student and Instructional Services, Corey Isbell, 785-738-9056; cisbell@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, that has occurred on property owned or leased by NCK Tech or that involved a program or activity associated with the College 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.

Once an investigation has opened, both the complainant and respondent shall be given written notice. The notice shall provide at minimum the following factual details:

- Identification of parties involved in the conduct proceedings
- Specific policy provisions for the complainant and respondent
- Precise conduct violation
- Date and location of alleged incident

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.

If both parties voluntarily agree to it and the Title IX Coordinator determines it is appropriate, NCK Tech may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution. If a voluntary resolution cannot be reached between the two parties, a formal investigation will be conducted.

When a student is accused of any violation of the student conduct code of conduct, 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.

Prior to a final determination, a written report summarizing the evidence provided during the investigation must be completed. Both parties will have an opportunity to respond to the report in writing in advance of any determination. The complainant and respondent will have the same meaningful access to the information utilized to make a final determination.

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 Experience (Beloit students), the VP 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 Experience.

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 production 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 employee, student, or other individual associated with the college. It shall further be a violation for any student to discourage a student 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 member of the college staff to a student or when made by any student to another students or by any student to staff when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individuals' education: (2) submission to or rejection of such conduct by an individual is used as the basis for academic 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 environment.

Harassment that targets an employee or student based on gender identity, transgender status, or gender transition is harassment based on sex. NCK Tech will treat employees or students consistent with their provided gender identity. NCK Tech treats employees or student's gender identity as the student's sex for purposed of Title IX and its implementing regulations. Under Title IX, there is no medical diagnosis or treatment requirement that employees or students must meet as a prerequisite to being treated consistent with their gender identity.

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: unwelcoming touching: or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

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 shall inform the student 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.

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 student 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 discipline under the code of student conduct.

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 individual's status or grades. 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.

Complaints about Discrimination or Discriminatory Harassment:

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the college compliance coordinator. Complaints by a student should be addressed to the compliance coordinator. Any college employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the compliance coordinator is the alleged harasser, the complaint shall be reported to the college president. Complaints by any other person alleging discrimination should be addressed to the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

Complaint Procedures:

- A. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to initiate a complaint. Forms for filing written complaints are available in each department office and the compliance coordinator's office.
- B. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- C. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the college president, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- D. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- E. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy will be followed.
- F. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- G. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the compliance coordinator.

- H. The complainant may appeal the determination of the complaint. Appeals shall be heard by the compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Weapons Policy

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^o2 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 un-cocked 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.

1. *Students:*

Students in violation of this policy are subject to suspension or expulsion from the college with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. The suspension or expulsion may be appealed under the NCK Tech Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case by case basis under the provisions of Board of Trustees Policy 10.18 (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and if a juvenile to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.

NCK Tech Emergency Operations Plan revised July. 2019

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 ensure the safety of employees, students, and property by using 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 (faculty, staff, and students).

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 Emergency Operations 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 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 emergencies that **may** necessitate the deployment of the Emergency Operations 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. 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
9. Active Shooter

EMERGENCY OPERATIONS TEAM

The Emergency Operations Team is created under the authority of the President of the College. The EOP team has the authority to initiate the Emergency Operation Plan. The Emergency Operations 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 Emergency Operations Team consists of the following positions:

Rank	Position
1	Eric Burks (Both Campuses)
2	Corey Isbell (Beloit)
	Diana Baumann (Hays)
3	Shane Britt (Beloit)
	Tricia Cline (Hays)
4	Jennifer Brown (Beloit)
	Derek Eichman (Hays)
5	Jayne Owen (Beloit)
	Associate Dean of Instruction (Hays)

Once convened, the Emergency Operations Team will generally take the following actions:

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

Incident Commander

The Incident Commander is the highest ranking available individual from the Emergency Operations Team. The Incident Commander is responsible for taking command of an emergency situation and leading the Emergency Operations Team. While the Emergency Operations 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 Emergency Operations Team be familiar with each other and fully aware of their responsibilities with regard to Emergency Operations. In the event of an emergency situation the Emergency Operations 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 shall 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. Vice President of Student and Instructional Services
2. Vice President of Finance and Hays Operations
3. Dean of Student Experience
4. Dean of Enrollment Management

Authority

- The Emergency Operations 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 Emergency Operations 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 Emergency Operations 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 Emergency Operations 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 Emergency Operations 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. Cabinet level members of the Emergency Operations Team may trigger the Informacast system to immediately respond to an emergency situation or declare a state of emergency.
2. The President or his/her designated Official Spokesperson is responsible for:
 1. Meeting with the Emergency Operations Team to determine level of crisis and members of the College community affected.
 2. Maintaining regular contact with the Emergency Operations Team and/or Incident Commander.
 3. Preparing and disseminating statements or information to the College community, interested constituencies, the media, and other groups as identified.
 4. Handling public inquiries regarding the crisis.
 5. Responding to media inquiries regarding the crisis.
 6. 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.
 7. Managing the media's presence during the crisis and enforcing the guidelines for media behavior during a crisis.

8. Monitoring media coverage and public response to the crisis.
9. Providing post crisis follow-up releases and news, as appropriate, to the media.
10. Evaluating the communications process, providing full media documentation to the Emergency Operations Team, and participating in a debriefing session with members of the Emergency Operations Team.

Emergency Notifications:

A key component of the NCKTC's Crisis Management Plan is the NCK Tech 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. Students should contact NCK Tech at (785)738-2276 to update information in the NCK Tech Alert system.

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 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 on or 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 First Responders are 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.

Emergency Operations Team Meeting Place

- In the event of a crisis or emergency, the Emergency Operations Team will meet at a predetermined command post. The Administrative Office will be the primary meeting place in Beloit and the Business Operations Center will be the primary meeting place in Hays.

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 Emergency Operations Team.
- The FEMA approved storm shelter will be the emergency shelter for Heavy Equipment
- 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.
- The Big Creek Technology Center emergency shelter is in the safe.
- The Hadley Center (Culinary Arts) will use the basement

EMERGENCY OPERATIONS TEAM RESPONSIBILITIES

Advance Warning (If applicable)

- The Emergency Operations 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
- Evacuate bystanders away from the scene.
- 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
- Implement the Business Continuity Plan if necessary

Post Emergency

- Debrief and continue communications as required to the College community, general community and the media.
- Implement the Business Continuity Plan if necessary
- 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 Emergency Operations plan.
- Complete incident report(s).

COLLEGE FUNCTIONAL RESPONSIBILITIES

Administrative Cabinet

1. Ensure the safety of employees, students, and property.
2. Secure and control the emergency site.
3. Establish an Incident Commander for the College in the absence of the President following hierarchy established in the EOP.
4. Initiate crisis plan and contact appropriate outside agencies.
5. Coordinate all activities with campus and City services (e.g.: call emergency services –Emergency First Response Team, ambulance etc.)
6. Handle emergency closing notifications and coordinate special notifications as required.
7. Coordinate and maintain command post.
8. Maintain public order on campus.
9. Assist proper authorities (Police, Fire, EMS, etc.) whenever necessary.
10. Handle or clear all media activities.
11. Provide clear, continuous and timely communication to faculty, staff and students and external publics as required.
12. 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.

EMERGENCY MANAGEMENT PROTOCOL

1. Medical Emergency

- The person identifying the situation should notify 911 and indicate there is a medical emergency. 911 will contact necessary Emergency Responders.
- Secure the victim from further injury due to unsafe conditions if possible.
- Begin First Aid/CPR if necessary
- Be available to provide information to Emergency Responders about the situation.
- Contact and notify the Administrative Office/Emergency Operations Team of incident.

- Prevent unauthorized access to the incident site.
- Set up crisis command post.
- Arrange for temporary accommodations and relocations if necessary.
- Prepare for appropriate communication.

2. Violent Crime/Behavior-Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. *RUN*

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. *HIDE*

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. *FIGHT*

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

3. Discovery of Violent Crimes

DISCOVERY OF VIOLENT CRIME (POST- OCCURRENCE)

- Person experiencing situation should notify 911 and indicate situation immediately.
- Go to a safe place and wait for Emergency First Responders. Report everything noted, of relevance, to the authorities.

