

SAFETY & EMERGENCY PLAN

By taking a few
simple steps,
you can be
better prepared.



GET PREPARED TODAY!

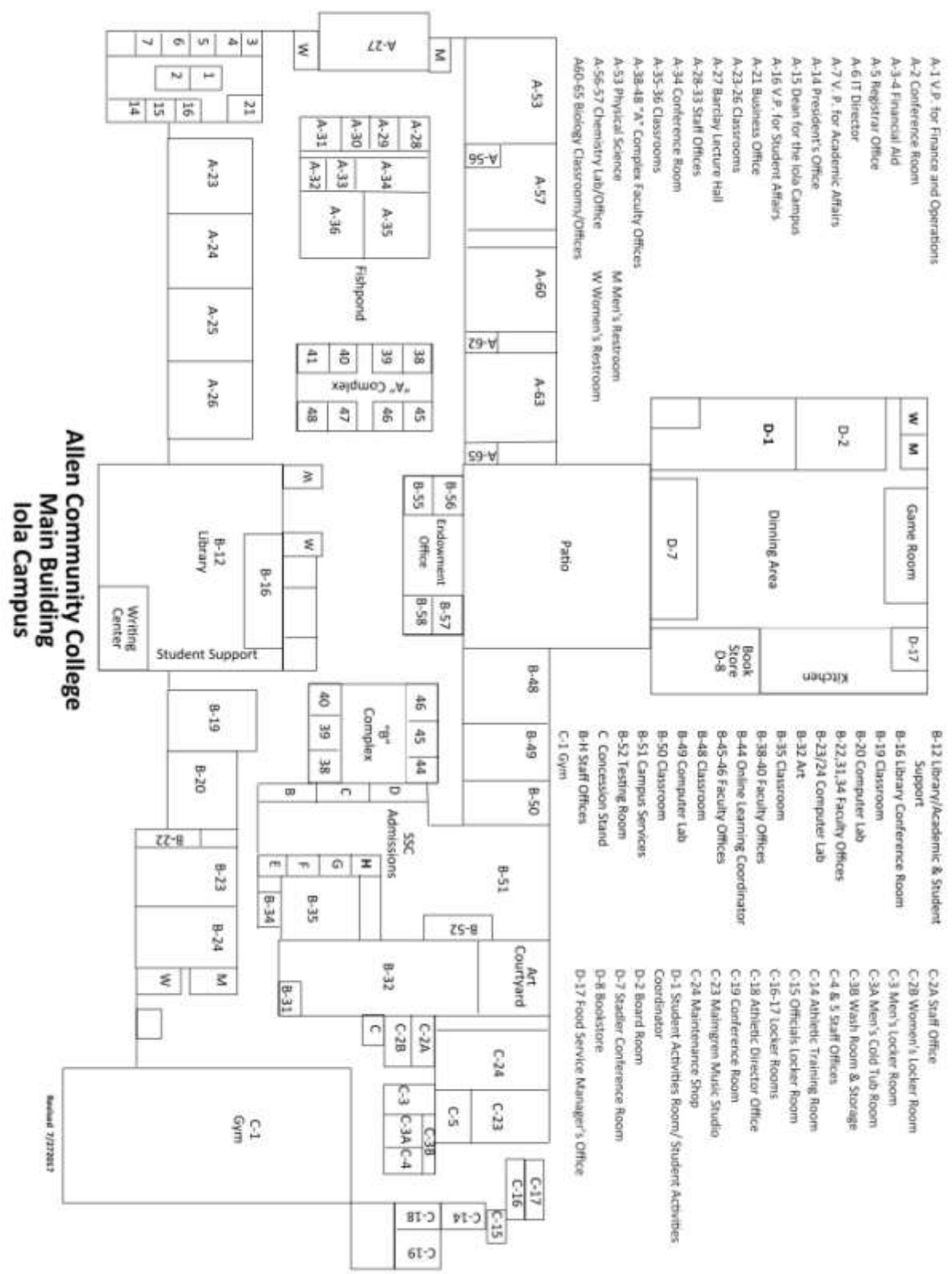
Allen 
COMMUNITY COLLEGE
www.allencc.edu

Iola Campus 2017-2018

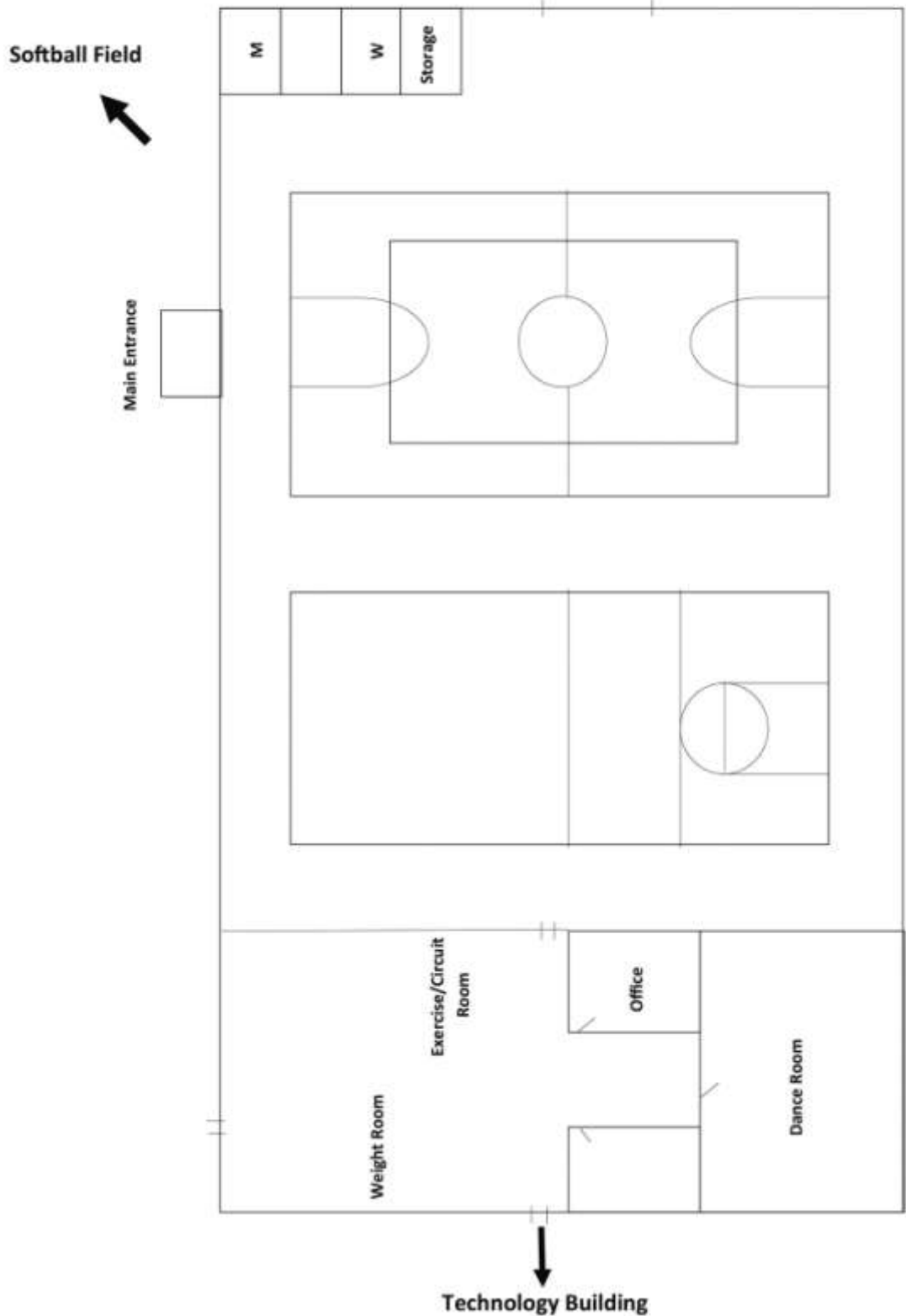
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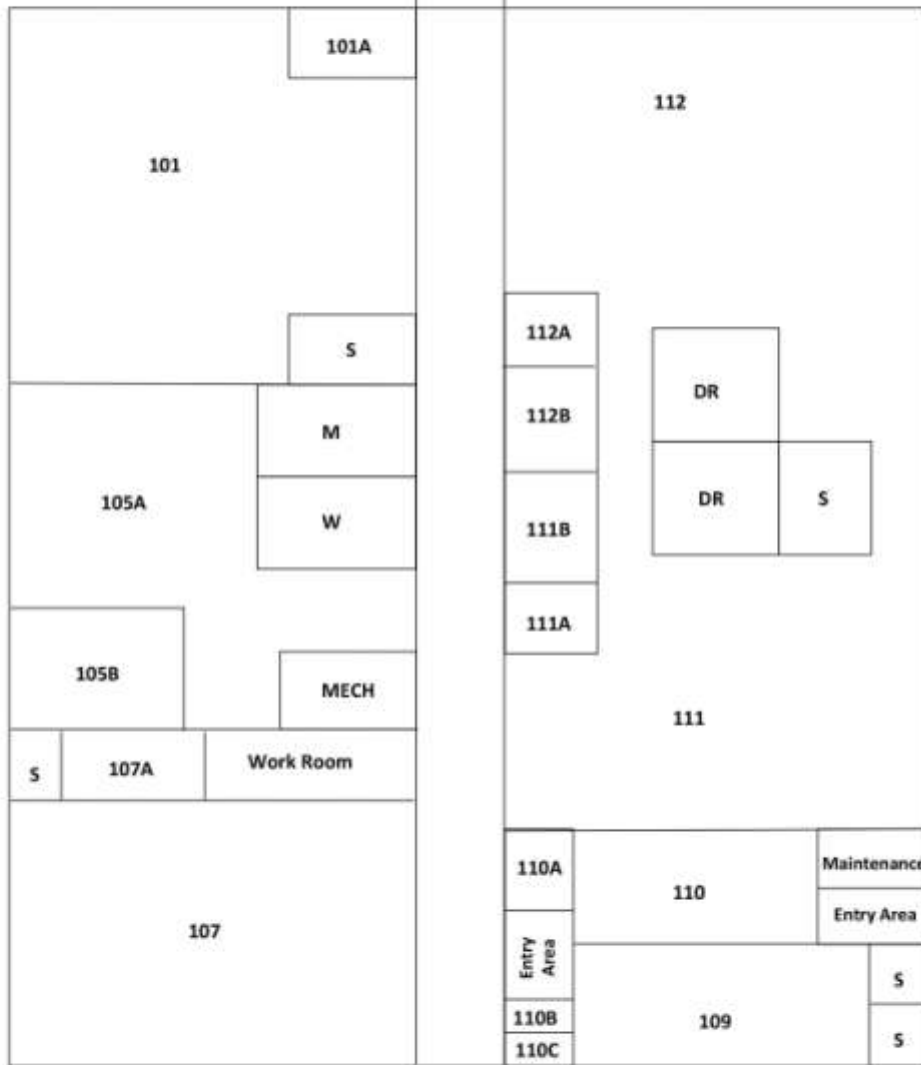
Student Activities Building



