



2015 Annual Security and Fire Safety Report

For

Hutchinson Community College

“In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

Hutchinson Community College is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. This information is also available on the HutchCC web site.

Notice of Nondiscrimination:

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies: Coordinator of Equity & Compliance, 1300 N. Plum, Hutchinson, KS 67501, (620) 665-3500, equity@hutchcc.edu.

Table of Contents

Message from HutchCC Campus Security -----	1
Telephone Directory -----	2
Preparing the Annual Security Report -----	3
Annual Security Report Notifications -----	3
Timely Warnings -----	4
Disclosure of Crime Statistics -----	5
Crime Reporting Policies and Procedures -----	5
Private Reporting Procedures -----	6
Access and Maintenance of Campus Facilities -----	6
Relationship with State and Local Law Enforcement -----	7
Accurate & Prompt Crime Reporting -----	8
Campus Counselors and Confidential Crime Reporting -----	8
Security Awareness and Crime Prevention Programs -----	8
Monitoring Off Campus Activities -----	9
Drug and Alcohol Policy -----	9
Disciplinary Action -----	10
Sexual Assault Prevention & Response -----	10
Victims of Crimes of Violence -----	14
Sex Offender Registration -----	14
Emergency Notifications and Evacuation Procedures -----	14
Crime Log -----	19
Missing Student Notification -----	19
Security and Access to Campus Facilities -----	19

Lost and Found	20
Criminal Offense Definitions	20
Geographic Definitions	23
Crime Statistics	24
Annual Fire Safety Report	29

A Message from Campus Security

Welcome to Hutchinson Community College!

As an organization, the Hutchinson Community College (HutchCC) Campus Security Office commits to working continually to earn the confidence of the students, faculty, staff and visitors - confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the [US Department of Education](http://www2.ed.gov/admins/lead/safety/campus.html) at <http://www2.ed.gov/admins/lead/safety/campus.html>

The HutchCC Security Office, in coordination with the Office of Equity & Compliance and the Office of the Vice President of Student Services, prepares this report to comply with the Clery Act. This report is created in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional authorities, and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Security, designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report are published on our website.

The 2015 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. If you have any questions, or need additional information please contact the HutchCC Security Office at (620)665-3379. Questions about campus security and/or campus safety should be addressed to the Office of Facilities and Campus Security at (620)665-3590, in the Office Technologies Building. Office hours are 8 a.m.-4:30 p.m., Monday through Friday. Offices are closed during college-recognized holidays.

Respectfully,

Steve Dunmire
HutchCC Lead Security Officer

Jacob Gunden
Coord. of Equity & Compliance

HUTCHCC SECURITY TELEPHONE DIRECTORY

Emergencies -----	911
HutchCC Campus Security (hotline & incident reporting) -----	(620)665-3379
HutchCC Office of Student Services Offices -----	(620)665-3377
HutchCC Director of Residence Life -----	(620)665-3322
HutchCC Counseling Office -----	(620)665-3377
HutchCC Office of Equity & Compliance (aka Title IX Coordinator) -----	(620) 665-3512
HutchCC Facilities Department & Campus Security Office -----	(620)665-3590
Reno County Sheriff's Office -----	(620)694-2735
Hutchinson Police Department -----	(620)694-2819
Kansas Highway Patrol -----	(785)296-6800
Kansas Burea of Investigation (KBI) -----	(785)296-8200
Hutchinson Fire Department -----	(620)694-2871



Preparing the Annual Security Report

The Hutchinson Community College Campus Security Office, in cooperation with designated campus officials and Campus Security Authorities, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to HutchCC Security, designated campus officials, and crime statistics from law enforcement agencies with jurisdiction surrounding the Hutchinson Community College campus.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on any public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters required by law. This report is made available to all members of the college community and the public.