- As soon as possible, contact Administrative Office/Emergency Operations Team.
- Emergency Operations Team will secure the area and prevent anyone else from entering an unsafe area.
- The Emergency Operations Team will contact other required personnel.
- Arrange for counseling or victim services for those affected.
- Prepare media response as required.
- Notify student's emergency contact if appropriate.

4. Political Situations (Riots, Protests, Demonstrations)

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

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

- The Emergency Operations Team will assess the potential impact on College community.
- The Emergency Operations Team will communicate with those impacted.
- The Emergency Operations Team will develop and execute a response plan.
- Prepare press release if appropriate.
- Arrange counseling if appropriate.

F. Fire/Evacuation

- The person discovering the situation should pull fire alarm and initiate procedures to evacuate the area.
- Whenever an alarm is sounded everyone in the building should follow procedures to evacuate the building via the nearest available exit.
- Evacuate adjacent buildings if appropriate.
- Call 911.
- As soon as possible, contact Administrative Office/Emergency Operations Team.
- Emergency Operations Team will help protect human lives and preserve College assets whenever possible.
- Emergency Operations Team will secure the area and prevent unauthorized access to unsafe area.
- Assist Emergency Responders with any required actions deemed necessary.
- Initiate communication plan and/or emergency notification alert (if required).
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if necessary.

G. Tornado/Severe Weather

- Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
- Alert faculty and staff of potential severe weather.
- A severe weather watch means conditions are favorable for a tornado or severe weather; A warning means severe weather conditions are imminent...Take Shelter!
- If severe weather warnings are issued or severe weather seems imminent the Incident Commander will initiate communication plan and emergency notification alert.
- 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.
- Following the weather event, the Emergency Operations Team will assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if required.

H. Severe Winter Weather

- Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with County Sheriff's Department.
- Emergency Operations Team will develop a plan to react to the predicted weather event.
- Alert faculty and staff of potential severe weather if present on campus.
- 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.
- Notify appropriate media outlets of cancellations and postponements.
- Following the weather event, the Emergency Operations Team will work with Physical Plant/Maintenance staff to allow for classes to resume as soon as possible.

I. Bomb Threats

- 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
- Call 911.
- As soon as possible, contact Administrative Office/Emergency Operations Team in order to determine the urgency of the threat. A level 1, level 2 lockdown, or evacuation may be initiated.
- Initiate communication plan and emergency notification alert.
- Treat all threats as a life threatening situation.
- Emergency Operations Team will secure the area and prevent unauthorized access to threatened area.
- Assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if necessary.

J. Shelter in Place Procedures

If you are told to Shelter-in-Place, immediately do the following:

- Bring everyone into the building or room.
 - Shut and lock the door(s).
 - Ask students and visitors to stay, not leave.
- Unless there is an imminent threat, ask everyone to call or text their emergency contact to let them know where they are and that they are safe.
 - If possible, change outgoing telephone messages to say that the college is currently closed, and employees, students and visitors are remaining on campus until authorities advise it is safe to leave.

- Check to ensure that all windows, exterior doors, and other openings to the outside are closed.
- Close window shades, blinds or curtains.
- Choose an interior room or rooms large enough to comfortably hold everyone in the immediate area. Avoid rooms with mechanical equipment such as ventilation pipes.
- If possible, select a room that contains a land-line telephone.
- Use duct tape and plastic sheeting if available to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room in case you are asked to report it.
- Monitor emergency communication channels (LCC website, Twitter Alert, RAVE alert, radio, television, etc.) for further instructions.
- Do not come out until you are told it is safe to do so.

K. General Evacuation Procedures

These procedures should be used as protocol for a total evacuation of campus buildings, not for fire evacuations.

- 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.
- 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.
- In the event of a main campus evacuation, occupants of NCK Tech additional locations, such as, Hadley Center (Hays), Big Creek (Hays), Welding (Hays), and Heavy Equipment (Beloit) should remain at their facility until further notice.

L. Hazardous Materials Emergency Contingency Plan

Any material known to you to be hazardous OR any material that is unknown to you and you are not sure whether it is hazardous.

1. Possible danger?

• Contact NCK Tech Administration using a (785)738-2276 using a cell phone or outside line.

• Warn all people in the immediate area of the hazard.

• Evacuate if necessary.

2. Do not attempt to clean up a spill unless

• The spill is incidental; and

- You have been trained on the proper procedure and have the proper personal protective equipment (PPE).

3. Be aware of offensive or irritating odors or fumes resulting from spills.

- Be prepared to evacuate buildings and/or areas in order to avoid potentially dangerous fumes.

All laboratory and maintenance personnel should be prepared to assist in the assessment of spills within their areas but only if requested by local emergency personnel. Consult the Safety Data Sheet (SDS) of the spilled substance for proper PPE and clean-up procedures

M. Utility Emergencies

If a utility problem is discovered, such as a gas leak, call 911 and NCK Tech Administration.

GAS LEAK

- ACTIVATE EMERGENCY SHUT-OFF VALVE.

o Only personnel specifically trained in emergency shut-off, (if there is one) procedures should attempt to shut off the gas in the building.

- DO NOT

o Light matches;

o Turn on or off lights.

o Plug or unplug electrical.

- EVACUATE the building.
- FOLLOW DIRECTIONS given by first responders and NCK Tech administration.
- If possible, OPEN windows to allow ventilation.

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 Emergency Operations

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

Business Continuity Plan

NCK Tech Business Continuity Plan

Beloit and Hays Campuses

This plan focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath.

DAMAGE ASSESSMENT AND RELOCATION

A. General - Critical Functions:

- The Emergency Operations Team will assist in the decision as to whether the Recovery Plan should be activated. If the plan is activated, college administration will have been trained and prepared to secure temporary facilities as needed, replace equipment and materials, and facilitate in the relocation of key business operations.

B. Damage Assessment Responsibilities:

- The names and locations of all NCK Tech personnel will be provided to both management and employee's that will be involved in damage assessment responsibilities.
- Identify the employees, resources, and functions affected by the emergency condition.
- Estimate the extent of the damage.
- Estimate the duration of impairment.

- Identify equipment and materials that need to be made available for the back-up location.
- Recommend acquisition of additional or replacement equipment and personnel required for contingent operations.
- Determine the operational capability, if any, remaining at our existing local Beloit and Hays offices or capacity at other NCK Tech offices.
- Determine the status of the city's infrastructure, in an area-wide emergency, such as highways, access, and utilities, for both local offices and potential relocation sites.
- Arrange for transportation of equipment and supplies to the back-up site.
- Arrange for telephones, hook-ups, and support for computer operations.

C. Relocation Responsibilities:

- The Emergency Operations Team will communicate with employees and give them information about the relocation site.
- Locate and prepare the back-up site.
- Contact and inform couriers and mail operations of new delivery locations.

D. NCK Tech recovery plan covers the following areas:

- NCK Tech will keep copies of important documents off site, electronically in a cloud based storage system or in a safe deposit box. These include lease agreements, contracts, financial records, insurance policies, etc.
- NCK Tech has developed emergency financial procedures.
- NCK Tech will arrange for alternative office facilities before the occurrence of a disaster.
- NCK Tech has developed methods for communicating with federal, state and local services agencies and/or organizations.
- NCK Tech will obtain agreements with vendors and customers for post-disaster operations as needed.

BUSINESS RECOVERY LOCATION

A. NCK Tech will have a list of potential business recovery locations. This is where we will conduct business operations following a disaster. Potential Beloit campus locations are the Hays campus, the City of Beloit Municipal Building, USD 273, Mitchell County Hospital Health Systems, North Central Regional Planning Commission or the old school buildings in Jewell or Glen Elder. Potential Hays campus locations are the Beloit Campus, Big Creek Campus, the N.E.W Building, St. Johns in Victoria.

B. The recovery location could be at an alternate site, at a similar business through an MOU, employee's own homes, or at our primary place of business.

C. College administration will select the recovery location based on the accessibility to critical infrastructure.

EMPLOYEE RECOVERY

Since NCK Tech cannot resume operations unless employees are able to return to work we will consider the immediate needs of employees and continue payroll operations for when feasible and appropriate.

A. NCK Tech will meet with our employees at least once a year to review emergency plans and to share information on disaster preparedness.

B. NCK Tech will keep a list of all employees that have certification for first aid, CPR or as an Emergency Medical Technician (EMT), or if anyone is a ham radio operator.

