

NEOSHO COUNTY
COMMUNITY COLLEGE

Annual Campus Security
and Fire Safety Report

2020



ANNUAL SECURITY REPORT

POLICIES | SERVICES & RESOURCES | STATISTICS for 2017, 2018 and 2019

The Neosho County Community College Annual Security and Fire Safety Report is published annually to meet the compliance of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, and the Higher Education Opportunity Act of 2008.

The Dean of Student Services at Neosho County Community College, on an annual basis, gathers calendar year statistical information regarding crime on campus, at branch campuses, in or on a non-campus building or property involving NCCC students or staff during NCCC related activities or events.

Data is collected every year and the Annual Security Report is updated and distributed to all current students, employees and the community every October.

Everyone has the right to attend college in a safe and secure environment. To ensure this fundamental right, Neosho County Community College (NCCC) needs your help. Safety and security are everyone's responsibility: familiarize yourself with recommended security and prevention methods.

Crime Reporting Procedures

Members of the college community are strongly encouraged to report all crimes and suspicious activity in a prompt and timely manner.

All emergency situations involving: (1) a crime in progress, (2) a medical emergency, (3) a fire should be immediately reported to police at 911. All campus phones may be used to dial 911 at no charge. As an added security measure, "Blue Light" non-dial outdoor emergency telephones are located at strategic points on both campuses. These phones are easily identified by the word "Emergency" and their distinctive blue lights. When the button is pushed the caller is in immediate contact with the local police department. In addition to providing voice contact with a public safety dispatcher, the dispatcher is also able to pinpoint the caller's location. The emergency buttons on these phones are for emergency use only. These phones are maintained by Technology Services and provide communication for reporting emergencies.

When calling for either emergency or non-emergency service, be prepared to:

1. Clearly identify yourself
2. State where you are calling from
3. State briefly, the nature of your call. If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon public safety or the appropriate police, fire and/or medical service.

All crimes should be reported to the Dean of Student Services at 620-212-1153, Vice President for Operations at 620-212-3750, Residence Hall Staff at 913-396-9704, or to the Dean for the Ottawa and Online Campuses at 816-810-9889. To provide the best information in the quickest manner, it is recommended to make reports by phone or in person, but texting is available. To report a crime anonymously, text Operations at 620-212-3750.

Campus Security Authorities

Campus Security Authorities (CSAs) are NCCC officials who have significant responsibility for student and campus activities, including, but not limited to student activities, student housing, student athletics and student judicial and

discipline proceedings. CSAs are trained annually by the Dean of Student Services. Training includes video instruction, verbal presentation and a one-page checklist that each CSA signs to verify understanding of their role.

NCCC's licensed counselor may not be required by law to report crimes for the inclusion into the Annual Security Report. The NCCC professional counselor whose job responsibilities include providing psychological counseling to students of the college are encouraged to inform persons being counseled of NCCC's procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Emergency Notifications/Timely Warning

NCCC is committed to the safety and well-being of its students, employees and visitors on campus. In the event of an emergency involving the immediate threat to the health or safety of those on campus, NCCC will immediately notify the campus community using a combination of avenues. The appropriate mode of distribution will be determined by the incident timeline and population affected. These notifications will be issued to alert the college community unless they would otherwise compromise the effort to assist victims or contain the emergency.

The College utilizes several methods to notify constituents such as Alertus beacons, text messages, email messages, PC alerts, and social media. The telephone system is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. IP-based telephones have been installed in all classrooms and conference/meeting rooms. All classroom telephones have 9-1-1 direct and All-Call paging buttons for immediate use should any individual deem their use necessary.

In addition, the College's text message system will be used to distribute and send emergency messages to all subscribers by location. Critical messages will be disseminated via the Alert-Us networked-based messaging system. Alert-Us beacons have been installed in/at every facility on the Chanute campus, including the baseball and softball fields. Included in Alert-Us is the ability to commandeer all computers connected the college's network to flash important messages on screen. "One-button" notification systems have been installed strategically in several locations throughout the Chanute campus and on the Ottawa campus. The Vice President for Operations (VPO) or Dean for the Ottawa and Online Campuses or designee is responsible for activation of the "one-button" notification system in the event of an emergency.

Social Media (Facebook and Twitter) will be used to disseminate emergency notifications to the larger community as necessary.

The VPO or Dean for the Ottawa and Online Campuses is the focal point for official emergency communications to the College **Emergency Response Team**. Each team member, upon receiving notification of a campus emergency, is to pass the same information along to those departments/offices under his/her direction. The VPO or Dean will notify the following College **Emergency Response Team** members as appropriate:

- President
- Vice President for Student Learning
- Vice President for Operations
- Chief Financial Officer/CFO
- Dean of Student Services
- Dean for Operations/CIO
- Director of Technology Services
- Director of Facilities
- Director of Public Relations
- Athletic Director
- Dean for the Ottawa and Online Campuses (Ottawa emergency only)
- Director of the Teaching and Learning Center (Ottawa emergency only)

Other individuals may also be contacted when necessary.

IMPORTANT: During an emergency, campus phones must be restricted to College official notification. In the absence of phone services, the College's maintenance department will provide wireless communications (walkie-talkies) to the emergency response team for local communication. Emergency response team members will be expected to communicate via cell phones as necessary. In the event cellular coverage is also not available, a single satellite phone will be available for use by the emergency response team. The satellite phone is located on the wall in the VPO's office in Sanders Hall, Chanute campus.