Technology & Theatre Building Map

Parking Lot

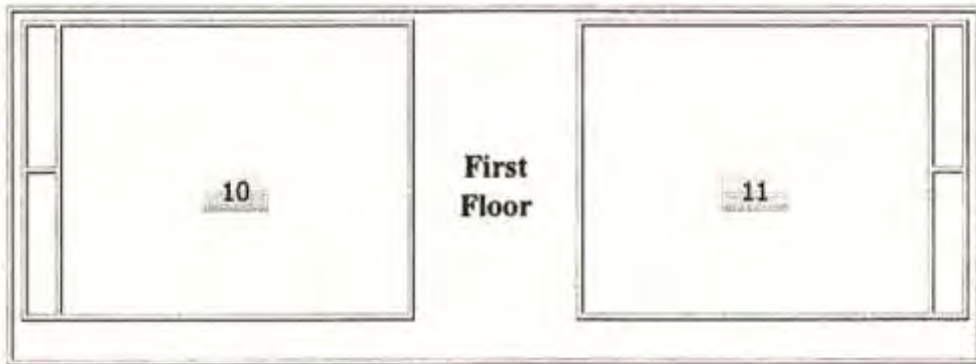
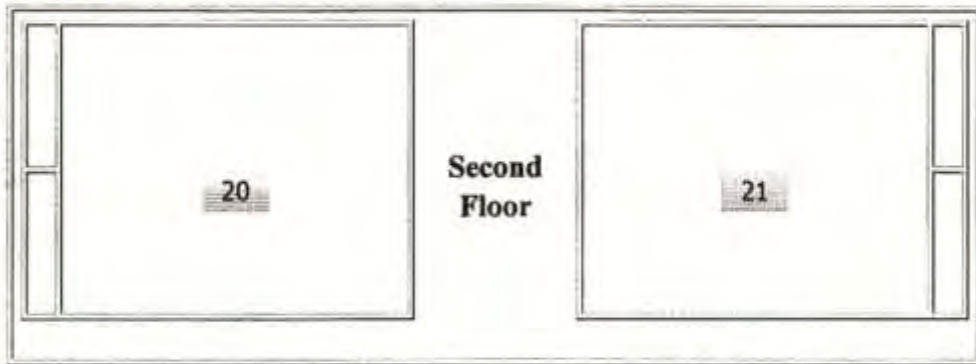
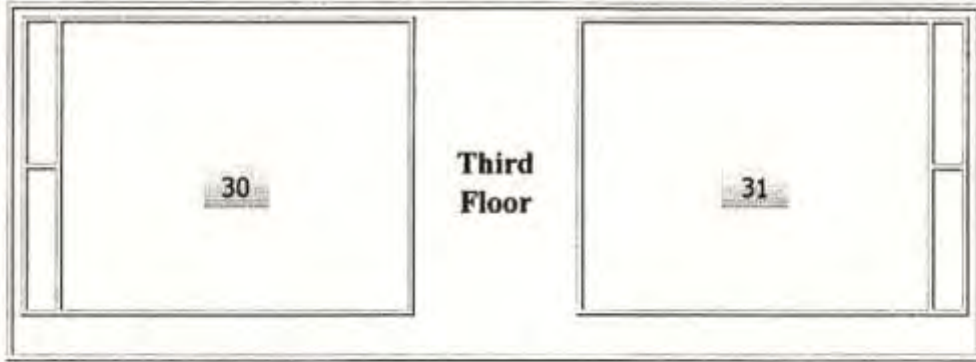
Main Building 



- 101 Classroom
- 101A Faculty Office
- 105A Video Conference Room
- 105B Computer Lab
- 107 Classroom
- 107A Faculty Office
- 109 Classroom
- 110 Classroom
- 110A-C Faculty Offices

- 111 Woodshop
- 111A-B Faculty Offices
- 112 Theatre
- 112A-B Faculty Offices
- DR Dressing Rooms
- S Storage
- M Men's Restroom
- W Women's Restroom