BUSINESS KEY CONTACTS

A list of key contacts will be kept in the office of the Dean of Administrative Services. Key contacts consist of those relied on for administration of our business, such as bank, creditors, insurance agent, accountant, etc.

A. NCK Tech will need to determine:

- What happened to students/employees/customers?
- Were they affected by the disaster?

B. After a disaster, it is important for NCK Tech to keep students/employees/customers informed about the status of classes, projects or service, or to develop mutually agreeable alternative arrangements.

C. NCK Tech may choose various ways to communicate with students/employees/customers after a disaster, depending on what modes of communication are available. These include, but are not limited to, RAVE alerts, direct telephone calls, a pre-arranged 800 number for people to call, e-mail, or purchase announcements by radio or through a newspaper.

BUSINESS VITAL RECORDS FORM

A. Examples of vital records include employee data, payroll, financial records, strategic plans, customer/client lists, inventory lists, building plans/blueprints, leases and insurance records.

B. NCK Tech will store a copy of all vital information on site and a second in a safe off-site location. Critical files will be backed up regularly and inventory lists will be kept current.

C. NCK Tech will convert all vital records into electronic form by scanning them into Treeno or another online system.

COMPUTER EQUIPMENT AND SOFTWARE FORM

A. Access to data and information is a critical part of NCK Tech's business operations. Recovery and/or maintenance of these systems will be a priority in the event of a disaster.

B. Computer and network security will remain current at all times.

C. If an alternative site is needed, computer equipment and services may be leased or rented from an outside source.

D. When there is sufficient warning about a disaster, such as a tornado, critical equipment or software may be secured so that it could be utilized at our recovery location.

E. Employees that have a college issued laptop should take it home with them nightly in the event that they must work from home.

F. In the event of a sudden disaster, NCK Tech employees will:

- Keep a backup copy of computer basic operating system, boot files, and critical software, and be sure we have copies of our operations manuals.
- Maintain an up-to-date copy of computer and Internet login credentials and passwords.
- Make arrangements with computer vendors to quickly replace damaged vital hardware and software.
- Request written estimates for rental or purchase, shipping costs and delivery times, if relevant.

- Elevate computer equipment normally stored on the floor, e.g. CPU's, and secure in place where flooding is a possibility.

G. NCK Tech will keep computer hardware and software licenses up to date.

H. If NCK Tech currently owns/leases the item; it is advisable to have an alternative vendor.

COMPUTER SYSTEMS

Restoration of computer operations will require essentially the same activities regardless of the type or extent of the disaster. NCK Tech will maintain the following:

A. Lists of Equipment and Service Contracts-Kept in the IT Department

- Hardware (Computer Inventory)
- Devices (Server, back-up unit, etc.)
- Manufacturers for each piece of equipment
- Model/serial numbers
- Wiring specifications

B. Software Programs

- Name of the program and date of purchase
- Vendors with phone numbers, e-mail address
- Specifications for data backup- Nightly backup of all computer systems must be stored offsite.
- Business-generated modifications to software

C. Passwords (Supervisor and Server) & Vendor and Support Desk Phone Numbers

- Administration passwords should be kept in a safe and secure place.
- Only the system administrator and manager should have access to these passwords.

D. Back-Up & Verify Computer Data at Regular Intervals

- This is the responsibility of each individual employee user to back up computer hard drives to an external hard drive or flash drive.
- Wherever possible, NCK Tech will have all important documents scanned and put into electronic form. These documents include but are not limited to employment records, student records, financial/payroll records and current student information system data.
- NCK Tech has the student information system, account software, email system and learning management system hosted offsite.

CRITICAL TELEPHONE NUMBERS

A. Seamless communications with employees, suppliers/vendors, students, key contacts and customers following a disaster will be a priority.

B. Telephone, fax lines, RAVE Guardian and RAVE alerts are means of maintaining this communication.

C. NCK Tech will have telephone, fax, and internet connections rerouted to the alternative site in the event of a disaster.

D. In the case of a break in all phone service, including cell phones, NCK Tech will invest in two-way radios to assist with communication.

E. Efforts to restore the main phone line, perhaps at the alternative site, will be made.

VOICE/DATA COMMUNICATION

Examples of voice communications include modem, voice mail, RAVE alerts, and standard telephone.

Examples of data communications include cable, DSL or dial-up for our Internet and e-mail access.

A. NCK Tech's communication with employees, vendors/suppliers, students, customers, emergency officials and other key contacts will be a priority.

B. If NCK Tech goes to a recovery location, rent, lease or purchase of new equipment may be necessary.

C. Internal and external communication will be restored as soon as possible to inform all constituents of the status of business operations.

D. The following should be considered in the event of a disaster:

- Designate one remote voice mail number on which messages can be for employees and other constituents.
- Arrange for programmable call forwarding for the main business line.
- NCK Tech will work with telecommunications engineers with requests to redirect phones, faxes and data lines to backup locations.
- NCK Tech will consider alternative forms of communication should phones not be working.
- NCK Tech will communicate by email, postings on our website, social media, or RAVE alerts.
- Cell phones communications will be used as long as tower usage isn't excessive.
- NCK Tech will invest in battery backups for critical computers and servers. Surge protection for all computer and phone equipment will be implemented.

Medical Emergency Plan

A medical emergency includes any serious injury or illness that requires immediate medical attention. If a major medical emergency/illness occurs:

- **CALL** 911 for paramedic/ambulance assistance and, if possible, contact College Administration.
- **STAY**, or have someone else stay, with the patient until help arrives.
- **DO NOT** move the patient: keep the patient still and comfortable.
- **PROTECT** the patient from injury by removing any potential safety threat, if possible.
- **PROVIDE** first aid until help arrives, if you have appropriate training and equipment and it is safe to do so.
- **SEND** someone outside to escort Emergency Responders to the appropriate location, if possible.
- **STAY** out of the way unless assistance is requested once help arrives.
- **INFORM** Emergency Responders of the following information:
 - Building or location where assistance is needed.
 - Specific location within the building.
 - Type of problem, individuals condition.
 - Medical history, if known.
 - Sequence of events.

If a minor injury/illness occurs:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlines above.
- Provide first aid as appropriate. Each College department should have a first aid kit in accordance with the College's First Aid Kit Program.
- Notify families, if possible, and request that a family member/college administrator transport student/employee to home, dorm or health care provider.

If a serious injury/illness occurs:

- Call 911 or have someone else call 911 for an ambulance: State the specific location and the name and telephone number of the person placing the call.
- Call or have someone else call the President's Office.
- Remain with the victim, make the victim comfortable, and provide appropriate first aid.
- Keep the victim still.
- Loosen tight-fitting clothing.
- Avoid or overcome shivering by using blankets or covers, if available.
- Make sure the victim has adequate air. Give artificial respiration if necessary and get an AED.
- Control severe bleeding by applying pressure.
- If first aid is needed – apply only that which is essential before the arrival of medical assistance. Know the limits of your capabilities and make every effort to avoid further injury to the victim.
- If the injury resulted from exposure to a chemical in the workplace or classroom, have someone locate the Safety Data Sheet (SDS). Follow instructions, and have a copy available for emergency personnel.
- Seek additional information about the incident and the victim.

- Find out exactly what happened. Information may be obtained from the victim and from persons who were present and saw the accident, or saw the individual collapse in the case of sudden illness.
- Look for an emergency medical identification, such as a card or bracelet, which may provide a clue to the victim's condition.
- If the victim is conscious, obtain the name and contact information for a family member who should be contacted.
- If the victim is unconscious and has no sign of external injury, and if the above methods fail to provide identity, try to obtain identification either from bystanders, so that relatives can be notified. (It is advisable to have a witness when searching for identification).
- Provide all available information to emergency personnel when they arrive.
- The President's Office will arrange to contact the victim's family member.

In the event of a death:

- Notify 911 and the President's Office.
- Personnel who are designated to make the death notification to the family should be provided pertinent information as to what occurred, what actions were taken in response, and where the student was taken. Initiate insurance documentation.
- Initiate media response protocol and statements in conjunction with the college policy.
- Provide information to staff, faculty and students as available.
- Prepare a statement to send home with students explaining the situation.

A NCK Tech Accident Report must be filled as soon as possible for all injuries/illness that occur to employees, students and visitors.