An important part of the emergency notification system is providing the NCCC community with timely warnings regarding crimes that pose an immediate, ongoing, or continuing threat to persons or property. The issuing of timely warnings is decided on a case-by-case basis by the Vice President for Operations in light of all the facts surrounding a crime reported. All victims' names will be withheld as confidential along with any other identifying information of victims. A timely warning will be issued: A) no later than the next scheduled day of classes if there is no immediate danger to the campus community or; B) As soon as possible if there is imminent danger to the campus community.

These warnings will be disseminated to students and employees via campus emergency beacons, PC's in the classroom, Panther TextNet, email system, the switchboard operator, and the college safety staff. Warnings to the larger community will be disseminated via social media.

Emergency Management and Response/Evacuation Procedures

Emergency management at NCCC is led by the Vice President for Operations. Emergency Response Team members receive annual in-person training by the VPO on roles associated with each position during an emergency. Training includes: roles and responsibilities; threats, hazards and protective actions; notification, warning and communication procedures; evacuation, shelter and accountability procedures; location and use of common emergency equipment; and emergency shutdown procedures. The college has an Emergency Action Plan that provides a roadmap and resource for NCCC employees by providing information and guidelines in planning and responding during a crisis. This plan is reviewed and updated annually by the Safety and Security Committee and can be found here: <https://www.neosho.edu/Portals/0/Emergency-Action-Plan-2019-2020.pdf>

Annually, the VPO conducts emergency drills in conjunction with the Chanute and Ottawa police and fire departments as appropriate. Drills include such events as fire, severe weather, active killer scenarios and pathogenic exposure protocols. In the calendar year 2019, NCCC held drills as follows: tornado table-top exercise, fire evacuation, tornado drills, hazardous materials tabletop exercise and cyber security tabletop exercise. An evacuation map of each building is located in the appendix of the Emergency Action Plan (link above).

In addition, the college's text alert system is tested monthly by the VPO and the Dean for the Ottawa & Online Campuses for employee and student response.

Access to Campus Facilities

During the college's normal business hours, the public buildings are generally open to employees, students, visitors, contractors and guests. The Student Union and Chapman Learning Center (CLC) on the Chanute campus and the Teaching and Learning Center (TLC) on the Ottawa campus are designated open or public access. All other facilities are restricted to those who have a legitimate purpose for being on the premises. Others may be asked to leave. Main campus buildings are generally open from 7:00 a.m. to 10:00 p.m. Monday-Thursday and 7:00 a.m. to 5:00 p.m. Friday. The residence halls, Chapman Learning Center and Snyder Chapel are secured 24 hours a day but are

accessible with proper student ID.

Access control is monitored by the VPO and the Dean of Operations. Safety officers routinely patrol campus buildings and grounds and report malfunctioning lights and other unsafe conditions to the maintenance department for correction. Safety officers also monitor building and door access during patrol duty. Digital security cameras are placed at strategic locations around campus, in buildings and parking lots. Cameras are checked routinely via visual confirmation to ensure components are working.

Crime Prevention Programming

The prevention of crime is everyone's responsibility. Plan ahead and do not place yourself or your possessions in danger. Common safety practices as those listed below can assist in mitigating criminal activity:

- Always lock your vehicle;
- Park in an open, well-lit spot;
- Look inside your vehicle before you open your door to enter;
- Be aware of your surroundings at all times;
- Travel in pairs when possible;
- Don't carry large sums of money;
- If you reside in on-campus housing, always lock your room door when you leave.

NCCC offers several crime prevention opportunities to keep the campus community safe and secure. Some of this programming includes:

- National Campus Safety Awareness Month-sponsored by NCCC safety officers on an annual basis. Activities include safety awareness activities, events and contests.
- Self Defense Class-sponsored annually by NCCC Student Senate. Class is open to all students and employees.
- Get Inclusive-online training that provides risk management tools, strategies for bystander intervention, training to address stalking, abusive relationships, sexual violence and sexual harassment on campus. This training is required annually for employees and is offered to all students. Students that are required to take this training on an annual basis are those students who live in the residence halls, athletes and those enrolled in First Year Seminar.
- Title IX Training-the Title IX Coordinator annually trains all athletic teams via a personal presentation.
- HOPE Unlimited (victims advocate agency)-provides traveling displays annually during Sexual Assault Awareness Month and Domestic Violence Month. In addition, HOPE Unlimited also provides handouts to all students and staff annually on topics as stalking, domestic abuse, dating violence and healthy relationships.
- Alcohol Awareness-NCCC Student Senate sponsors activities throughout the year to promote alcohol awareness. Some examples include Drunk Goggles Event presented by the Kansas Highway Patrol as well as other events and contests promoting awareness.
- Drug Awareness-Resident Assistants and all staff in Residence and Student Life are trained annually by the Chanute Police Department on various aspects of drug identification and effects.
- Residence Hall programming includes biannual assemblies on such topics as theft, vandalism, bystander training, sexual assault, personal and residence hall safety.

Missing Student Notification Policy and Procedures

If a member of the NCCC community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Dean of Student Services at (620) 432-0304 or designee, or the Vice President for Operations at (620) 432-0301 or designee. The Dean of Student Services, Vice President for Operations, or designee will generate a missing persons report and initiate an 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 NCCC in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, NCCC 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 NCCC Residence and Student Life Department by completing the Missing Student Contact Registration Form. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. Upon determination that the student has been missing for 24 hours, NCCC will notify the local law enforcement agency and the student's emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, NCCC will notify the student's parent or legal guardian immediately after local law enforcement has determined that the student has been missing for 24 hours.