Herynk Hall



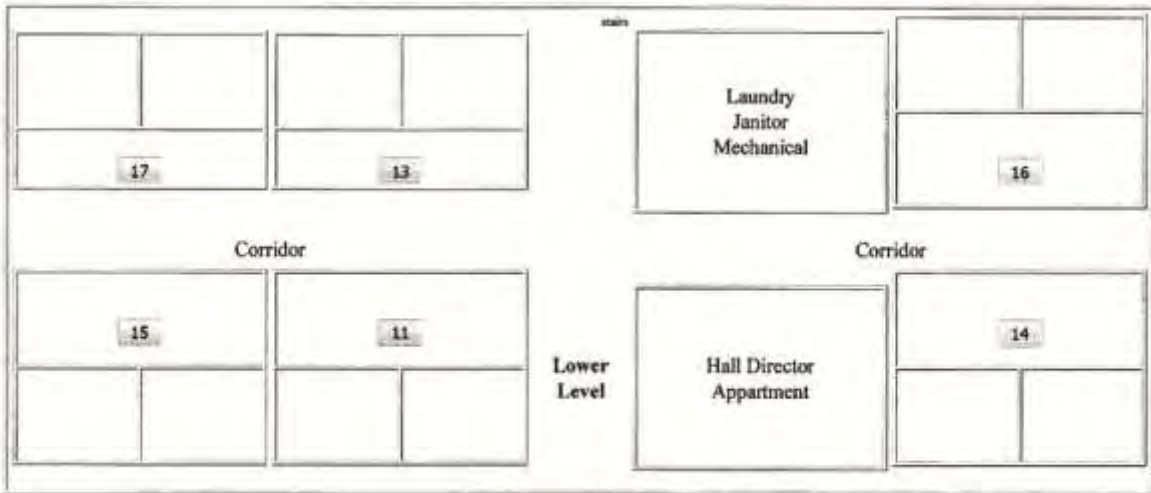
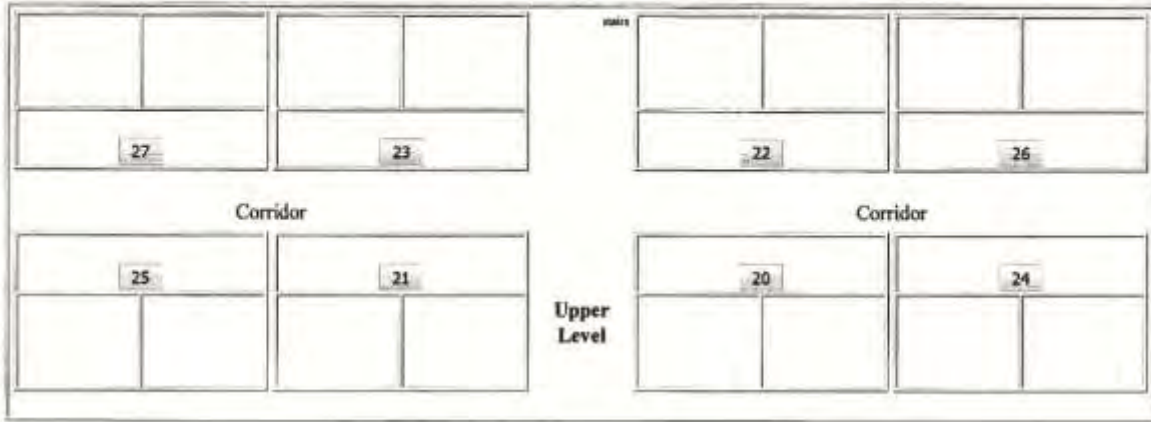
Red Devil Duplexes

214	216	302	304	310	312
-----	-----	-----	-----	-----	-----

White Blvd.

301	303	309	311
-----	-----	-----	-----

Masterson Hall



WINTER HALL

407	405	403	401	400	402	404	406
409	411	413	415	414	412	410	408

Upper Level

Lower Level

307	305	303	301	300	302	304	306
309	311	313	Lobby	Lobby	312	310	308

HORTON HALL

(Right Side)

200	204	208	212	216	220
202	206	210	214	218	222

Upper Level

Lower Level

100	104	108	112	116	120
102	106	110	114	118	122

HORTON HALL

Fall 2019
(Left Side)

221	217	213	209	205	201
223	219	215	211	207	203

Upper Level

Lower Level

121	117	113	109	105	101
123	119	115	111	107	103

Parkford Apartment 133

202		204	

Second Floor

201		203	

102		104	

First Floor

101		103	

ADMINISTRATION CONTACTS

Emergency Contact List

Residence Hall Emergency Phone	620-228-8258
Director of Physical Plant Operations Kent Tomson	620-901-6248

Administration

President John Masterson	620-901-6211
Vice President for Academic Affairs Jon Marshall	620-901-6212
Vice President for Finance and Operations Brian Council	620-901-6209
Vice President for Student Affairs Cynthia Jacobson	620-901-6213
Dean for the Iola Campus Tosca Harris	620-901-6306
Dean for the Burlingame Campus Bob Reavis	785-379-8702
Dean for Online Learning Regena Aye	785-379-8704

EMERGENCY DIRECTORY/COMMUNITY RESOURCE

Ambulance Service		9-911
Police Department		9-911
Non-Emergency Dispatch		620-365-4960
Poison Center	Kansas City, KS	1-800-222-1222
Mental Health Center	Iola, KS	620-365-5717

EMERGENCY SERVICES

911 Operator		9-911
Allen County Emergency Manager	Iola, KS	620-365-1477
Allen County Sheriff's Office	Iola, KS	620-365-1437
Allen County Regional Hospital	Iola, KS	620-365-1000
National Response Center Toxic Chemical Spills		1-800-424-8802

Utilities

City of Iola (Water, Gas and Electric)	Iola, KS	620-365-4910
City of Iola (After hours)	Iola, KS	620-365-4960

ALCOHOL AND DRUG ABUSE

Alcohol Help Line		1-800-252-6465
Alcoholics Anonymous Hotline		785-235-2226
Narcotics Anonymous Hotline		1-800-561-2250

HOTLINE NUMBERS

Iola Crime Stoppers		1-800-222-8477
Kansas Protection Report Center		1-800-922-5330
National Hotline for Missing Children		1-800-846-567
National Runaway Switchboard		1-800-332-6378
Suicide (Southeast Kansas Mental Health Center)		620-365-5717

COMMUNITY RESOURCES

American Red Cross		620-365-8106
Hope Unlimited Women's Shelter		620-365-7566
Community Pantry		620-365-7405

INFORMATION AND REFERRAL SERVICES

Americans with Disabilities Act Information	1-800-514-0301
Kansas Legal Services	1-800-723-6953
Occupational Safety and Health	1-800-362-9009
Social Security Administration	1-800-772-1213

WEATHER FORECAST

Time and Temperature	620-365-6941
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ROAD CONDITIONS

Kansas	511 or 1-866-511-5368
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OFF CAMPUS STORM SHELTER LOCATIONS

Bowlus Fine Arts Center Enter at the south side entrance, in the alley	205 E Madison Ave
Lincoln Elementary School Enter on the west side, south door	700 N Jefferson Ave
McKinley Elementary Enter at the Ohio St entrance on the east side	209 S Kentucky St

SHELTERS (ON CAMPUS)

Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Technology Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building of the Horton Hall.

Ballard House: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Herynk Hall: Students should go to the main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A27).

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Masterson Hall: Students should go to the main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Parkford Apartments: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Red Devil Duplex: Students should go to the main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

EMERGENCY RADIO OPERATION AND CALLING (Provided by City of Iola)

When an emergency occurs and phone contact cannot be made to 911. Emergency radios are located in these offices on the Iola Campus:

Administration

Maintenance

Student Life

You should have retreated into a locked office or somewhere as safe as you can find.

1. Make sure your radio is turned on
2. Make contact with the 911 Center (STATION 1)

Say: _____ to Station 1. 10-9 Means to repeat (you are going to be a strange voice on the radio and it will take everyone just a second to figure out what is going on)

3. State in Plain Language what is the Emergency
 - a. Give any facts that will help
 - i. Who, what, or where
 - ii. Think before you speak, don't just keep on repeating yourself.....if you have no facts to add, be quiet and stay off the radio.
4. If you have a phone available, try to make contact with the 911 center. Once you have made contact with the 911 center, stay on the line and transfer information that way. Responders will be using the same channel as you are talking on. Stay off the channel unless you have important information that everyone needs to know.....just talking will block the channel and responders will have trouble talking to each other.

Basic Radio Etiquette Rules

- **The international radio language is English**, except in cases where you are licensed to speak in some other language.
- When using a two-way radio **you cannot speak and listen at the same time**, as you can with a phone.
- **Don't interrupt** if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an urgent emergency message (see "Emergency Calls" below).
- **Do not respond if you aren't sure the call is for you.** Wait until you hear your call sign to respond.

- **Never transmit sensitive, confidential, financial or military information.** Unless you are certain your conversations are secured with the proper level of encryption for the level of sensitivity, assume your conversations can be heard by others.
- **Perform radio checks to ensure your radio is in good working condition.**
 - Ensure the battery is charged and the power is on.
 - Keep the volume high enough to be able to hear calls.
 - Regularly make radio checks to make sure everything is working and that you are still in range to receive signals.
- **Memorize call signs and locations of persons and radio stations you communicate with regularly.**
 - In radio communication you are not called by your name. Everybody has their own unique call sign. For Example: Humboldt High School, Humboldt Elementary School, Humboldt Middle School, Humboldt Pre-School, or Humboldt Board of Education
- **Think before you speak.**
 - **Decide what you are going say and for whom it is meant.**
 - **Make your conversations as concise, precise, and clear as possible.**
 - **Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages.**
 - **Do not use abbreviations.**

4 Golden Rules of Radio Communication

- 1. Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
- 2. Simplicity:** Keep your message simple enough for intended listeners to understand.
- 3. Brevity:** Be precise and to the point.
- 4. Security:** Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared; you do not have exclusive use of the frequency.