Location of AED's and First Aid Kits at NCK Tech

Beloit Campus	Building/Department	Location of AED	Location of First Aid Kit	Faculty or Staff CRP Certified
	Heavy Equipment	Common's Area	Outside of Men's Restroom	
	Diesel Technology	Common's Area	Outside of Tool Room	
	Plumbing Heating and Air Conditioning		Outside of Classroom	
	Carpentry and Cabinetmaking		By the Hand Sinks	
	General Education	Common's Area		
	Automotive Technology		Shop area by the Water Fountain	
	Automotive Collision Repair Technology		Between the Restrooms	
	Welding		Outside of the Classroom	

	Agricultural Equipment Technology I	Common's Area	Student Computer Room	
	Agricultural Equipment Technology II		Between the Restrooms	
	CDL		Between the Restrooms	
	Nursing		Common's Area	
	Telecommunications		Classroom	
	Digital Marketing		Common's Area	
	Advanced Computer Information Technology	Common's Area	Classroom	
	Mears – Administration Building	Common's Area	Faculty Break Room	
	Electrical Technology & Automated Controls Technology		East wall in the Northwest Lab	
	Student Union	Common's Area in Wellness Center	Kitchen Restroom	
	Student Union	By Conference Room Door	Kitchen Restroom	
	Maintenance		Restroom	
	Campus Dorms	Laundry Room		
Hays Campus	Health Science Building	Common's Area	Allied Health Lab & Pharmacy Tech Classroom	
	Dreiling Business Occupations Building	Common's Area	Copy Room	
	Automotive Technology I	Common's Area	Shop Scrub Sink	
	Automotive Technology II	Common's Area	Shop Scrub Sink	
	Big Creek Technology Center	Common's Area	Shop Area	
	Nursing	Common's Area	Common's Area	
	Culinary Kitchen at the Hadley Center	First Floor Veteran's Association Clinic	Kitchen Scrub Sink	
	Welding – FHSU Campus – Center for Applied Technology & Sculpture	Social Café – Common's Area	Shop Area	

There are monthly AED Safety Checks conducted by Maintenance on both campuses. The document includes:

- Location
- Pad Expiration Date
- Extra Pad Expiration Date
- Green Light ON Defibrillator

- Door Alarm Working when Opened
- Monthly initials of who is conducted the assessment

Annually in August, AED Pads are ordered to replace the pads that will be expiring prior to the next August. Kelly Roberts, Beloit Campus Administrative Assistant, is in charge of placing the order. First Aid Kits are checked periodically every semester with a safety supply company.

Emergency Preparedness Kit

Background:

The Emergency Preparedness Kit is kept in the receptionist area at the Beloit and Hays Campuses. These kits are updated during the first week of each semester.

These kits will become the portable “command center” for the designated Administrator during the first critical minutes of any crisis, which requires the evacuation of the facility. The designated administrator shall take the kit wherever the building is evacuated. The information in the kit will allow the administrator to quickly integrate in the public safety response structure and provide critical information needed by responding agencies. These kits should also be utilized during drill for consistency with response protocols.

The **Emergency Preparedness Kit** should contain the Following:

- A copy of the College floor plan for each building on College property
- Copy of the Emergency Operations Plan
- Flashlight and extra batteries
- Bullhorn and appropriate batteries
- Current list of college employee phone numbers and emergency response phone numbers
- Writing tablets and pencils
- Basic First Aid kit
- Gloves and masks
- Wrench and pliers to turn off utilities

Emergency Preparedness Kit Procedures:

- The kit should quickly be taken to the area where first responders will arrive.
- The President should assist the public safety incident scene commander, who is designated to be in charge of the scene.
- For legal, technical, and practical reasons, College officials should never attempt to assume the role of the public safety incident commander.

Pandemic Influenza

A local or regional outbreak of a pandemic influenza will be closely monitored by College Administration. Information and directions provided by county, state, and federal agencies will determine the College’s response to the outbreak. If warranted, the College will implement a pandemic education and prevention program which will include three action items.

- Provide student and employees with education and prevention information.
- Post centers for Disease Control and Prevention (CDC) posters in buildings.
- Provide hand sanitizer dispensers in building common areas.
- Increase frequencies of cleaning building entry door handles and push plates; restroom fixtures; handrails; computer keyboards and student desks.
- Expand monitoring of restroom cleanliness and supplies.
- Track College wide use of sick leave.
- Plan for possible cancellation of large public gatherings.

If the College, in consultation with the county's health department, determines operational changes need to be made, the College will use a Rave Alert to notify the College community.

General Influenza Information

- Influenza virus is contagious and is spread from human to human through coughing, sneezing, and sometimes by touching something with the flu viruses on it and then touching mouth or nose.
- Tamiflu, an antiviral medication, is effective in treating the symptoms. It will not prevent or cure the flu.
- Symptoms include fever, cough, sore throat, body aches, headache, chills and fatigue. Other symptoms may include nausea, vomiting, or diarrhea.
- Studies have shown that people may be contagious from one day before they develop symptoms to up to 7 days after the get sick.
- The county's Health Department regularly monitors hospitals, pharmacies, and other agencies for trends.
- According to CDC guidelines, persons with flu-like symptoms should stay home until at least 24 hours after you are fever free (without the use of fever-reducing medications).

Tips for Preventing the Flu

- Cover your nose and mouth with a tissue when you cough or sneeze.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water (for at least 15 seconds), especially after you cough and sneeze.
- Alcohol-based hand cleaners are also effective, but only if they are at least 60% alcohol. Rub hand cleaner into hands until hands are dry. Apply more hand cleaner if hands dry in less than 15 seconds.
- Avoid close contact with sick people.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- If you get flu-like symptoms, stay home from work or school, except to seek medical care, and limit contact with others to keep from infecting them.
- The Center for Disease Control recommends preventing seasonal flu with a seasonal flu shot.

Mental Health Counseling Resources

Campus	Facility	Address
Beloit	Pawnee Mental Health Services	207-5 North Mill Street Beloit, KS 67420
Hays	High Plains Mental Center	208 E. 7 th Street Hays, KS 67601 785-628-2871
	Kelly Center – FHSU Campus	600 Park Street Hays, KS 67601 785-628-4412

Cyber Security Plan

Multiple layers of security will be utilized to reduce possible threats. This will be accomplished by the following.

- Only give out appropriate rights to systems. Limit access to only business hours when possible.
- Don't share accounts to access systems when possible. Never share personal login information with co-workers.
- When employees resign, retire or are disciplined, access to systems will be limited or removed.
- Physically secure computer assets behind locked doors or cabinets, so that only staff with appropriate needs can have access.

All users of the network must review and agree to NCK Tech's Information Systems Use Policy. User accounts on company computer systems are to be used only for business of NCK Tech and are not to be used for personal activities. Unauthorized use of the system may be in violation of the law, constitutes theft and can be punishable by law. Therefore, unauthorized use of NCK Tech computing system and facilities may constitute grounds for either civil or criminal prosecution. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their login IDs and passwords and the backup of their data files to a secure or offline location. Furthermore they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of NCK Tech. Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own

use; or gain access to company systems for which they do not have authorization. Users shall not attach unauthorized devices on their PCs or workstations, unless they have received specific authorization from NCK Tech's IT department. Users shall not download unauthorized software from the Internet onto their PCs or workstations.

Users are required to report any weaknesses in NCK Tech computer security, any incidents of misuse or violation of this policy to NCK Tech's IT department. The use of the Internet and local area network by employees, students and guests of North Central Kansas Technical College is permitted and encouraged where such use supports the business and educational goals, objectives and policies of the North Central Kansas Technical College. Failure to comply may result in the interruption or termination of Information Systems use privileges and/or legal action without prior notification.

NCK Tech will provide Internet access to employees, students and contractors who are connected to the internal network *and* who have a business need for this access. Employees, students and contractors must first review, agree and sign NCK Tech's Information Systems Use Policy prior to access. This signed policy will be kept on file in the IT department. The Internet is a business tool for NCK Tech. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information, educational resources and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for "chain letters" or any other purpose which is illegal or for personal gain. NCK Tech has the right and capability to monitor electronic information created and/or communicated by persons using company computer systems and networks, including e-mail messages and usage of the Internet. It is not NCK Tech policy or intent to continuously monitor all computer usage by employees or other users of NCK Tech computer systems and network. However, users of the systems should be aware that NCK Tech may monitor usage without notice, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with company policy.