Sexual Misconduct

NCCC prohibits sexual misconduct (which encompasses rape, domestic and dating violence, sexual assault, hate crimes and stalking, in addition to other prohibited sexual misconduct) and related retaliation of any nature against or by any student or employee. Sexual misconduct is a broad term encompassing non-consensual or unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional where:

- An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term of condition of employment or of status in a course, program or activity, or issued as a basis for an employment or academic decision; or
- The conduct is sufficiently severe, persistent and ('or' for employees) pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

In addition, NCCC prohibits any conduct that would be a violation of Kansas law, specifically including the following provisions that further define domestic violence, dating violence and stalking.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic violence is defined by law as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from the at

person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Consent is an important concept when it comes to sexual assault. Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented each time from beginning to end while engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn at any time once given, as long as the withdrawal is clearly communicated through words or actions. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

If you have been sexually assaulted:

Get help immediately and go to a safe place. In all probability, you will be in shock and should not be alone. Call a friend, a family member, roommate, or another person to come to your immediate aid. Once you are in a safe place, you may choose to seek medical attention by having an exam at a local hospital. This exam is to check for physical injury, the presence of a sexually transmitted disease or pregnancy as a result of the assault. This exam can also aid the local police in the investigation should you choose to report the assault to the police. In order to preserve evidence of the assault, it is important that you do not bathe, shower, brush your teeth, eat/drink or destroy your clothing. Any evidence collected may be important to prove your case.

Reporting Sexual Misconduct

Reports of sexual misconduct may be made using any of the following methods. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the College's jurisdiction, that ability to investigate, respond and provide remedies may be limited:

- Report directly to the Title IX Coordinator (or any deputy Title IX Coordinator listed below);
- Report online via the NCCC Website using the Share A Concern Form;
- Report using other electronic means as available.

A report of sexual harassment triggers the college's obligation to provide supportive interim measures. A report can be made by any person and can be verbal. A formal complaint initiates the full investigation process.

A formal complaint can be filed by an alleged victim or the Title IX Coordinator. A formal complaint must be a written document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. An alleged victim can file a formal complaint only if the complainant is participating in education programs or activities or is attempting to participate in education programs or activities.

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated. All employees of the College, with the exception of the Director of Academic Advising and Counseling are expected to report actual or suspected cases of sexual misconduct to appropriate officials immediately.

The Title IX Coordinator and deputies can assist you in getting assistance, explaining your rights as an employee or student, investigation process and protection options. You may decide to report the incident to local law enforcement in which the individuals identified below can assist if you so choose. NCCC also partners with HOPE Unlimited which is a victim's advocate. HOPE Unlimited provides a resource to victims to confidentially report sexual misconduct to them as well.

- Title IX Coordinator: Dr. Sarah Robb, Vice President for Student Learning, 620-432-0305 (office) and 620-230-8062 (cell), sarah_robb@neosho.edu
- Title IX Deputy Coordinator (for students): Kerrie Coomes, Dean of Student Services, 620-432-0304 (office) and 620-212-1153 (cell), kcoomes@neosho.edu
- Title IX Deputy Coordinator (for employees): Karin Jacobson, Director of Human Resources, 620-432-0333 (office) and 620-212-5135 (cell), kjacobson@neosho.edu
- Title IX Deputy Coordinator (for athletics): Riann Mullis, Athletic Director, 620-432-0397 (office) and 913-683-1075 (cell), rmullis@neosho.edu

Upon notice of the report to the Title IX Coordinator, the Coordinator may provide interim remedies to both parties intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations. These remedies may include, but are not limited to: referral to counseling and health services, referral to human resources, altering the housing situation of any associated party, altering work arrangements for employees, providing campus escorts, providing transportation accommodations, issuing no-contact orders between the parties or offering adjustments to academic deadlines or course schedules.

If a formal complaint is made by either the complainant or the Title IX Coordinator, the resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the Sexual Misconduct Policy has been violated. If so, the College will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. At this time, the reporting party and the responding party will receive a statement of rights simultaneously. The investigation and the subsequent resolution process determines whether the Sexual Misconduct policy has been violated. If so, the College will promptly implement effective remedies designed to end the misconduct, prevent its recurrence and address its effects.

If it is determined that the Sexual Misconduct Policy has been violated, factors are considered when determining a sanction. These factors include the nature, severity of, and circumstances surrounding the violation; an individual's disciplinary history; previous allegations involving similar conduct; the need for sanctions to bring an end to the misconduct; the need for sanctions to prevent future recurrence of the act. The College uses the preponderance of evidence standard to determine the outcome of an investigation and both parties will receive the notice of outcome of the investigation in writing simultaneously. Each party is allowed to have an advisor of their choice present with them during all meetings, interviews and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available and usually otherwise not involved in the resolution process.

Student Sanctions:

- Warning-a notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation-a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be

violating any institutional regulations during the probationary period.