Monthly Testing of the School Radio

The second Friday of the month at 8:30am the Allen County 911 Communication Center will conduct a test of the school radio system to ensure it is working and to help users gain familiarization of the radios.

Agencies participating:

- Humboldt School District (5 radios)
- Iola School District (9 radios)
- Moran School District (5 radios)
- Allen Community College (4 radios)

When you do the monthly test, use language like this below:

Allen County Communications on Moran Fire Frequency starting monthly roll call.

Allen County Communications, USD 256 Moran High School radio check. They should respond “Moran High School copy loud and clear” or some sort of acknowledgement (something more than 10-4 as that usually gets cut off). Dispatch says thank you and moves on to the next. So on and so on until you get to the end of the list. If someone doesn’t answer when you reach the bottom of the list do a last call for the missing unit/agency i.e. Second call for (missing agency)if no answer move on: if they do answer just say 10-4.

Allen County Communications concluding our monthly test of the school radios at (time). Allen County Communications clear Moran Fire Frequency.

You will start your testing in the following order and continue until finished

- Humboldt School District on Law 1 (Humboldt Repeater) Frequency testing 5 radios
- Iola School District on EMS Freq (Med 8) Frequency testing 9 radios ****NOTE the radio at the Crossroads is still on the Rural Fire Freq and will require you to switch frequency****
- Moran School District on Moran Fire Frequency testing 4 radios
- Allen Community College on County Fire Frequency testing 4 radios

It is anticipated that the testing of each school will take 5 minutes before moving on to the next school in rotation on the other frequency. Each time you start testing on a new frequency you will re-announce that you are doing roll call/testing so that it is clear to all listening.

- Humboldt 830-835
- Iola 835-840
- Moran 840-845
- College 845-850
- Wrap up 850-855

**** When testing remember to pause frequently to allow incoming emergency traffic from responders if/when necessary ****

A Call for Service Screen has been initiated and put in pending as a monthly reminder to test all the school's radios. The 911 Operator will log each participating location/radio so that this data may be available to us later.

Until we get into a routine the 911 Center will call each school about 5 mins prior to testing as a reminder. Testing enables us to ensure the radios are functioning and there is a user level of understanding. After the first 2 months, the 911 Center will no longer provide reminder calls.

Should any user experience radio problems during testing please have your administrator contact Angela Murphy directly at 620-365-1437.

It is imperative to remember that we serve public safety countywide through these radio frequencies and if we are doing radio testing it ties up a frequency that other public safety officials can't use until we are done. In the event of an emergency the 911 Center will place the testing on hold and resume when appropriate *if at all*. Law 1 is the law enforcement channel for the Sheriff's Office, Moran PD, LaHarpe PD, and Humboldt PD; therefore, it has high volume activity. The testing time was strategically planned around high traffic patterns, but if a problem erupts we can discuss an alternate plan.

DEFINITION OF EMERGENCY

Emergency

An emergency is a combination of circumstances resulting in a state that calls for immediate action. Such circumstances can cause death or significant injuries to people, disrupt operations, cause physical or environmental damage, or threaten the College's reputation.

Minor emergency or critical incident

A minor emergency is any incident, potential or actual, which will not seriously affect the overall functional capacity of the institution. Examples: a minor one-room fire contained immediately, a minor laboratory spill confined to a small area.

Major emergency or major crisis

A major emergency is any incident, potential or actual, which affects members of the community and/or an entire building or buildings, and for which emergency relocation will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College.

Disaster

A disaster is a sudden or great misfortune; an unforeseen event bringing with it destruction of property or loss of life. It is any event or occurrence, which has seriously impaired or halted the normal operations of the College. Major disasters are called catastrophes. A disaster may have its origin on campus and affect residents in the geographical location of Iola, or may occur somewhere in the city affecting the College community. In those instances, one should anticipate delays in off-campus emergency services and city/federal services.

SAFETY AND EMERGENCY PREPAREDNESS PLAN

Mission

No facility, organization, or community, including Allen Community College, is immune from disaster. Emergencies can arise at any time from various man-made and natural causes, such as tornadoes, fires, terrorist acts, etc. The best way to minimize potential loss and ensure a quick and efficient recovery from the above events is to **properly prepare!!**

The College is committed to ensuring that all faculty, staff, students, and visitors are well prepared for any event, which is why the College maintains an Emergency Operations Plan (EOP) that has response methods for all hazard emergencies on campus. This plan is available to all employees and students:

For further information on Emergency Management and the College's commitment to a more prepared campus, please contact the Vice President for Student Affairs at vpsa@allenc.edu.

Emergency Procedures Guide

The following pages present a summary of some types of emergencies that an employee might face at Allen Community College. Please note, this is not a comprehensive list, but it is a reference to assist you in responding quickly to emergencies. Please remember three important things:

- DO NOT take unnecessary risks
- There is no substitute for remaining calm
- Always use common sense and situational awareness

Other tips for your safety:

- Make sure you are opting in with your current cellphone number for RAVE text messaging system. This will ensure you receive text alerts when emergencies arise on campus. Allen students and employees are automatically signed up for **Allen Alert**. Allen

Alert allows the college to quickly communicate emergency information, campus closings or other urgent campus communications to students, faculty and staff. To learn more about RAVE and to confirm you are signed up, please [click here](#).

- See something, say something - anything out of the ordinary on campus can be immediately reported: By calling (Iola) 620-365-4960
- Contact your immediate supervisor or a college administrator

FACULTY AND STAFF PROTOCOL

Standard Procedures for Emergency Situations

Remain Calm. Generally, in any emergency situation, you are the person in charge until emergency responders can arrive because you are the first official person on the scene. Take charge and safely gain as much information as possible in order to assess what is happening and what actions need to be taken. Make the best decisions you can with the information available. Guide and direct others until relieved by an emergency responder or an administrator.

Your primary responsibility is to assess the situation, protect any injured individuals, prevent injuries if possible, and communicate to emergency responders and administration. Your goal is to minimize, if not eliminate, as much risk as is reasonably possible.

To prepare:

- Read, familiarize yourself, and regularly review the Emergency Preparedness Plan
- Audit your area, office, classroom, etc. for a safety/threat assessment
- Memorize key phone numbers including emergency response and administration
- Faculty should advise students at the beginning of each semester of the basic plan of action for emergency response
- Know where designated shelters are located and how to get to them
- After an event, monitor others and refer them to the appropriate source for either further information or counseling if desired.

ACTIVE KILLER/ACTIVE THREAT

Active killer is a very dynamic situation, decisions on what to do in an Active Killer or Active Threat situation lie with YOU.

Follow **A.L.I.C.E.** Principles

Alert: This is your first notification of danger. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Lockdown: Barricade the room. Prepare to EVACUATE or COUNTER if needed.

Inform: Communicate the violent intruder's location and direction in real time.

Counter: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

Evacuate: When safe to do so, remove yourself from the danger zone.

Remember:

- If you do decide to flee, make sure you have a clear escape route and plan in mind
- Do not carry anything while fleeing, move quickly, keep your hands visible and follow any instructions of any police officers you encounter
- Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location
- DHS Active Shooter [Booklet](#)
- Print off the Active Shooter Pocket Card: [English](#); [Spanish](#).

BOMB THREAT/SUSPICIOUS PACKAGE

All bomb threats must be treated as a serious matter. Though many threats are meant to disrupt normal activities, each threat must be considered real until proven otherwise by the appropriate personnel.

If a suspicious object or potential bomb is discovered:

- STAY CALM
- DO NOT handle the object
- Clear the area
- Call 911 from any campus phone or 620-365-4960 (Iola) from any cell phone and include any information (i.e. location, appearance) about the object as possible.

If a threat is made by phone:

- STAY CALM
- DO NOT put the caller on hold
- DO NOT attempt to transfer the call
- DO NOT hang up the phone that the call came in on. If at all possible, signal someone nearby to call the police from any phone.
- Take as many notes as possible and document anything you may hear during the call
- Complete the [Bomb Threat Checklist](#).