A fundamental component of our Cyber Security Policy is controlling access to the critical information resources that require protection from unauthorized disclosure or modification. The fundamental meaning of access control is that permissions are assigned to individuals or systems that are authorized to access specific resources. Access controls exist at various layers of the system, including the network. Access control is implemented by login ID and password. At the application and database level, other access control methods can be implemented to further restrict access. The application and database systems can limit the number of applications and databases available to users based on their job requirements. All users will be required to have a unique login ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with management or supervisory personnel and/or any other employees. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Password must not be found in any English or foreign dictionary. That is, do not use any common name, noun, verb, adverb, or adjective. These can be easily cracked using standard “hacker tools”.
- Passwords should not be posted on or near computer systems or otherwise be readily accessible in the area of the computer systems.
- Passwords should be changed at minimum every 180 days.
- User accounts will be suspended after 3 to 5 failed logon attempts for a minimum of 5 minutes.
- Login IDs and passwords will be suspended without use or after termination of employment.

Users are not allowed to access password files on any network infrastructure component. Password files on servers will be monitored for access by unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited. Users will not be allowed to login as a System Administrator. Users who need this level of access to production systems must request a Special Access account as outlined elsewhere in this document. Employee Login IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of NCK Tech. Supervisors / Managers shall immediately and directly contact NCK Tech IT Manager to report change in employee status that requires terminating or modifying employee logon access privileges.

Employees who forget their password must call the IT department to have it reset or a new password assigned to their account. The employee must identify himself/herself by name and their department to the IT department. Employees will be responsible for all transactions occurring during Login sessions initiated by use of the employee’s ID and password. Employees shall not login to a computer with their personal account ID and password and then allow another individual to use the computer.

System Administrators, network administrators, and security administrators will have full access to host systems, routers, hubs, and firewalls as required to fulfill the duties of their job.

All system administrator passwords will be changed after any employee who has access to such passwords is terminated, or otherwise leaves the employment of NCK Tech. Special access accounts are provided to individuals requiring temporary system administrator privileges in order to perform their job. These accounts are monitored by NCK Tech and require the permission of the college’s IT department. Monitoring of the special access accounts is done by the college’s IT department.

“Third-party” refers to vendors, consultants and business partners doing business with NCK Tech, and other partners that have a need to exchange information with NCK Tech. Third-party network connections are to be used only by the employees of the third-party, only for the business purposes of NCK Tech. The third-party company will ensure that only authorized users will be allowed to access information on NCK Tech network. The third-party will not allow Internet traffic or other private network traffic to flow into the network. The network connection will terminate on completion and the third-party will be subject to standard company authentication rules.

This policy applies to all third-party connection requests and any existing third-party connections. In cases where the existing third-party network connections do not meet the requirements outlined in this document, they will be re-designed as needed. All requests for third-party connections must be made by submitting a written request and be approved by the College’s IT department.

Only authorized devices may be connected to NCK Tech private network(s). Authorized devices include PCs and workstations owned by NCK Tech that comply with the configuration guidelines of NCK Tech. Other authorized devices include network infrastructure devices used for network management and monitoring. Users shall not attach to the private network(s) with any computers not controlled or managed by NCK Tech IT. Users are specifically prohibited from attaching personal devices to NCK Tech’s private network. All non-company, personal computers or devices are ONLY permitted to connect to NCK Tech’s public network.

NOTE: Users are not permitted to attach any device that would alter the topology characteristics of the Network or add any unauthorized access points, routers, switches or other network devices.

Only authorized employees may remotely access NCK Tech’s networks. Remote access is provided to those employees, contractors and business partners of NCK Tech that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connection can be remote PC to the network or a remote network to company network connection. The only acceptable method of remotely connecting into the internal network is using a secure ID.

The attachment of networking equipment, repeaters, etc. to a user’s PC or workstation that is connected to NCK Tech LAN is not allowed, NCK Tech’s IT staff are the only users allowed to alter NCK Tech’s networks. Additionally, users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses the authorized highly secure methods of remote access and poses a threat to the security of the entire network.

The term “security incident” is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of NCK Tech network. Some examples of security incidents are:

- Illegal access of an NCK Tech computer system. For example, an unauthorized user logs onto a production server and copies the password file.
 - Damage to an NCK Tech computer system or network caused by illegal access. Releasing a virus or worm would be an example.
 - Denial of service attack against an NCK Tech web server. For example, an unauthorized user initiates a flood of packets against a Web server designed to cause the system to crash.
 - Malicious use of system resources to launch an attack against other computer outside of NCK Tech network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.
- These security incidents will be reported to the college’s IT department for further investigation and may be reported to the college’s President for possible disciplinary actions.
- Ransomware, malware, spyware, Trojan or virus infections that compromise NCK Tech’s networks or connected systems.
 - Compromised system(s) will be removed from NCK Tech’s network and repaired if possible or securely erased by NCK Tech’s IT department. If the compromised system is securely erased and re-loaded, all attempts to restore an employee’s personal data files from backups will be taken. However, since it is the individual employee’s responsibility to make regular backups of their personal data files to a safe, secure and if possible offline storage source, their data files will then be restored to the newly loaded system if available. If the employee has neglected to make regular backups of their data, no data will be restored.

Any employees, who believe their computer system(s) may have been subjected to a security incident, or has otherwise been improperly accessed or used, should report the situation to the NCK Tech’s IT department immediately. The employee shall not turn off the affected computer or delete suspicious files. The employee will promptly disconnect the computer from the college’s network and then leave the computer in the condition it was in when the security incident was discovered which will assist in identifying the source of the problem and in determining the steps that should be taken by the IT department to remedy the problem.

NCK Tech takes the issue of security seriously.

NCK Tech will establish basic security practices and policies for employees, such as requiring strong passwords, and establish appropriate Internet use guidelines that detail penalties for violating college cyber security policies. NCK Tech will establish rules of behavior describing

how to handle and protect college information. All policies, trainings and practices are posted on our Intranet.

NCK Tech will keep clean machines: having the latest security software, web browser, and operating system are the best defenses against viruses, malware, and other online threats. The College will set antivirus software to run scans automatically and install other key software updates as soon as they are available.

A firewall is a set of related hardware and software programs that prevent outsiders from accessing data on a private network. The College will make sure the operating system's firewall is enabled. If employees work from home, they are to ensure that their home systems are protected by a firewall.

Mobile devices can create significant security and management challenges, especially if they hold confidential information or can access the corporate network. The College will require users to password-protect their devices, encrypt their data, and install security apps to prevent criminals from stealing information while the phone is on public networks. Employees are required to report any lost or stolen equipment.

Employees should regularly backup the data on computers. Critical data includes word processing documents, electronic spreadsheets, databases, financial files, human resources files, PowerPoint presentations, and accounts receivable/payable files. Users should backup data automatically if possible, or at least weekly and store the copies either offsite or on a portable hard drive.

The College will try to prevent access or use of business computers by unauthorized individuals. Laptops can be particularly easy targets for theft or can be lost, so employees should lock them up when unattended. A user account is created for each employee and strong passwords are required. Administrative privileges should only be given to trusted IT staff and key personnel only.

All networks, wired and wireless are to be managed by NCK Tech's IT staff and the Wireless keys should be changed regularly.

The College will limit employee's online college purchases to authorized personnel only.

Employees are given access to the specific data systems that they need for their jobs. Employees are required to use unique and strong passwords that require changing a minimum of every 180 days. Students or guests should not be able to install any software on college computers.

Those people who use the technology and information resources of NCK Tech must be aware that they can be disciplined if they violate this policy. The specific discipline imposed will be determined by the college's President on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy, prior violations of the policy committed by the individual, state and federal laws and all other relevant information. Discipline which may be taken against an employee shall be administrated in accordance with any appropriate rules or policies of NCK Tech. In a case where the accused person is not an employee of NCK Tech (student or visitor) the matter shall be submitted to the college's President. The college's President may refer the information to law enforcement agencies and/or prosecutors for consideration as to whether criminal charges should be filed against the alleged violator(s). **Upon violation of this policy, an employee or student of NCK Tech may be subject to discipline up to and including termination and/or possible legal action.**

General Safety Plan

NCK Tech GENERAL SHOP & WORK AREA SAFETY PLAN

A. GENERAL SHOP & WORK AREA SAFETY PLAN

- Accepted safety and health precautions will be practiced by North Central Kansas Technical College in the use of general shop machines, fixed and portable power tools, and other hand held equipment so that all employees using such equipment will be protected against personal injury.
- It is also North Central Kansas Technical College's policy to institute practices that will minimize the danger of injury to non-operators or user personnel who will be in the area and to minimize the risk to visitors.