ANNUAL SECURITY REPORT NOTIFICATIONS

Each year, an all campus wide e-mail notification is made to currently enrolled students, faculty and staff of the availability of this report. For further information about the Campus Security Office or the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act view the report online (www.hutchcc.edu) or by contacting the HutchCC Campus Security Office at (620)665-3590. This information is also available at the HutchCC Human Resource Office located in the Parker Student Union Building. In addition to this report, each campus location maintains a Crime Log of crimes committed on their campus. The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with HutchCC, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

TIMELY WARNINGS

The *Clery Act* (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) requires "institutions to give timely warnings of crimes that represent a serious and ongoing threat to the safety of students and employees." Crimes required to be reported by the Clery Act include (as defined by the Uniform Crime Reporting Handbook): criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter; sexual offenses, forcible and non-forcible; robbery; aggravated assault; burglary; arson; motor vehicle theft; and arrests and/or disciplinary referrals for liquor-law violations, drug-law violations, illegal weapons possession; hate crimes; dating violence; domestic violence; and stalking. Although the *Clery Act* mandates timely warnings only for Clery crimes, HutchCC will also issue warnings for serious threats such as kidnapping on campus, an Amber Alert, etc.

HutchCC Timely Warnings typically include the following information:

- A succinct statement of the incident.
- Any connection to previous incidents.
- Physical description and/or composite drawing of the suspect, if appropriate.
- Date and time the bulletin was released.
- Other relevant and important information.
- Appropriate safety tips.

In the event that a situation arises, that in the judgment of the HutchCC Lead Security Officer or designated official, that constitutes an ongoing or continuing threat to safety, a campus wide "**Timely Warning/Safety Alert**" will be issued.

Timely warnings are triggered by crimes that have already occurred but represent a serious or ongoing threat. Any decision to issue a timely warning is based upon a case-by-case basis in light of the facts surrounding a crime, including factors such as the following:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

If HutchCC Security is searching for a particular person, in relation to a criminal act, a Security Crime Alert will be issued that will include general information about the person sought and a possible photograph. This crime alert will clearly state if the person is a "high or low risk" individual.

The warning may be issued through the **HutchCC Emergency Notification System** (SMS), HutchCC email system, announcement, or posted fliers. Members of the community who know of a crime are encouraged to report the incident as soon as possible to college administrators so that the appropriate type of alert can be issued, if warranted.

If the situation is of a general risk (no physical harm is involved) and only affects a certain area of the campus a "Zoned Warning" will be implemented which will consist of posters or fliers within the affected area. Anyone with information warranting a timely warning should report the circumstances to HutchCC Campus Security at (620)665-3379.

The Decision to Not Issue a Timely Warning:

In the event Hutchinson Community College decides not to issue a timely warning, this decision will be documented and placed on file at the HutchCC Campus Security Office. Circumstances for the decision will be included and posted.

DISCLOSURE of CRIME STATISTICS

The HutchCC Campus Security Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site.

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to the HutchCC Campus Security Office, designated campus officials and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students and employees. Prospective employees may obtain a copy from the Human Resource Office located in the Parker Student Union. Copies of this report may also be obtained at the HutchCC Campus Security Office by calling (620)665-3590.

CRIME REPORTING POLICIES and PROCEDURES

All persons who reside, work, attend college or visit any Hutchinson Community College campus are responsible for protecting their own property and should take appropriate measures in preventing losses. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the student housing area should be reported to HutchCC Campus Security. The college community is encouraged to report all crimes and public safety related incidents to HutchCC Campus Security in a timely manner to aid in providing timely warning notices to the college community, when deemed appropriate.

This publication contains information about on-campus and off-campus resources. That information is made available to provide HutchCC community members with specific information about the resources that are available in the event they become a victim of a crime.

To report a crime:

Contact HutchCC Campus Security at (620)665-3379 (non-emergency) or dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering near vehicles, inside buildings or around the residential areas should be reported to HutchCC Campus Security. You may report a crime to the following areas:

HutchCC Director of Residence Life ----- (620)665-3322

HutchCC Counseling Office ----- (620)665-3377

HutchCC Vice-President of Student Services ----- (620)665-3579

In addition to these options, Hutchinson Community College has established a non-emergency, online reporting portal (TIPS). TIPS expands the methods by which any member of the campus community can share matters they feel need to be elevated or addressed. Reports shared through the TIPS portal are gathered by a third-party provider—thereby allowing true anonymity to reporting parties if so desired—and then shared with the appropriate HutchCC official(s) based on location and incident type. While it is not intended to replace direct contact with campus officials, and is not an emergency management system, it does provide an additional avenue for reporting campus incidents and an added mechanism for the campus community to work together to ensure a welcoming environment. The TIPS reporting portal may be accessed by clicking on the “TIPS” icon located in the footer of any official HutchCC web page or directly at <http://tinyurl.com/www-tipsforhutchcc-com>.