Department of the Treasury
Bureau of Alcohol, Tobacco & Firearms
BOMB THREAT CHECKLIST



1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Rasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lip |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |

- | | |
|--|--|
| <input type="checkbox"/> Shaved | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

BACKGROUND SOUNDS:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crochery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please specify) |

BOMB THREAT LANGUAGE:

- | | |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

BUILDING EVACUATION

Emergencies can happen at any time. All faculty, staff, administration, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

Review emergency procedures in the Emergency Response Plan. Identify primary and secondary evacuation routes from the buildings.

Basic Emergency Personal Guidelines

Basic or general practices for all emergency or critical incidents:

Generally, you are in command or in charge as you are the first to become aware of the emergency and are already there and therefore already know more than other emergency responders.

- Take charge and safely gain as much information in order to assess what is happening.
- No emergency response is ever perfect. Make the best decisions you can from the information and time you have.
- If the event is an actual or immediate life threatening event, immediately call 911 to request emergency service.
- Give the best description as possible as to what is happening, where it is happening and who is involved. If possible stay in contact with the 911 dispatcher in order to provide updated information.
- Guide and direct others, telling them what to do. You will be in charge until relieved by either an administrator or an emergency response team member.
- Take action to ensure safety of everyone within your control. Most generally, you will either vacate yourself and others safely away from the threat or shelter-in-place.
- Activate the RAVE Alert. (Only authorized persons may activate the RAVE System.)

Preparing for an Evacuation

- Know your building's floor plan. Know where the stairs and fire extinguishers are located. **Floor plan maps are available in classrooms and office areas.**
- Determine in advance the nearest exit and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.

Building or Floor Evacuation

In varying situations, there may be an evacuation order given over RAVE, or by the proper authority. This could include fire, bomb threat, or suspicious activity.

PLEASE DO THE FOLLOWING:

- Remain calm.
- If time and conditions permit, take with you important personal items such as car keys, medications, purse, etc. Close all office doors as space is evacuated.
- Walk; Do Not Run. Be ready to merge with other people who are evacuating the building.
- DO NOT BLOCK DOORS.
- Keep noise to a minimum, so you can hear emergency instructions.
- Listen for instructions and follow them.
- Assist people with disabilities. (See Below)
- If necessary, Emergency Responders may assist with the evacuation of individuals with functional needs. Be aware that the Emergency Responders may be ascending the stairs to handle an emergency. Please step aside to let them pass.

Once Outside the Building

- Move at least 300 feet away from the building.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles.
- Do not return to the building until notified that it is safe to do so.

PLEASE DO NOT DO THE FOLLOWING:

- Once you have left your area, do not return for personal items, such as coat, purse, etc.
- Do not return to the building until the Fire or Police Department gives the all clear to re-enter the building.
- Do not smoke.
- Do not talk on cell phones while evacuating the building.

People with Functional Needs

To say that someone has a "functional need" implies that he or she, under usual circumstances, is able to function on their own or with support systems, however during an emergency, their level of independence is challenged. Individuals in need of additional response assistance may include, but are not limited to, those who have disabilities; children; elderly; non-English speaking individuals; etc.

A “buddy system,” where people with additional needs arrange for volunteers (co-workers, students, etc.) to alert and assist them in an emergency, is recommended – **already planned before an emergent event.**

Only attempt an emergency evacuation if you have had emergency assistance training **or** the person is in immediate danger and cannot wait for emergency services personnel.

Always ask someone requiring additional assistance how you can help **before** attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Visually Impaired Persons

In an emergency situation, describe the nature of the emergency and offer to act as a *sighted guide*: offer your elbow and escort him/her to a safe place. As you walk, describe where you are and advise of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

Hearing Impaired Persons

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. Two methods of warning are:

- Write a note describing the emergency and nearest evacuation route (e.g. "Fire. Go out rear door to the right NOW!").
- Turn the light switch off and on to gain attention, then indicate through gestures what is happening and what to do.

Shelter-In-Place Procedures

During certain emergency situations (particularly chemical, biological or radioactive material releases) and some weather emergencies, you may be advised to *shelter-in-place* rather than evacuate the building.

- Stay inside the building (or go indoors as quickly as possible).
- Quickly locate supplies you may need such as food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows and few doors.
- If there is time, shut doors.
- If available, push a wet towel up against the crack between the door and the floor to seal it.
- Turn off the heat, fans, air conditioning or ventilation system, if you have local controls for these systems. Most campus buildings' ventilation systems are controlled centrally by facilities operations.
- Drink bottled, stored water, not from the tap.

- Do not call 911 unless you are reporting a life-threatening situation.

When the *all clear* is announced

- Open windows and doors.
- Go outside and wait until the building has been vented.

BULLYING

Bullying is defined as dangerous and disrespectful behavior used for the purpose of intimidating and/or demeaning a person. Bullying can be physical, verbal and written expression. Most legal standards of bullying are severe, persistent and persuasive enough to create an educational environment that is abusive, hostile and intimidating.

Addressing Bullying

- It will not be permitted or tolerated. Report this to either The Vice President for Student Affairs or the Residence Hall Director or to law enforcement (911 if in danger or 620-365-4960 for non-emergency)
- Maintain confidentiality
- Assess bullying on campus
- Monitor all places bullying may occur
- Investigate all complaints and suspicious behavior
- Gather facts
- Report anonymously or personally.

Resolutions for Bullying

- Directly approach person (with another person) believed to be involved in bullying and tell him/her that his/her behavior is unacceptable and unreasonable
- Politely ask the person(s) to stop
- Keep a record of incidents
- Tell the person(s) this behavior will not be tolerated and will be reported
- Find support and assistance for parties involved
- Monitor reoccurrences
- Recognize bullying behavior and who it can involve.

Bullying behavior can include the following forms:

- Physical aggression including, but not limited to:
 - Hitting
 - Spitting
 - Pushing
 - Stalking.
- Verbal aggression including, but not limited to:
 - Name calling
 - Teasing

- Making remarks that are insulting, threatening, disrespecting or demeaning to a person's race, disability, appearance or sexual orientation
- Emotional (relational) aggression including, but not limited to:
 - Spreading rumors
 - Isolating from a peer group through hurtful gossip.
- Sexual aggression including, but not limited to:
 - Any unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated
 - Might include obscenities, gestures, exposure or physical contact.
- Cyber bullying including, but not limited to using the:
 - Internet
 - Interactive and digital technologies
 - Cell phones
 - Social media
 - Communication of words, images and language directed at specific persons that has harmful effects.

DEATH, SERIOUS INJURY OR SUICIDE THREAT

The death or serious injury to a student or staff member by accident, illness or suicide has the potential for disrupting the school environment. The response to these crises should be time-related, problem focused interventions designed to determine the facts, disseminate accurate information, restore equilibrium and support productive, appropriate responses.

In the event of a staff and/or student(s) death or serious injury, the suggested steps are:

- Verify the information concerning the death or serious injury of a staff member or student **[NOTE: NO unofficial message or posting on social media outlets or the dissemination of information by any means will be made until an official statement is issued by the President or his/her designee].**
- Contact Southeast Kansas Mental Health Center: 620-365-5717, ask for Crisis Services
- Contact the Ministerial Alliance team: 620-365-5774
- Prepare formal statements or announcements [Note: important to provide facts so as to reduce rumors.

Suicide Threat

Southeast Kansas Mental Health Center: 620-365-5717 (Ask for Crisis Services)
National Suicide Prevention Lifeline: 800-273-8255

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is out of touch with reality due to severe drug reactions or psychological problems. Psychological problems may be manifested by hallucinations or uncontrollable behavior. Also,

the person could have become lost from his/her nursing home or hospital.

If you believe a psychological crisis exists:

Call the Vice President of Student Affairs 620-901-6213. After hours, call the Residence Hall emergency phone: 620-228-8258. If cannot reach a College employee immediately, call 911.

- Clearly state that you need immediate assistance, give your name, your location, and the area of campus involved.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN.

If a suicide attempt is verbalized:

1. Remain with the person unless you believe you are at risk with the person
2. Enlist the help of others in the immediate area if possible
3. Call the Vice President of Student Affairs 620-901-6213. After hours, call the Residence Hall emergency phone: 620-228-8258. If cannot reach a College employee immediately, call 911
4. Contact Southeast Kansas Mental Health Center at 620-365-5717 and ask for Crisis Services.