B. EMPLOYEE RESPONSIBILITIES

- North Central Kansas Technical College's supervisors will recognize those factors in the workplace with accident potential.
- The supervisor will provide frequent inspections of job sites, work methods, and materials/equipment used.
- Any unsafe equipment/material will be tagged and rendered inoperative or physically removed from its place of operation.
- The supervisor will permit only qualified personnel to operate equipment and machinery according to safe work practices.

C. INSTRUCTORS RESPONSIBILITIES

- Ensuring safe working conditions
- Providing necessary protective equipment
- Ensuring that required guards and protective equipment are provided, used, and properly maintained.
- Ensuring that tools and equipment are properly maintained and used.

- Planning the workload and assigning students to jobs that they are qualified to perform. North Central Kansas Technical College ensures that the students understand the work to be done, the hazards that will be encountered, and the proper procedure for doing the work safely.
- Taking immediate action to correct any violation of safety rules observed or reported to them.
- Ensuring students, employees and guests that are exposed or potentially exposed to hazardous chemicals/materials have access to appropriate Safety Data Sheets (SDS).
- Of a shop or any area where fixed or portable powered or non-powered machines and tools are located, is responsible for being familiar with all procedures for safe use and guarding of machines, personal protective equipment required, shielding against possible injury to other students, employees or visitors. North Central Kansas Technical College enforces safe practices.
- Trains new students by providing and requiring manuals to be studied, personally instructing and requesting the assistance of veteran employees already familiar with required safety precautions.
- Posts signs indicating the use of powered machines by "Authorized Personnel Only" and requires the employees under his/her supervision to assist in the enforcement of this policy.
- Ensures that no one can use fixed or portable powered shop machines or welding equipment without sufficient training to the instructor's satisfaction.
- Is the person responsible for general management of the shop area and identifies his/her name in the course syllabus.
- Is the qualified person to be responsible for each major fixed, powered machine or tool, posts the name in the course syllabus.
- Coordinates, plans and conducts safety meetings with students as often as needed and warranted.
- Provides appropriate marking of shop floor areas to identify restricted work areas or "approved operator only" yellow floor lines.
- Makes periodic inspections of shop areas and other industrial areas. Notes all deficiencies and initiates corrective actions.
- Ensures that all painting, wood finishing or other operations are conducted in ventilated areas. Instructors determine what protective equipment and respirators are appropriate based on OSHA requirements.

D. Staff Responsibilities:

- North Central Kansas Technical College employees will be thoroughly trained in the use of protective equipment, guards, and safeguards for chemicals and safe operation of equipment, machines, and tools they use or operate. This training will be provided by the instructors of the department the equipment is housed.
- Only employees who have been trained and those undergoing supervised on-the-job training (OJT) will be allowed to use shop equipment, machines, and tools.
- Complies with OSHA standards, North Central Kansas Technical College policies and good safe practices when using fixed and portable power tools, equipment and hand held equipment.
- Cleans up when finished using equipment.
- Maintains the tools, equipment and work area in an orderly and safe manner.

- Properly trains new users of equipment for that he/she is responsible.
- Shares responsibility with the supervisor for identifying and marking shop floor areas.
- Will not use or permit use of defective equipment or tools in disrepair. Malfunctioning equipment and damaged hand tools will be reported and repair made before using the equipment or tools. If repairs are not possible the equipment or tools will be discarded.

E. SAFETY AND HEALTH MANAGER:

- Ensures OSHA standards, North Central Kansas Technical College policies and good safe practices are carried out.
- Assists instructors and staff in defining hazards and designating safe practices.
- Conducts routine and periodic inspection of shop areas for compliance to OSHA standards and NIEHS policies.
- Conducts periodic inspections of employee's hand tools and portable power tools.
- Assists the instructors in planning and conducting safety training and assessments.

F. SHOP PROCEDURES WORK AREA SAFETY

- All portable and fixed powered shop machines and tools will be equipped with approved guarding devices. Guards are to be in place while using the machine. Equipment will also be properly electrically grounded before use.
- Proper personal protective equipment will be provided by North Central Kansas Technical College or will be an expectation for the student to provide (safety glasses, goggles, and shields) and used during grinding or other work that will produce flying particles (e.g. drill press, power saws, etc.).
- North Central Kansas Technical College approved dust respirators will be used for work that produces airborne dust particles. Eye protection is required during electrical or electronic hardware repair, installation and/or open front operation.
- Approved face, eye and body protection will be used during any burning or welding operation. Also, sufficient shielding that provides protection to others in the immediate area will be used.
- Flammable materials (paints, solvents, chemicals, etc.) will not be stored by North Central Kansas Technical College within the immediate area of any burning or welding operation. Flammable materials will be stored in OSHA and North Central Kansas Technical College approved cabinets.
- Any employee or student using portable fixed tools (drill press, jig or band saw, etc.) will not wear loose clothing.
- Anyone with long hair will tie back the hair or wear acceptable hair protection while operating equipment.
- All stock will be clamped down (attempting to hold stock with hands will not be permitted).
- Before any North Central Kansas Technical College's employee or student performs service or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the

machine or equipment will be made safe. This is accomplished by locking out and tagging out energy isolating devices, and otherwise disabling the machines or equipment.

- Clean up after using powered equipment or hand tools will be done immediately following use of the power tool.
- Before any work is started in an area designated as "Restricted" (e.g. high hazard, carcinogens, etc.) the area will be inspected by the Safety and Health Manager and permission to proceed, given to the supervisor.
- Everyone burning or performing welding operations outside the shops area requires a Hot Work permit from North Central Kansas Technical College's Safety and Health Manager.
- Good housekeeping will be maintained in the shop area. Material will be stored in such a manner that there is no danger from sliding, falling or presenting a hazard by striking against or cutting.
- Scrap stock will be cleaned from floor and the workbenches following each job or at the end of each day.

G. PERSONAL PROTECTIVE EQUIPMENT

- (PPE) Personal protective equipment is not a substitute for engineering controls or feasible work or administrative procedures.
- B. While these controls are being implemented, or if it has been determined that control methods are not feasible, personal protective equipment is required whenever there are hazards that can do bodily harm through absorption, inhalation, or physical contact.
- C. This equipment includes respiratory and hearing protective devices, special clothing, and protective devices for the eyes, face, head, and extremities.
- All PPE will be of a safe design and constructed for the work to be performed and will be maintained in a sanitary and reliable condition.
- Eye protection is required when there is a possibility of injury from chemicals or flying particles. Examples of operation requiring the use of eye protection include, but are not limited to:
 - Chipping, grinding, and impact drilling.
 - Breaking concrete, brick, and plaster.
 - Welding or helping in welding of any type.
 - Cleaning with compressed air.
 - Tinning or soldering lugs or large joints.
 - Riveting, grinding, or burning metals.
- Handling chemicals, acids, or caustics.
- Face shields will be thoroughly washed with soap and water before being worn by another person.
- Appropriate hearing protection will be used where employees are in designated hazardous noise areas with operating noise sources, or using tools or equipment that are labeled as hazardous noise producers.
- The Safety and Health Manager will be contacted for noise level surveys and guidance on the type of hearing protection required.
- Appropriate hand protection will be used where employees are in designated hazardous areas.