- Loss of Privileges- denial of specified privileges for a designated period of time.
- Restitution- compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Discretionary Sanctions: work assignments, service to the College or other related discretionary assignments.
- Student Housing Suspension: separation of the student from Student Housing for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
- Student Housing Expulsion: permanent separation of the student from Student Housing.
- College Suspension: separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions or readmission may be specified.
- Withdrawal: withdrawal is administrative removal of a student from a class or from the College and may be imposed in instances of unmet financial obligation; for reasons of health; pending the outcome of a competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such time as specific conditions have been met.
- Expulsion: permanent severance from NCCC.

Employee Sanctions:

- Probation
- Non-Renewal
- Termination

Appeal

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator only within two (2) business days of the delivery of the written finding of the Title IX Team. Any party may appeal the findings and/or sanctions only under the grounds described, below:

- A procedural error or omission occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party.

The Title IX Coordinator will review the appeal request(s). Appeals are not intended to be full re-hearings (de novo) of the allegations. Appeals granted based on new evidence should normally be remanded to the investigator(s) for reconsideration. Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand EXCEPT, as may be provided otherwise in the Negotiated Agreement for Professional Employees as defined therein. In cases where the appeal results in reinstatement to the College or resumption of privileges, reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Education and Prevention

NCCC has programs in place designed to provide education regarding safety and security, including prevention of sexual assault. Some examples are listed below:

- Get Inclusive-online training that provides risk management tools, strategies for bystander intervention, training to address stalking, abusive relationships, sexual violence and sexual harassment on campus. This training is required annually for employees and is offered to all students. Students that are required to take this training on an annual basis are those students who live in the residence halls, athletes and those enrolled in First Year Seminar. Bystander intervention is covered in this annual training requirement for students and staff. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.
- The Title IX Coordinator annually trains all athletic teams separately via a personal presentation.
- Self Defense Class-sponsored annually by NCCC Student Senate. Class is open to all students and employees.
- HOPE Unlimited (victims advocate agency)-provides traveling displays annually during Sexual Assault Awareness Month and Domestic Violence Month. In addition, HOPE Unlimited also provides handouts to all students and staff annually on topics as stalking, domestic abuse, dating violence and healthy relationships.
- Residence Hall programming includes biannual assemblies on such topics as bystander training, sexual assault, personal and residence hall safety.
- The Title IX Coordinator and Deputy Coordinators attend annual in-person training conferences such as the Heartland Summit and the ATIXA annual conference. In addition, these employees attend several webinars annually to keep abreast of policy changes; mostly sponsored by ATIXA or Husch Blackwell.

Sex Offender

NCCC monitors information for registered sex offenders who currently work, teach, volunteer or attend classes at the College. The State of Kansas makes certain Registry information on sex offenders is publicly made available by means of the Internet. The web address for this related information is: www.accesskansas.org/kbi/ro.shtml

Residential Housing Fire Safety Policies

For the safety of all on-campus residents, certain electrical appliances and components are prohibited in college housing. The following items are not approved including but not limited to: electric blankets, electric space heaters, candle warmers, toasters, toaster ovens, deep fryers, crock pots, halogen lamps, electric skillets/grills UNLESS provided by the College for resident's use in Lafayette House. Also prohibited is the use of electrical extension cords, multiple socket plugs, running electric cords under carpeting or direct splicing in the electrical outlet. The College reserves the right to control amperage per room and may confiscate unauthorized electrical appliances. Mini fridges (up to 3.3 cubic feet) and microwaves (up to 800 watts) are the only approved cooking appliances. The use of U.L. approved surge protection power strips is required.

Open flames in the residence halls are prohibited which includes candles and incense. Furthermore, any other item that requires the use of an open flame for igniting purposes is also prohibited. "Tobacco and Smoke Products" include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or "E" cigarettes, nicotine or

chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law. The College supports a tobacco- and smoke-free learning and working environment. Tobacco use, including the use of e-cigarettes, is prohibited within any college vehicle or building, owned, leased, or rented by the college, including all distant campuses, sites, or locations. Use of Smoke Products is prohibited in any College building or property except in the outdoor designated areas. Although not encouraged, use of Tobacco and Smoke Products is permitted in the individual's vehicle.

A fire drill is conducted in the residence halls at least twice per semester and provides an opportunity for residents and staff to practice evacuating the building and to understand the importance of personal safety in the event of an emergency. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action and fines as detailed in the Residence Hall Handbook. Residents shall consider any fire alarm real and evacuate the building immediately. Residents are to move to the grassy area in between Stoltz Hall and the P3 parking lot or take shelter in Stoltz Hall in inclement weather.

Fire safety education programs for all resident students are held at the beginning of each semester. These programs are taught by residence staff and safety officers and are designed to: familiarize everyone with the fire safety systems in each facility, train everyone on procedures to be followed in case there of fire and distribute information on NCCC's fire safety policies.

If you find fire in any of the residence halls you should:

1. Pull the closest fire alarm.
2. Call "911."
3. Locate a Safety Officer, if possible.
4. Fire extinguishers are provided in each hallway.
5. Evacuate the building. In Bideau Hall, those students that live at the end of the hall up to the study areas on each wing will evacuate from the building using the side fire escape doors. All other students must quickly move to the front entrance.

NCCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. All emergency evacuation procedures can be found in the Emergency Action Plan that has been linked above in this document.

Future Improvement in Fire Safety

NCCC will continue to improve emergency notification system equipment and training to provide the safest possible environment for our students and employees. The College will also add an evacuation placard to the Lafayette House which is a fairly new residence hall on the main campus.