Crisis staff at the mental health center will ask questions to initially assess risk. They may direct you to take the person to the mental health center or local hospital for further evaluation. If you are unable to safely transport the person, contact local law enforcement for assistance.

If a suicide attempt is made:

1. Call 911
2. Call the Vice President of Student Affairs 620-901-6213 After hours call the Residence Hall emergency phone: 620-228-8258
3. Remain calm and try to get the victim to relax
4. Get as much information as possible so you can share it with emergency care providers when they arrive
5. Someone will need to meet with emergency personnel near the entrance and direct them to the location of the suicide attempt
6. Stay with the victim until the ambulance arrives.

ELECTRICAL FAILURE

An electrical outage can range from a transformer failure that may affect a small portion of the campus or a complete campus power outage caused by a tornado or severe thunderstorm. If a power failure involves only one building or the entire campus, the City of Iola will be contacted by the appropriate Maintenance Department employee or college administrator.

FIRE

In the event of a fire, you may attempt to extinguish the fire only if there is no risk involved. The fire alarm should be pulled even if an attempt is made to extinguish the fire. Pull the nearest fire alarm, evacuate the building using the nearest exit and meet at the soccer field. Report all fires to the the Vice President for Student Affairs. If the soccer field is not an option, please meet across the street at the cemetery.

In the event of a fire or upon hearing the alarm, the following procedures should be followed:

- Close window
- Put on or pick up a pair of hard-soled shoes and a towel
- Close doors and proceed to the nearest exit
- Evacuate building as rapidly and safely as possible
- Move away from the building and regroup at the Student Center
- Do not return to the building until told to do so by a college official.

GAS LEAK

Cease all operations. **DO NOT SWITCH ON/OFF LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Electrical arcing can trigger an explosion. Contact the Maintenance Department at 620-901-6248 or 620-901-6201.

HAZARDOUS MATERIALS

A hazardous material is any substance or agent (biological, chemical, radiological, and/or physical), which is capable of posing an unreasonable risk to humans, the environment and property.

In case of emergency such as injury or illness, major spill or theft of hazardous material, immediately contact your immediate supervisor or administrator. In addition to reporting the the incident, employees must notify their immediate supervisor of an injury or illness resulting from exposure to hazardous materials.

Chemical Exposure to Skin:

- Immediately flush with cool water for at least 15 minutes
- If there are no visible burns, remove all jewelry and soap area
- Seek medical attention if a reaction occurs or if there are concerns.

Chemical Exposure to Skin – Serious:

- Remove all contaminated clothing
- Immediately soak with cool water for at least 15 minutes
- Have someone call 911
- Seek immediate medical attention.

Chemicals in Eyes:

- Irrigate eyes for at least 15 minutes with tempered water from emergency eyewash station
- Remove contact lenses if possible
- Notify your immediate supervisor
- Seek immediate medical attention.

Smoke and other Airborne Contaminants:

- Anyone overcome by smoke or other airborne contaminants should be relocated to an area where there is fresh air
- Never attempt to enter a location where potentially dangerous air contaminants might place you at risk. If someone is down, contact emergency personnel
- Seek immediate medical attention.

Clothing or Laboratory Coat on Fire (Stop, Drop and Roll):

- Extinguish burning clothing by using the drop and roll technique, dousing with cold water using an emergency shower (located in the science labs) or smothering with a fire blanket. Note: If using a fire blanket, do not allow the person to remain standing
- If possible, remove contaminated clothing and cover injured person to prevent shock
- Seek immediate medical attention.

Chemical Spills (liquid, gas, solid)

There is a wide range of chemicals in the workplace. The safe clean up of a chemical spill requires knowledge of the properties and hazards posed by the chemical, and any added dangers posed by the location of the spill. If you believe a spill is beyond your capacity to clean up, do not attempt to do so on your own; STOP and contact a college administrator. Spill kits with instructions, absorbents, neutralizing agents if applicable, protective equipment, and sealable waste buckets should be present in the workplace. Refer to the chemical Material Safety Data Sheet (MSDS) Binder for specific guidance on the chemical hazards and spill clean up.

Minor Spill:

A minor spill is characterized by all of the following criteria:

- Is inside a laboratory and hasn't spread outside the laboratory
- Did not result in a fire or explosion, nor presents a risk for a fire or explosion
- Did not result in employee requiring medical attention.

Minor Spill Clean Up:

- Alert people in the immediate area of the spill
- Put on appropriate Personal Protective Equipment (PPE), (gloves, protective eyewear, lab coat)
- Contain the spill with absorbent spill material
- Completely clean the area where the spill occurred
- Place the absorbed spill material in secondary containment, such as the spill bucket
Label the container and arrange for pick up
- Dispose of contaminated PPE properly.

Major Spill:

A major spill is characterized by all of the following criteria:

- Results in a fire or explosion, or presents a risk for a fire or explosion
- Results in personnel requiring medical attention
- Is not contained within a laboratory; or Is characterized as a major spill by the Emergency Coordinator.

For a Major Spill or Leak:

- Alert people in the immediate area of the spill
- Remove any injured or contaminated persons if you can do so safely
- Contact your immediate supervisor
- Remove all contaminated clothing, shoes etc. and/or use an emergency shower if one is nearby
- Seek immediate medical attention if you have been exposed
- Do not attempt to clean up a major spill. Leave it to the experts!

Biological Spills

The release or spill of biohazardous material will require a different response based on several factors, including the actual agent and the associated risks, the amount of material spilled, type of spill and the location of the spill. The following guidelines are to provide a quick reference to

employees involved in a response to a biohazardous spill. Each lab working with biohazardous material should have its own specific spill response procedure. Where applicable, consult with your supervisor to be sure you have received the specialized training for your area.

INCLEMENT WEATHER

Extreme Heat

Many people do not realize how dangerous a heat wave can be. Compared to visible and destructive events like floods, hurricanes, and tornadoes, heat waves are "silent killers."

Excessive Heat Watch Conditions are favorable for an excessive heat event to meet or exceed local Excessive Heat Warning criteria in the next 24 to 72 hours.

Excessive Heat Warning Heat Index values are forecast to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110° Fahrenheit).

Heat Advisory Heat Index values are forecast to meet locally defined advisory criteria for 1 to 2 days (daytime highs=100-105° Fahrenheit).

Hot Weather Tips:

- Familiarize yourself with the types of heat related illnesses and their symptoms prior to hot weather season (i.e. heat cramps, heat exhaustion, heat stroke)
- Drink plenty of water, even if you're not thirsty!
- Remember, that the heat index is a measure of "how it feels", just because the thermometer reads 85 degrees, the actual feel with humidity may be well over 100!
- Read up on more hot weather tips at ready.gov.

Flooding

Floods, especially flash floods, kill more people each year than any other weather phenomenon. This is because many people underestimate the force and power of water. Flash floods could be caused by tornadoes and thunderstorms, especially in low lying areas.

The two key ingredients that contribute to flash flooding are rainfall intensity and duration. Other factors include soil conditions, ground cover, and topography. As little as 6 inches of fast moving water can sweep you off your feet, and only 18-24 inches of water is enough to carry your car away! For more information on Floods and Flash Floods, visit ready.gov.

Flash Flood Watch is issued when conditions are favorable for *flooding*.

Flash Flood Warning is issued when a *flash flood* is imminent or occurring in the warned area.

If YOU see a road barrier across a flooded roadway... **TURN AROUND. DON'T DROWN!**

What to do if flash flooding is possible:

- Move to higher ground - do not wait for instructions to move if flash flooding is a possibility (can occur within seconds)
- Do not drive or walk into flooded areas - even small amounts of water can wash out a roadway and anything on it
- If you are in a flooded area on campus and need assistance, call 911.

Severe Thunderstorm Activity

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States. On average in the U.S., lightning kills 51 people and injures hundreds more. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms.

Other associated dangers of thunderstorms include [tornadoes](#), strong winds, hail and [flash flooding](#). Flash flooding is responsible for more fatalities – more than 140 annually – than any other thunderstorm-associated hazard. Dry thunderstorms that do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start [wildfires](#).

Severe Thunderstorm Watch means severe thunderstorms are possible; continue activities and monitor the situation.

Severe Thunderstorm Warning means severe thunderstorms are imminent, capable of causing significant damage due to high winds or hail.