- Rubber protective gloves are worn by personnel working in battery shops or where acids, alkalis, organic solvents, and other harmful chemicals are handled.
- Electrical worker's gloves are designed and will be used to insulate electrical workers from shock, burns, and other electrical hazards. These gloves will NOT be the only protection provided and will never be used with voltages higher than the insulation rating of the gloves.
- Multi-use gloves will be worn to protect the hands from injuries caused by handling sharp or jagged objects, wood, or similar hazard-producing materials.
- These gloves are usually made of cloth material with chrome leather palms and fingers or synthetic coating. All-leather gloves are also acceptable.
- Foot protection non-skid shoes will be worn where floors will be wet or greasy. Where there is reasonable probability of foot or toe injury from impact and compression forces, safety footwear will be worn.
- Respiratory Protection is necessary with various airborne hazards, e.g., organic vapors, particulates, fumes, etc., that personnel will encounter and respiratory protection will be required. The Safety and Health Manager will be consulted for guidance on the type of protection required.
- All personnel or students working below other workers and in areas where sharp projections or other head hazards exist will wear head protection and/or hard hats.
- Aprons will normally be worn with acid sleeves and gloves for greater body protection against skin injuries.
- Insulated matting will be used by workers for additional resistance to shock where potential shock hazards exist, such as:

-Areas where floor resistance is lowered due to dampness.

-Areas where high voltage (above 600 volts) will be encountered.

-Areas with electrical repair or test benches.

- Shop supervisors (Instructors) will ensure that students, faculty, staff and visitors use the protective clothing and equipment that will protect them from hazards of the work they perform or the work being performed around them.
- It is the responsibility of workers to keep their PPE in a clean, sanitary state of repair and use the equipment when required.
- Workers will keep their hands and face clean, change clothes when they are contaminated with solvents, lubricants, or fuels, and keep their hands and soiled objects out of their mouth.
- No food or drink will be brought into or consumed in areas exposed to toxic materials, chemicals, or shop contaminants.
- Workers will wash their hands before eating or smoking after exposure to any contaminant.
- Workers will not wear rings, earrings, bracelets, wristwatches, or necklaces in the vicinity of operating machinery and power tools.
- Additionally, long full beards, unrestrained long hair, and loose clothing can become caught in tools or machinery and cause serious personal injury.
- Highly combustible garments or coveralls made of material such as nylon will not be worn in or around high temperature equipment or operations such as boiler operations, welding, and any other work with open flame devices.

H. SHOP LAYOUT SAFETY PLAN

- North Central Kansas Technical College will provide proper layout, spacing, and arrangement of equipment, machinery, passageways, and aisles are essential to orderly operations and to avoid congestion.
 - Equipment and machinery will be arranged by North Central Kansas Technical College to permit an even flow of materials. Sufficient space will be provided to handle the material with the least possible interference from or to workers or other work being performed.
 - Machines will be placed so it is not necessary for an operator to stand in a passageway or aisle.
 - Additionally, machine positioning will allow for easy maintenance, cleaning, and removal of scrap.
-
- Clear zones will be established and will be of sufficient dimensions to accommodate typical work.
 - Marking of machine clear zones will be yellow or yellow and black hashmarked lines, 2 to 3 inches wide.
 - Machines designed for fixed locations will be securely anchored. If pieces of stock exceed the workplace/clear zone floor markings, rope/stanchions will be used to temporarily extend the workplace.
 - Machines with shock mounting pads will be securely anchored and installed per manufacturer's instructions.
 - Passageways/aisles will be provided and marked to permit the free movement of employees bringing and removing material from the shop. These passageways are independent of clear zones and storage spaces. They will be clearly recognizable.
-
- Where powered materials handling equipment (forklift) is used, facility layout will provide enough clearance in aisles, on loading docks, and through doorways to permit safe turns.
 - Aisles will be at least 3 feet wider than the widest vehicle used or most common material being transported.

I. ILLUMINATION SAFETY PLAN

- Adequate illumination will be provided to ensure safe working conditions:
 - Portable lamps will have UL approved plugs, handles, sockets, guards, and cords for normal working conditions.
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- For work in boilers, condensers, tanks, turbines, or other grounded locations that are wet or will cause excessive perspiration, a low voltage lighting system will be used, either from a battery system or low-voltage lighting unit. In situations where these lighting systems are not available, a vapor-proof 110-volt lighting system will be used.
 - Flashlights for use near energized electrical equipment and circuitry will have insulated cases.
 - At least 50 foot of illumination will be provided at all work stations. However, fine work will require 100 foot-candles or more. This can be obtained with a combination of general lighting plus supplemental lighting.

J. EXITS AND EXIT MARKINGS SAFETY PLAN

- Every exit will have "EXIT" in plain legible letters not less than 6 inches high with the strokes of the letters not less than three-quarters of an inch wide.
- Doors, passageways, or stairways that are neither exits nor ways to an exit (but will be mistaken for an exit) will be clearly marked "NOT AN EXIT" or by a sign indicating their actual use, for example: "STORAGE ROOM" or "BASEMENT."
- When the direction to the nearest exit will not be apparent to an occupant, an exit sign with an arrow indicating direction will be used.
- Exit access will be arranged so it is unnecessary to travel toward any area of high hazard potential to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).
- North Central Kansas Technical College's exit signs will be clearly visible from all directions of egress and will not be obstructed at any time. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs will be suitably illuminated by a reliable light source.
- A door from a room to an exit or to a way of exit access will be the side hinged swinging type. It will swing out in the direction of travel if 50 or more persons occupy the room or the exit is from an area of high hazard potential.
- Areas around exit doors and passageways will be free of obstructions. The exit route will lead to a public way.
- No lock or fastening device will be used to prevent escape from inside the building.
- There will be at least two means of exit remote from each other where occupants will be endangered by the blocking of any single exit due to fire or smoke.
- Exits, exterior steps, and ramps will be adequately lighted to prevent mishaps. Separate lighting will not be required if street or other permanent lighting gives at least one foot-candle of illumination on the exit, steps, or ramp.

K. AISLES AND PASSAGEWAYS PLAN

- North Central Kansas Technical College in all shops, yards, buildings, and mobile equipment will maintain good housekeeping. Instructors and maintenance staff are responsible for good housekeeping in or around the work they are supervising.
- Material will not be placed where anyone might stumble over it, where it might fall on someone, or on or against any support unless the support can withstand the additional weight.
- Aisles and passageways will be kept clear of tripping hazards.
- Nails will be removed from loose lumber or the points turned down.
- In areas where it is cold enough for ice to form, ice will be removed from all walkways and work areas where it will create a hazard or interfere with work to be done. If ice cannot be removed readily, sand or other approved materials will be applied.
- Trash and other waste materials will be kept in approved receptacles. Trash will not be allowed to accumulate and will be removed and disposed of as soon as practicable, at least once per shift (or more often if needed).
- Disconnect switches, distribution panels, or alarm supply boxes will not be blocked by any obstruction that will prevent ready access.
- Machinery and equipment will be kept clean of excess grease and oil and (operating conditions permitting) free of excessive dust.

- Pressure gauges and visual displays will be kept clean, visible, and serviceable at all times.
- Drip pans and wheeled or stationary containers will be cleaned and emptied at the end of each shift.

L. FIRE PREVENTION SAFETY PLAN

- All North Central Kansas Technical College's shop services personnel will receive fire prevention training as part of their general training.
- Supervisors in charge of operations where fuels, solvents, or other flammable liquids are used will be constantly alert for hazards and unsafe acts.
- Fuels such as gasoline will never be used to clean floors or clothing, and open solvent or gasoline containers will not be kept near electrical equipment.
- The use of low flashpoint petroleum solvents will be avoided whenever possible.
- Open flames, open element heaters, equipment not properly grounded, and no explosion-proof electrical equipment used in the presence of flammable or combustible liquids will be avoided.
- Fire extinguishers of at least 20 BC or greater rating will be installed in shop areas. The number of extinguishers depends upon the size and layout of the facility. Fire extinguishers will meet the following OSHA requirements:

-Be kept fully charged and in their designated area.

-Be located along normal paths of travel.

-Not be obstructed or obscured from view.

-Be visually inspected at least monthly to ensure that they:

- *Are in their designated places.
- *Have not been tampered with or actuated.
- *Do not have corrosion or other impairments.
- *Are accessible and not obstructed.
- *Be visually inspected at least monthly to ensure that they meet OSHA requirements.
- *Be examined at least yearly and/or recharged or repaired to ensure operability and safety.
- *Be hydrostatically tested.
- *Be placed so the maximum travel distance, unless there are extremely hazardous conditions, does not exceed 75 feet for Class A or 50 feet for Class B locations.