Safety/Security Contacts:

All emergency situations: - Dial 911

NCCC Contact	Mobile#	Email
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Dean of Student Services:

Kerrie Coomes

(620) 212-1153

kcoomes@neosho.edu

Dean for the Online and Ottawa Campuses:

Marie Gardner

(816) 810-9889

mgardner@neosho.edu

Director of Residence & Student Life:

Khiera Almanza

(620) 363-0183

kalmanza@neosho.edu

Vice President for Operations:

Kerry Ranabargar

(620) 212-3750

kranabargar@neosho.edu

NCCC main campus, 800 W. 14th Street, Chanute, KS 66720. NCCC does not have off-campus student organizations with resident facilities.

NCCC Ottawa campus, 900 E. Logan Street, Ottawa, KS 66067. The NCCC Ottawa campus is a commuter campus with no residence halls. NCCC Ottawa does not have any Non-campus Buildings or Property.

Annual Statistics

Crime statistics provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. Specific Clery Act crime definitions are below:

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault (Sex Offenses):

Rape: Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Robbery: Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Handgun Exception to Weapons Policy

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the "Act") and other applicable Federal/State laws, it is permissible and will not be a violation of the NCCC Weapons Policy for the carrying of a concealed Handgun on Campus as permitted and specifically allowed by the Act, and also in accordance with the Concealed Carry Restrictions set forth below.

Concealed Carry Restrictions:

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus (must be at least 21 years of age) shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the Handgun 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 of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Statutory Restrictions: Kansas Statutes define when an individual is permitted to carry a concealed Handgun and impose criminal penalties for violations. Violation of State and Federal Laws, Rules, and Regulations applicable to firearms in general and concealed Handguns specifically is a violation of this Policy.

Location Restrictions: Certain Campus buildings and/or Public Areas (as defined at K.S.A. 75-7c20) within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designated to prohibit concealed Handguns with Adequate

Security Measures (ASMs) in place. However, the NCCC Vice President for Operations (VPO) may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by NCCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with NCCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier), the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to 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 are to be carried with the safety in the “on” position. Semiautomatic Handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

Storage: Handgun storage is not provided by NCCC. Individuals may store a Handgun in the individual’s 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; Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual’s office, iii) in an unattended backpack/carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Training: Training on the proper handling of a concealed Handgun is encouraged. All NCCC employees are eligible for NCCC continuing education training reimbursement to supplement training for local, noncredit workshops, which could include a gun safety course (for reimbursement, employees must submit an Application to Staff or Faculty Development). Additionally, NCCC may periodically offer on-campus presentations to students/employees related to safe Handgun practices.

Any report of Weapons on a NCCC Campus will be addressed by local police departments in coordination with NCCC. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Applicability: This Policy applies to all Neosho County Community College (NCCC or “College”) students, employees and visitors: i) on the NCCC main campus, Ottawa campus, and within locations owned or leased by NCCC that are not part of the NCCC main or Ottawa campuses (collectively, “Campus”), or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities or other programs (collectively, “Off-Campus Activity”).

Enforcement: Any individual violating this Policy 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 violations of this Policy will be administered by the NCCC Dean of Student Services or Director of Human Resources, as appropriate.

State and Federal Law: The foregoing Handgun Exception To Weapons Policy shall be subject to State and Federal Laws, Rules and Regulations as they may be amended or interpreted. If any part of any rule or restriction set forth above is determined to be unenforceable due to any such law, rule, or regulation, it shall not affect the enforceability of the balance of the policy. The office of the Vice President for Operations (VPO) or designee may from time to time disseminate a summary of Kansas statutory restrictions and definitions which shall thereafter be incorporated in and made a part of this policy.

Reporting:

- Suspected violations of this Policy should be reported to the office of the VPO, designee, or NCCC Safety Officers:
- Call: 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus
- Emergency reports concerning threats or violence on campus:
- Call: 620-432-0301 Chanute campus; 785-248-2798 Ottawa campus
- Walk- in: Operations office, Sanders Hall, Chanute campus only; Dean of Ottawa and Online Campuses, Ottawa campus only
- Via web site: NCCC Share A Concern at https://cm.maxient.com/reportingform.php?NeoshoCountyCC&layout_id=20.
- Call 911

Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Even though there are many categories of bias, under the Clery Act, only eight categories are reported:

- Race- A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Religion- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- Sexual Orientation- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex (e.g., lesbian, gay, bisexual, and heterosexual).
- Gender- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.
- Gender Identity- A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- Ethnicity- A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity

differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- National Origin-A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability-A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Location

The crime statistics reported are broken down geographically according to the following categories: Total Campus including any residential facilities; Non-Campus Building or Property; and Public Property.