What to do during a thunderstorm warning (remember the 30-30 rule):

- If there is less than **30 seconds** between a flash of lightning and the sound of thunder, you **need to** seek shelter! Or better yet, seek shelter on the first sign of thunder or lightning - better to be safe than sorry!
- Remain under cover until **30 minutes after** the final clap of thunder - don't let the sunny skies fool you.

Tornadoes

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and

50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Tornado Watch notification is issued when conditions are favorable for the formation of tornadoes. Under watch conditions stay informed by listening to radio or television.

Tornado Warning notification indicates that a tornado has been sighted and poses a definite threat to a given area. If the warning is for your area, you should take shelter immediately!

What to do during a Tornado Warning:

- You will be notified of a tornado warning issued via the [Allen Alert Emergency Communication System](#)
- Move to the pre-determined shelter location marked with a Tornado Shelter sign
- If unable to get to a known shelter location, attempt to get to the lowest level possible and as interior as possible (away from all windows and exterior doors)
- If possible, get under something sturdy and cover your head
- Share notification with others and assist anyone with disabilities, if possible
- If in a vehicle or outside, seek shelter in a sturdy building. If a building is not available, lying flat in a depression, such as a ditch, offers some protection. Be aware of potential flooding if this is the case
- Beware of flying debris
- Do not call 911 unless you require immediate emergency assistance
- Shelters are listed on page 42.

Winter Weather

A major winter storm can last for several days and can be accompanied by high winds, freezing rain, sleet, heavy snowfall, and extreme cold temperatures. Winter storms and extreme cold affects all areas of the country with the ability to knock out heat, power, and communication services to your home or office, sometimes for days at a time. Hypothermia and frostbite can lead to the loss of fingers and toes, can cause permanent damage to internal organs, or may even cause death. Careful preparations can help you avoid these dangers!

Winter Storm Watch is issued when a significant combination of hazardous *winter* weather is occurring or imminent.

Winter Storm Warning is issued when a significant combination of hazardous *winter* weather is occurring or about to occur in the area, usually within 36 hours.

What to do during a winter storm:

- Before any winter storm hits, you should have an [emergency kit](#) containing items you may need to sustain during winter weather
- Stay indoors during the storm. If you must go out, ensure you walk and drive carefully. If you are driving, make a car emergency kit!
- Keep dry
- Watch for signs of frostbite and hypothermia
- Know how you [get notified](#) of college late starts or cancellations.

MEDICAL EMERGENCY

When Basic First Aid is needed:

- Do not move the injured person unless in a life-threatening situation
- If you are First Aid/CPR certified, provide basic first aid and CPR
- Seek additional treatment
- Stay with the injured until help arrives.

When Outside Medical Assistance is needed:

- Do not move the injured person unless in a life-threatening situation
- Call 911
- Tell the dispatcher you are reporting a medical emergency, and give your name, location, and phone number
- Let the person know help is on the way
- Stay with the injured until help arrives.

When an Automated Defibrillator (AED) is needed:

- An Automated Defibrillator (AED) is used on a person having sudden cardiac arrest.
- Our AEDs have audio instructions
- AEDs are located:
 - In the hall outside the Library
 - In the Athletic Training Room
 - In the Red Barn Activities Building on the west wall
 - In the Technology/Theatre Building on the north wall
 - In the Student Union on the north wall

Precautions in a Medical Emergency:

- Prevent exposure to blood and other bodily fluids
- Wear gloves, masks and protective eyewear if available
- Use protective resuscitation masks for CPR if available
- Use care with sharp objects
- Disinfect all contaminated surfaces, including clothing, shoes, etc.

- Dispose of waste in proper disposable containers

MISSING PERSONS POLICY AND PROCEDURE

GENERAL STATEMENTS

Allen Community College is committed to maintaining a positive and safe learning and working environment. The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartment units owned or leased by the college for student residents.

For purposes of this policy, a student may be considered to be a "*missing person*" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student's welfare.

DESIGNATION OF EMERGENCY CONTACT INFORMATION

- Students age 18 and above and emancipated minors will be given the opportunity each semester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- If a student under the age of 18 is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

OFFICIAL NOTIFICATION FOR MISSING PERSONS

- Any individual on campus who has information that a residential student may be a missing person must notify the Vice President for Student Affairs and/or the Director of Student Life as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Vice President for Student Affairs and/or the Director of Student Life will assist external authorities with these investigations as requested.

- The Vice President for Student Affairs and/or the Director of Student Life will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

INITIAL SEARCH

- Verify student is not in the assigned residence hall room, in an academic class, and/or with an athletic or activity group
- If the student has a registered vehicle on campus, check all parking lots to determine if the vehicle is on campus
- Attempt to contact the student by both phone call and text
- If the student is an athletic or activity student, contact the coach or activity sponsor to identify last contact with the student
- Contact roommates to determine last contact with the student
- Contact instructors to determine last contact with the student
- Check any known social media accounts to look for the last update or use
- Conduct a quick but thorough campus search
- If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Vice President for Student Affairs and/or the Director of Student Life will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and/or the Director of Student Life will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

COMMUNICATIONS

MISSING STUDENTS

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Administration. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Vice President for Student Affairs and/or the Director of Student Life, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Allen community with any information about a missing

student, the Vice President for Student Affairs and/or the Director of Student Life shall consult with the local law enforcement authorities to ensure that communications do not hinder the investigation.

SEXUAL MISCONDUCT

Allen Community College is committed to maintaining a positive and safe learning and workin environment. Allen Community College students and employees are responsible for assuring that the college maintains an environment for study and work free from Sexual Misconduct or related retaliation, and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including sexual assault, sexual exploitation, rape, acquaintance rape, domestic/dating violence, sexual harassment, stalking, cyber stalking/bullying, or facilitating the commission of a violation, and retaliation.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Violence Against Women Act of 1994, and the Kansas Act Against Discrimination and could lead to criminal prosecution.

Definitions

Sexual Misconduct is a broad term that includes, but is not limited to sexual assault, sexual exploitation, rape, acquaintance rape, domestic/dating violence, sexual harassment, stalking, cyber-stalking/bullying, or facilitating the commission of a violation, and retaliation.

Sexual assault is defined as actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.

Sexual exploitation is defined as a person taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited.

Rape is defined as 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 consent.

Acquaintance rape occurs when the parties involved in a rape know each other.

Domestic/Dating Violence is defined as violence committed by a current or former spouse or intimate partner. It can include both physical and emotional abuse.

Sexual harassment is defined as 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 or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
- The conduct is sufficiently severe, persistent or of creating an intimidating, hostile, humiliating or offensive working or educational environment.

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

Cyber-stalking is defined as the use of electronic communication to harass or threaten someone with physical harm.

Cyber-bullying is defined as the verbal bullying of another (ie: classmate) through the use of often anonymous electronic communication (as online posts, images, or text messages).

Retaliation is defined as any action taken against a person or persons because they have opposed any practices forbidden in policy, or have filed a report, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes any action taken by a bystander who intervenes to stop or attempt to stop discrimination, harassment, sexual misconduct, stalking, or cyber bullying.

Consent is defined as a willingness or agreement to engage in conduct. Consent must be freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is

- Overcome by force or fear
- Unconscious or powerless
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the minimum age required to give consent in Kansas, or
- Providing apparent consent due to fraud or misrepresentation.

Consent to engage in sexual activity must be informed, freely given, and mutual. Consent must be ongoing, throughout each instance of sexual activity, and for each sexual contact. Consent to one form of sexual contact does not mean consent to all forms of sexual contact. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. In the absence of an outward demonstration, consent does not exist. It is the responsibility of the initiator of the sexual activity to ensure he or she has the other person's consent to engage in sexual activity. At any time, a participant can communicate that he or she no longer consents to the continuing activity.

Reporting

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 N. Cottonwood Street, Iola, Kansas 66749, 620-901-6213, vpsa@allencc.edu. In an emergency, please call 911 for immediate assistance.

Allen Community College is committed to fostering community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Misconduct.

Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated.

Students and employees are encouraged to file a criminal complaint with local law enforcement in addition to reporting sexual misconduct to the College. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community.

Campus Crime should be reported to a Dean, a Vice President, the Director of Student Life, or student housing staff members. Those crimes involving sexual misconduct will then be reported to the Title IX Coordinator. All other employees are expected to report knowledge of any suspected Sexual Misconduct.