- North Central Kansas Technical College's supervisors will ensure that employees remove construction debris and rubbish from the job site upon completion of the job, or daily if extended beyond one day.
- Hazardous materials will not be left at job sites unless properly stored. Work being performed on job sites will not endanger building occupants (e.g., exits blocked, fire alarm devices disconnected, etc.).

M. MATERIAL STORAGE SAFETY PLAN

- North Central Kansas Technical College will avoid all unnecessary accumulation of materials and supplies in the shop area.
- The presence of unnecessary material in the shop could cause such incidents as tripping, falling, or slipping. This could be especially hazardous around equipment that is in operation.
- The only material in the shop area will be that used in shop work.
- The only place materials will accumulate in quantity is in storerooms and material holding areas.
- The storage of materials will not, of itself, create a hazard.
- Materials stored in tiers will be stacked, strapped, blocked or interlocked, and limited in height so they are stable and secure against sliding or collapse.
- Storage racks will have sufficient capacity to bear the loads imposed on them.
- Stored materials will not obstruct fire extinguishers, alarm boxes, sprinkler system controls, electrical switch boxes, machine operations, emergency lighting, first aid or emergency equipment, or exits.
- Heavy materials and equipment will be stored low and close to the ground or floor to reduce the possibility of injury during handling.
- All passageways and storerooms will be maintained clean, unobstructed, dry, and in sanitary condition. Spills will be promptly removed.
- Where mechanical handling equipment, such as lift trucks is used, safety clearance will be provided for aisles at loading docks, through doorways, and wherever turns or passages will be made. No obstructions that could create a hazard are permitted in aisles.

N. USE OF TOOLS SAFETY PLAN

- Incidents at the job site involving hand tools are usually the result of misuse. Hand tools are precision tools capable of performing many jobs when used properly. North Central Kansas Technical College's prevention of incidents involving hand tools on the job site becomes a matter of good instruction, adequate training, and proper use.
- Hand tool safety requires that the tools be of good quality and adequate for the job. All tools will be kept in good repair and maintained by qualified personnel.
- Racks, shelves, or toolboxes will be provided for storing tools that are not in use.
- When personnel or students use hand tools while they are working on ladders, scaffolds, platforms, or work stands, they will use carrying bags for tools that are not in use. Workers will not drop tools.
- North Central Kansas Technical College's instructors and staff will frequently inspect all hand tools used in the operation under their supervision. Defective tools will be immediately removed from service.
- When handles of hammers, axes, picks, or sledges become cracked, split, broken, or splintered, will be immediately replaced.
- Tool handles will be well fitted and securely fastened by wedges or other acceptable means.
- Wedges, always used in pairs, will be driven into the handle when repairing a sledgehammer or maul, to prevent the head from accidentally flying off if the handle shrinks.

- Files, wood chisels, and other tools with tangs will be fitted and used with suitable handles covering the end of the tang. Ends of the handles will not be used for pounding or tapping.
- Cold chisels, punches, hammers, drift pins, and other similar tools have a tendency to mushroom heads from repeated poundings. They will be dressed down as soon as they begin
- When dressing tools, a slight bevel of about three-sixteenths of an inch will be grounded around the head. This will help prevent the heads from mushrooming.
- When tool heads mushroom, the material is highly crystallized and, with each blow of the hammer, fragments are likely to break off.
- Portable power tools increase mobility and convenience but are frequently more hazardous to use than their stationary counterparts.
- North Central Kansas Technical College's personnel and students who are required to use portable power tools in their work will be thoroughly trained in safe operating practices.
- Safe operating procedure will be set up for each type of tool consistent with the manufacturer's instructions.

O. USE OF COMPRESSED AIR SOURCES SAFETY PLAN

- Compressed air has the appearance of a relatively harmless gas. However, to avoid accidents, compressed air will be used correctly.
- The improper or inadvertent connection of items not designed for shop air pressure, i.e., equipment, storage vessels, or containers, to a shop air supply will cause serious personal injury and more than likely will damage the item being connected.
- The maximum air pressure approved for general use in the shops and laboratories is 30 psi (pounds per square inch). This pressure is sufficient for most shop and laboratory operations and is not significantly hazardous.
- Use discretion and good judgment when using compressed air, even at this low pressure.
- The following rules and practices are suggested to avoid personal injury, equipment damage, and potential environmental impact:

- All personnel assigned to shops with air compressors will be familiar with compressor operating and maintenance instructions.
- Compressed air is not to be used to blow dirt, chips, or dust from clothing.
- Air compressors will be maintained strictly in accordance with the manufacturer's instructions.
- Do not use compressed air to transfer materials from containers when there is a possibility of exceeding the safe maximum allowable working pressure of the container.
- The maximum working pressure of compressed air lines will be identified in psi.
- Pipeline outlets will be tagged or marked showing maximum working pressure immediately adjacent to the outlet.
- Do not use compressed air to transfer materials from standard 55gallon drums. Use a siphon with a bulk aspirator on a pump.
- Never use compressed air where particles can be accelerated by the air stream.
- Do not use compressed air to clean machinery or parts unless necessary.
- Where possible, use a brush. If necessary, use a minimum pressure and provide barriers or clean the area of personnel. Wear goggles to protect your eyes.
- Never apply compressed air to any part of a person's body.
- Do not use a compressed air line that does not have a pressure regulator for reducing the line pressure.

- Keep the hose length between tool housing and the air source as short as possible.
- Where possible, attach a short length of light chain between the hose and the housing on air-operated tools. This keeps the hose from whipping will the hose-tool coupling separate.
- Inspect air supply and tool hoses before using. Discard and label unfit hoses. Repair hoses where applicable.
- Turn valve off and vent pressure from a line before connecting or disconnecting it. Never work on a pressurized line.
- Do not connect air supply respirators or supplied-air suits to the compressed air supply system of any building. Such compressed air is unsafe to breathe.
- Do not attach pneumatic tools, process, or control instruments to breathing airlines. The potential contamination to personnel and systems is hazardous.

WARNING IT IS DANGEROUS TO PRESSURIZE ANY CONTAINER NOT DESIGNED FOR THAT PURPOSE.

P. ROOFTOP WORK AREA SAFETY PLAN

- If the rooftop is to be worked on and there is no adequate guardrail, none of North Central Kansas Technical College's employees will come within 10 feet of the roof's edge without wearing a lifebelt or harness securely attached to a securely anchored rope or line, with the entire system can support a minimum dead weight of 5,400 pounds.
- B. No employee will work on the rooftop if the wind speed exceeds 20 miles per hour.

Q. SHORING AND TRENCHING SAFETY PLAN

- The walls and faces of excavations and trenches over 5 feet, where workers will be exposed to danger, will be guarded by a shoring system, sloping of the ground, or some other equivalent means.
- Trenches less than 5 feet deep with hazardous soil conditions also will be effectively protected.
- Appropriate trench boxes and/or shields will be used in lieu of shoring or sloping.
- Tools, equipment, and excavated material will be kept 2 feet or more from the lip of the trench.
- Where North Central Kansas Technical College's employees are required to be in or work in trenches 4 feet deep or more, an adequate means of exit such as ladders or steps will be provided within 25 feet of travel and used.
- Daily inspections will be made of trenches and excavations by the supervisor in charge to ensure adequate slopes, shoring and bracing, and that there is no evidence of possible slides or cave-ins.
- More frequent inspections will be necessary as work progresses or after inclement weather conditions, such as rain, or where loose compacted or unstable materials are present.
- Workers will take extra care when hand excavating near utilities to preclude interruption of services a personnel injury and/or equipment damage that can result from breaking electrical, gas, and steam lines.

R. BARRICADES SAFETY PLAN

- Whenever a common area is disturbed by maintenance, repair, or construction operations and presents a hazard to personnel working in or near, or traveling through the area, North Central Kansas Technical College will warn these personnel and other services personnel of the potential hazard.
- Appropriate barriers will be erected around excavations, open manholes, open electrical panels, etc., whenever they are to be left unattended.

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	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Arrests: Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests: Drug Abuse Violations	2022	0	0	0
	2021	1	1	0
	2020	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arrests: Liquor Law Violations	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Disciplinary Referrals: Liquor Law Violations	2022	2	2	0
	2021	3	3	0
	2020	2	2	0
Unfounded Crimes	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crimes	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