The following definitions apply to the categories:

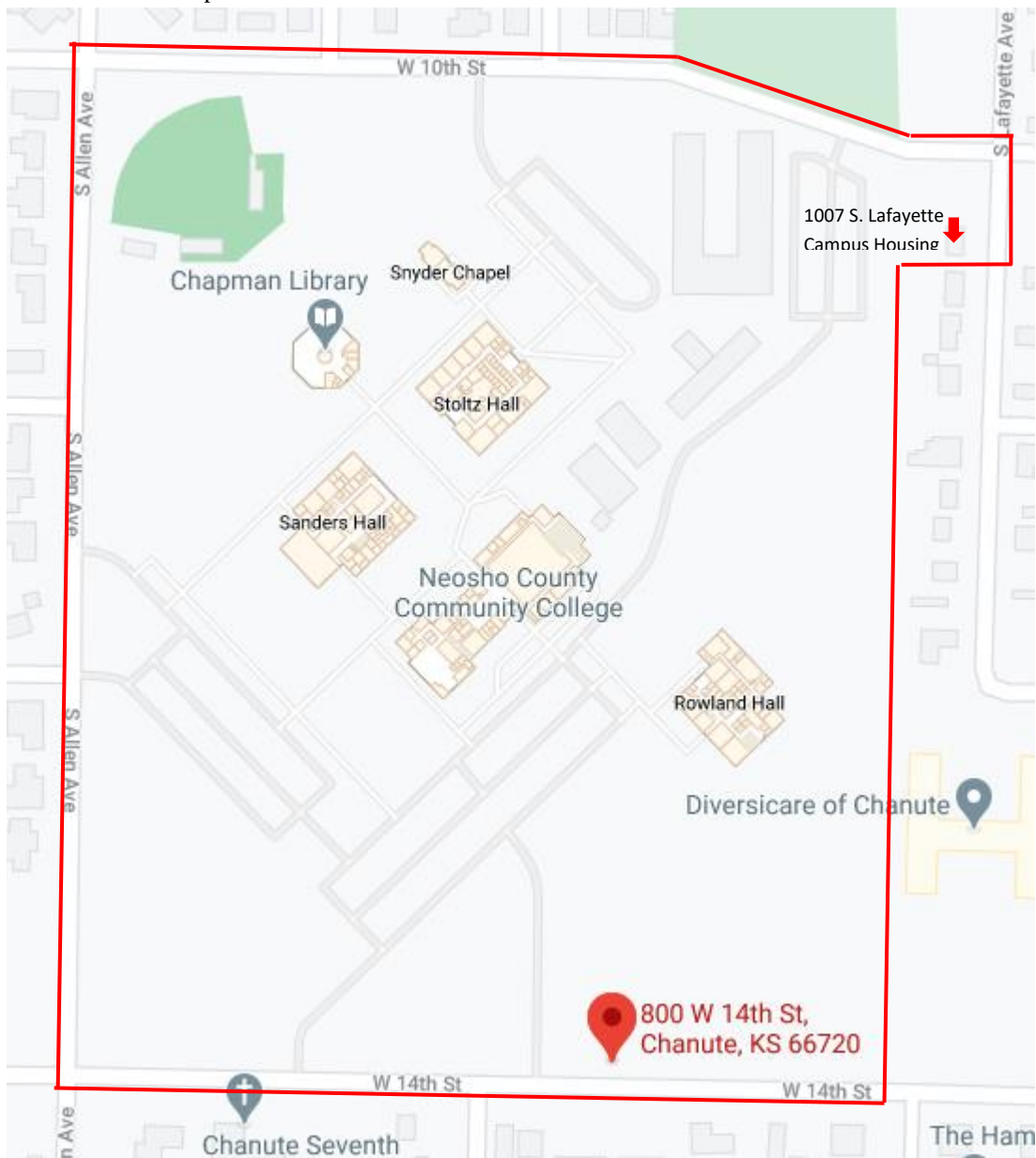
Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential facility: Includes those buildings designated as Residence Halls.

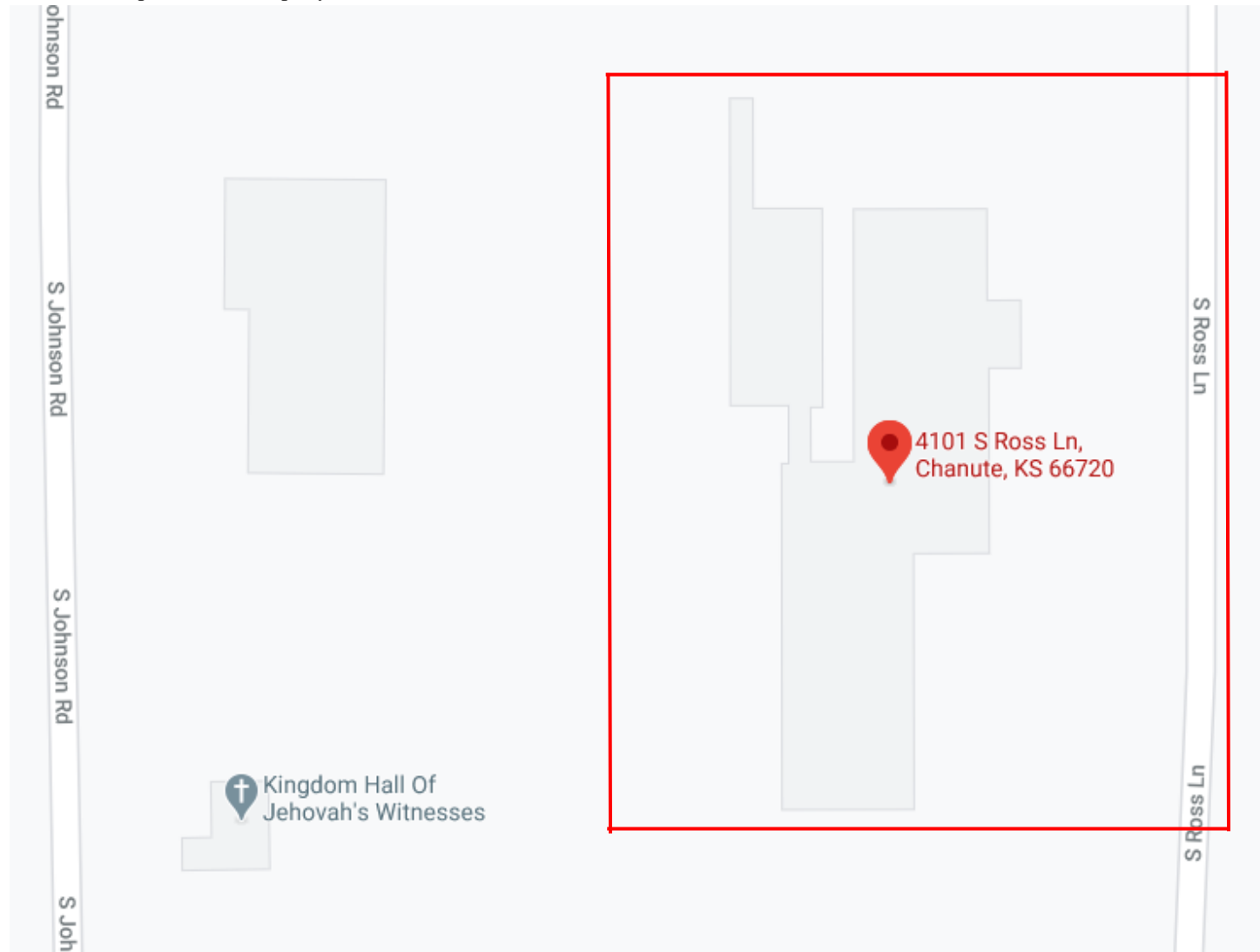
Non-campus building or property: Any building or property owned or controlled by a student organization, such as a fraternity or sorority, that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