Any person may file a Sexual Misconduct complaint against a college student or employee under these complaint procedures. A “college student” means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct. A “college employee” means any full or part-time employee who is employed at the time of the alleged Sexual Misconduct. These complaint procedures apply to any allegation of Sexual Misconduct against a student or employee, regardless of where the alleged Sexual Misconduct occurred. The College reserves the right to determine if the complaint constitutes a sufficient risk to the College community to warrant processing the complaint. Complaints against individuals not associated with the college should be reported to local law enforcement.

Complainant’s Safety and Welfare

The College will take prompt and effective action as is reasonably practicable under the circumstances to support the complainant, including taking appropriate interim steps before the final outcome of complaint.

The College may impose a “no contact” order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation.

The College also may take any further protective action that it deems appropriate concerning the interaction of the parties both during the investigation and as part of the outcome of the investigation, including, without limitation, directing appropriate college officials to alter the students’ academic and/or college employment arrangements, and if applicable, working with the individuals involved to alter living or dining arrangements. When taking steps to separate the complainant and the respondent, the College will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, every reasonable effort will be made to allow the complainant to continue in his/her academic and/or college employment arrangements. Violations(s) of the College’s directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Respondent’s Rights

The respondent will be provided with a statement of the complaint in writing, and the complainant will be provided a copy of this notification. The respondent will be provided an opportunity to meet with the investigator(s) who are investigating the complaint and to respond to the allegation. Respondents may respond in person or in writing within a reasonable time to be determined by the investigator(s). If a respondent chooses not to participate or refuses to answer a complaint, his/her nonparticipation will not prevent the investigation from proceeding and could result in a finding based only on the information provided by the complainant. Both the complainant and the respondent have the opportunity to bring a representative/advisor to the meeting with the investigator(s). However, the representative/advisor is present only to advise the represented party. He/she may not address or communicate directly with the investigator(s) or any other person involved with the investigation.

Investigation and Disciplinary Process

Upon receipt of notice of any allegation of Sexual Misconduct, the Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to

- Provide to the complainant a general understanding of college policy and complaint procedures;
- To identify forms of support or immediate interventions available to the complainant such as academic support, disability services, health and mental health services, victim advocacy, and legal assistance; and
- Provide a general overview of how the allegation of Sexual Misconduct could potentially be addressed at both the college level and as a criminal matter with local law enforcement.

An investigation will be conducted by an individual who has been trained on Allen's Sexual Misconduct Policy and Procedures, and may include review of documentation, interviews with the complainant, respondent, and other witnesses, and any other necessary inquiries.

College personnel will utilize a preponderance of the evidence standard during the investigation, and determine and implement a resolution and discipline, if necessary. A preponderance of the evidence means that the information shows that it is "more likely than not" that the respondent violated college policy.

Allen Community College disciplinary procedures will be followed for students and employees. The complainant and the respondent will be entitled to the same opportunities to have others present during any disciplinary proceeding (including an advisor of his/her choice), and both the complainant and the respondent are entitled to be simultaneously notified in writing of the outcome of the disciplinary proceeding, the College's appeal procedures, any subsequent change to the outcome of the disciplinary proceeding and the date the results are considered final.

Education

Allen Community College has programs in place to provide education on sexual misconduct. These programs include:

- Annual training to all employees on sexual misconduct or active bystander during staff convocations.
- *Know What To Do* is an online educational program developed by the college for students and employees on issues of bullying, dating and domestic violence, sexual assault, stalking, substance abuse, online violence and being an active bystander.
- Sexual misconduct education is included in the College Career Success Seminar course.
- Training and information on sexual misconduct provided to all new employees.
- Monthly sexual misconduct and prevention education provided through *Student Health 101* for students, faculty, and staff.
- Personal safety programs for students provided by the Student Life Office on dating violence, bullying, drug and alcohol issues, and stalking.

SHELTERS (ON CAMPUS)

Main Academic Building: Students and personnel should take shelter in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Activities Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Technology Building: Students and personnel should not stay in the building. They should go immediately to the main building.

Student Center: Students and personnel should go to one of the above locations in the main building of the Horton Hall.

Ballard House: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Herynk Hall: Students should go to the main building outside the Administrative Office Complex to take shelter in Barclay Lecture Hall (A27).

Horton and Winter Residence Halls: Students in both residence halls should go to the ground floor hallways of Horton Hall. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Masterson Hall: Students should go to the main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Parkford Apartments: Lincoln Elementary School 700 N Jefferson Ave. Enter on the west side, south door. Or, in the Barclay Lecture Hall (A27) or the restrooms in the B and C part of the building (no windows-solid roof).

Red Devil Duplex: Students should go to the main building outside the Administration Office Complex to take shelter in Barclay Lecture Hall (A27).

Outdoors in a car or truck: Those who do not have time to reach one of the above locations should leave their vehicles, lie flat in a ditch or low place, and protect their heads.

COLLEGE VEHICLE ACCIDENT

1. Check for any injuries.
2. If there are any injuries call 911 if necessary. If there are any injuries to the other driver or occupants, you shall call 911 and request medical attention and traffic investigation be done.
3. Provide first aid if needed while waiting for emergency services.
4. If the accident is an injury accident and keeping the vehicle where it has come to rest will most likely not create or cause another accident, do not move the vehicle.
5. If anyone complains of a head, neck or back injury, be very cautious in not moving or allowing the person or persons to move and call for emergency medical services to assist.
6. Fully cooperate with law enforcement and assist as needed. Provide the officer with your driver's license and the vehicle's insurance, which is kept in the glove box of each vehicle.
7. **Before law enforcement leaves, notify your immediate supervisor and/or a member of administration so that further information or instruction can be obtained or provided.** (Administration will coordinate communication with family members and other logistical operations.)
8. Obtain from the investigating officer, a case number, the officer's name, agency name and phone number in order for College representative to later coordinate and obtain reports, etc.
9. Obtain address and phone number of where victim(s) are being treated and where any towed vehicles are being taken. (Law Enforcement can provide this.)
10. Provide your supervisor and/or administrator with updated information as it is made available.
11. Administration is to arrange the following if needed:
 - a. Meeting to organize an operation plan regarding specific events related to the accident
 - b. Media release if decided upon
 - c. Inform faculty and staff of status, and immediate plan of action
 - d. Recommend how faculty and staff deal with and respond to questions
 - e. Inform faculty and staff of support options
 - f. Contact with the College's insurance and legal representation
 - g. Contact with any other person or agency that can be of assistance to the event
 - h. Arrange for the family to gather the victim's personal belongings
 - i. Arrange for the College's vehicles to be repaired, towed, returned or salvaged.

VEHICLE BUS ACCIDENT

1. Secure the vehicle.
2. Survey individuals involved for injuries.
3. Try to maintain order and keep victims calm.
4. DO NOT MOVE VEHICLE, unless other danger is present.
5. Call 911 and provide:
 - a. Location of accident
 - b. Bus tag number and description
 - c. Injury update
 - d. Vehicles involved.
6. Display appropriate warning devices.
7. Keep students on bus unless safety warrants removal.
8. If fire threat, move victims to safe location approximately no less than 100 feet away.
9. Administer first aid to the best of your ability.
10. Update 911 if necessary.
11. Make a list of students with name, address, phone number, seat placement and type of injury.
12. Give license, vehicle and insurance and witness information only to investigating officers, school officials and emergency personnel. Obtain the investigating agency's case number and department information so that a copy of the accident report can be obtained later.
13. After all emergency or critical steps have been taken care of and as soon as possible, call your immediate supervisor and/or administrator so that administrative arrangements can start to be coordinated.
14. Release passengers, as cleared by law enforcement, to authorized emergency personnel, College officials, parent/guardian or another bus to complete the transportation.
15. Administration is to arrange the following if needed:
 - a. Meeting to organize an operation plan regarding specific events related to the accident
 - b. Media release if decided upon
 - c. Inform faculty and staff of status, and immediate plan of action
 - d. Recommend how faculty and staff deal with and respond to questions
 - e. Inform faculty and staff of support options
 - f. Contact with the College's insurance and legal representation
 - g. Contact with any other person or agency that can be of assistance to the event
 - h. Arrange for the family to gather the victim's personal belongings
 - i. Arrange for the College's vehicles to be repaired, towed, returned or salvaged.