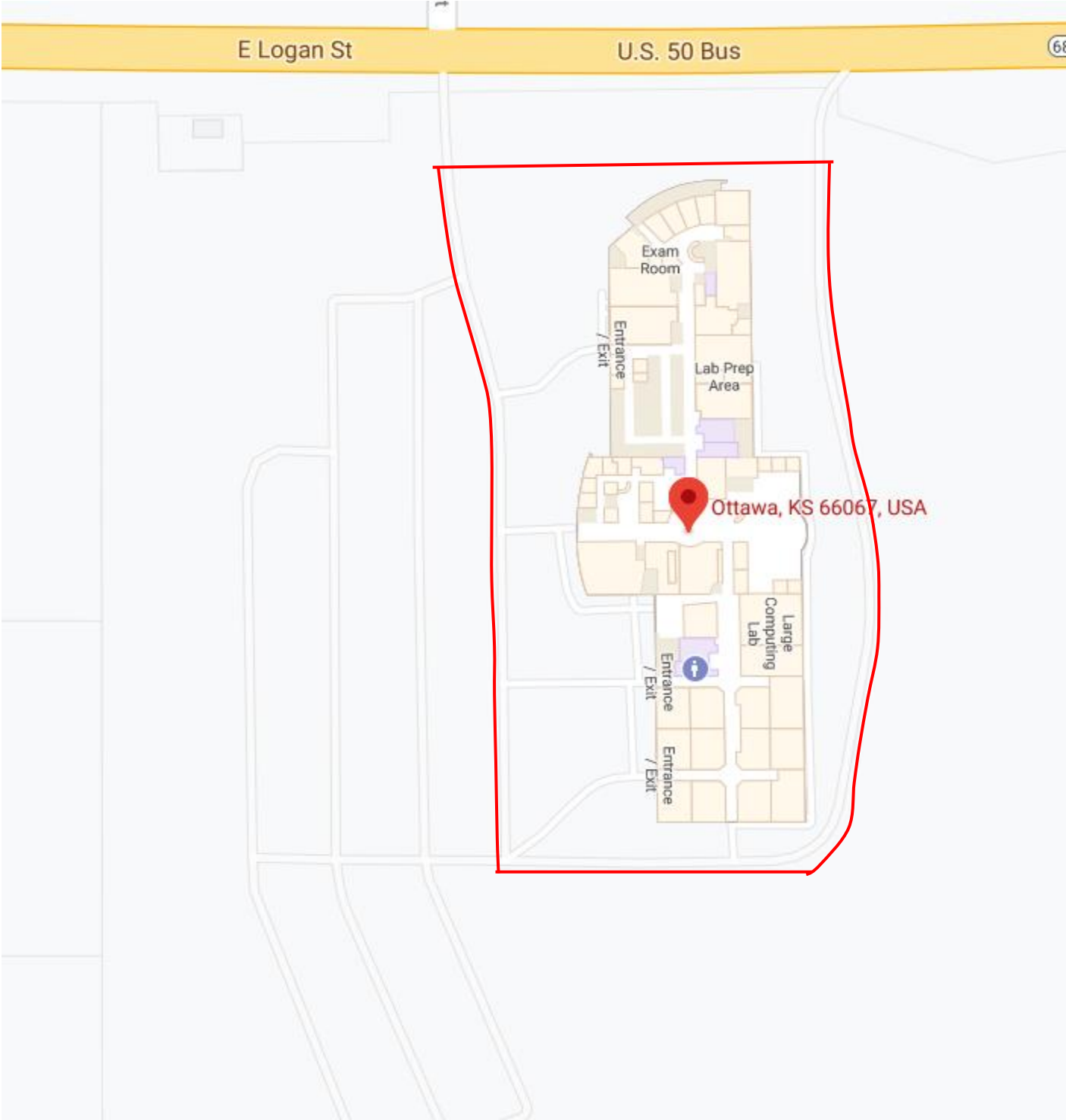
Chanute-Main Campus



Chanute-Campus Owned Property-4101 Ross Lane



Ottawa Branch Campus



Chanute Campus

REPORTED FOR:	NCCC Chanute Campus				Non-campus Buildings or Property			Public Property		
	2017	2018	2019		2017	2018	2019	2017	2018	2019
TYPE OF OFFENSE			Res. Hall	Total						
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Manslaughter by negligence	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
ARRESTS/REFERRALS FOR SELECTED OFFENSES Offense Type (includes attempts)	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Liquor Law Violations										
Arrests	1	0	0	0	0	0	0	0	0	0
Referrals	44	37	26	26	0	0	0	0	0	0
Drug Law Violations										
Arrests	1	0	1	1	0	0	0	1	0	0
Referrals	1	4	9	9	0	0	0	0	2	1
Weapons Law Violations										
Arrests	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0	0	0	0

HATE CRIMES REPORTED FOR: (by prejudices)	NCCC Chanute Campus				Non-campus Buildings or Property			Public Property		
	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Race	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0
HATE CRIMES (by type of offense)	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction, Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0

Annual Fire Safety Report 2019- Chanute

Non-Residential Facilities	Total fires in Each Bldg.	Fire Number	Date	Cause of Fire	Number of injuries that required medical treatment	Number of deaths related to fire	Value of property damage caused by fire	Case #
Student Union/Gym	0				0	0		
Sander's Hall	0				0	0		
Stoltz Hall	0				0	0		
Chapman Library/ Snyder Chapel	0				0	0		
Rowland/ Multi-purpose	0				0	0		
Chanute Fire Safety Systems								
Residential Facilities	Fire Alarm Monitoring Done on Site by local fire department	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of evacuation (fire) drills	
Bideau Hall	X		X	X	X	X	4	
NeoKan Hall	X		X	X	X	X	4	
Lafayette House	X		X	X	X		4	

Ottawa Campus

REPORTED FOR:	NCCC Ottawa Campus				Non-campus Buildings or Property			Public Property		
	2017	2018	2019		2017	2018	2019	2017	2018	2019
Res. Hall			Total							
Murder/non-negligent manslaughter	0	0	N/A	0	0	0	0	0	0	0
Negligent manslaughter	0	0	N/A	0	0	0	0	0	0	0
Forcible sex offenses	0	0	N/A	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	N/A	0	0	0	0	0	0	0
Robbery	0	0	N/A	0	0	0	0	0	0	0
Aggravated Assault/Injury	0	0	N/A	0	0	0	0	0	0	0
Burglary	0	0	N/A	0	0	0	0	0	0	0
Motor vehicle theft	0	0	N/A	0	0	0	0	0	0	0
Arson	0	0	N/A	0	0	0	0	0	0	0
Domestic Violence	0	0	N/A	0	0	0	0	0	0	0
Dating Violence	0	0	N/A	0	0	0	0	0	0	0
Stalking	0	0	N/A	0	0	0	0	0	0	0
ARRESTS/REFERRALS FOR SELECTED OFFENSES Offense Type (includes attempts)	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Liquor Law Violations										
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Drug Law Violations										
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Weapons Law Violations										
Arrests	0	0	N/A	0	N/A	N/A	N/A	0	0	0
Referrals	0	0	N/A	0	N/A	N/A	N/A	0	0	0

HATE CRIMES REPORTED FOR:	NCCC Ottawa Campus				Non-campus Buildings or Property			Public Property		
HATE CRIMES (by prejudices)	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Race	0	0	N/A	0	0	0	0	0	0	0
Gender	0	0	N/A	0	0	0	0	0	0	0
Gender Identity	0	0	N/A	0	0	0	0	0	0	0
Religion	0	0	N/A	0	0	0	0	0	0	0
Sexual Orientation	0	0	N/A	0	0	0	0	0	0	0
Ethnicity	0	0	N/A	0	0	0	0	0	0	0
National Origin	0	0	N/A	0	0	0	0	0	0	0
Disability	0	0	N/A	0	0	0	0	0	0	0
TYPE OF OFFENSE (Hate Crimes)	2017	2018	2019		2017	2018	2019	2017	2018	2019
			Res. Hall	Total						
Murder/non-negligent manslaughter	0	0	N/A	0	0	0	0	0	0	0
Sexual Assault	0	0	N/A	0	0	0	0	0	0	0
Robbery	0	0	N/A	0	0	0	0	0	0	0
Aggravated Assault	0	0	N/A	0	0	0	0	0	0	0
Burglary	0	0	N/A	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	N/A	0	0	0	0	0	0	0
Arson	0	0	N/A	0	0	0	0	0	0	0
Larceny-theft	0	0	N/A	0	0	0	0	0	0	0
Simple Assault	0	0	N/A	0	0	0	0	0	0	0
Intimidation	0	0	N/A	0	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	N/A	0	0	0	0	0	0	0

Annual Fire Safety Report 2019- Ottawa

Residential Facilities	Total fires in Each Bldg.	Fire Number	Date	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of deaths related to fire	Value of property damage caused by fire
0	0				0	0	