PRIVATE REPORTING PROCEDURES

The Hutchinson Community College Campus Security Office encourages anyone who is a victim or witness to a crime, to promptly report the incident to the HutchCC Campus Security. If you are the victim of a crime, but do not want to pursue action within the criminal justice system by filing criminal charges nor which to pursue remedy through HutchCC discipline system, you may still want to consider making a private incident report to campus officials. Such incident reports provide HutchCC an opportunity to discuss options, remedies, and available resources with you while also working to strengthen the future safety of yourself and others. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution, but would not reveal personally identifiable information.

HutchCC Campus Security Office -----	(620)665-3590
HutchCC Counseling Office -----	(620)665-3377
HutchCC Vice-President of Student Services -----	(620)665-3579
HutchCC Director of Residence Life -----	(620)665-3322

With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

ACCESS and MAINTENANCE of CAMPUS FACILITIES

Access:

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments, memorials, trees, shrubs, grasses, or flowers on the grounds of any state institutions of higher education.

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the board’s control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.

Upon request, the HutchCC Campus Security Office will prepare a security survey of the facility to determine security coverage and appropriate access control. Access is restricted in both of Hutchinson

Community College's residence halls. Visitors are logged in and out when the hall desk is open. More information about the hall desk and residence hall policies is available in the Resident Hall Handbook.

Visitors and residents usually have access to campus buildings between 7 a.m. and 10 p.m. If the hours of a facility differ from these normal operating hours, a sign posted at the main entrance indicates the hours of access. HutchCC Campus Security Officers patrol the campus on a regular basis.

Parking lots, which are restricted to vehicles with valid parking permits, are patrolled on a regular basis by HutchCC Campus Security Officers.

Intercollegiate athletic facilities and events are restricted to paying customers, students with current student IDs and faculty and staff with All Sports Tickets. Access during athletic events is controlled and security is provided as needed and required.

Any unauthorized person or persons found using HutchCC property and/or equipment or behaving in a manner that is not conducive to the maintenance of a proper educational environment will be asked to leave the campus at once. If there is a repeat offense or if such person or persons refuse the request, local law enforcement officers may be called to campus to issue a trespassing citation.

Maintenance:

The Facilities Department at HutchCC maintains the buildings, grounds, utility systems, and custodial services at each HutchCC campus. They provide electricity, running water, waste disposal, custodial services, landscape maintenance, building renovation and emergency repairs. Faculty and staff are encouraged to report maintenance problems to their respected building monitor or the Facilities Department.

Campus Housing and Student Services also utilizes a full time custodian. The custodial service is responsible for laundry mat maintenance and cleaning of various buildings.

For major repairs within resident housing, the Facilities Department works jointly with Student Services. Additionally, facilities such as telephones, furniture purchases, card access security system, building renovation, recreational areas and fire alarm/detection systems are all coordinated from the campus's Residence Life Office. Students are encouraged to report housing problems to their respected residential attendants (RAs). For information about any of these services, please call (620)665-3322.

After hours, Security personnel closely monitor all campus lighting in student housing areas and security related maintenance problems and report their findings to the appropriate college official. Nightly Security "campus checks" are performed in student housing areas and if necessary, they will stand-by until the problem is corrected.

WORKING RELATIONSHIP WITH STATE AND LOCAL LAW ENFORCEMENT

The HutchCC Campus Security Office maintains a highly professional working relationship with the Hutchinson Police Department, Reno County Sheriff's Office, Kansas Department of Public Safety and the Kansas Bureau of Investigation, and similar local law enforcement agencies for all other HutchCC campuses.

These working relationships have no written agreement, but are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases. All crime victims and witnesses are encouraged to immediately report the crime to HutchCC Campus Security or the appropriate law enforcement agency.

ACCURATE and PROMPT CRIME REPORTING

We cannot overemphasize the importance of prompt and accurate reporting of crime. If a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost.

All crimes should be reported to HutchCC Campus Security or campus security authority, to ensure inclusion in the annual crime statistics report and to aid in providing timely notices to the community, when appropriate.

The college community is encouraged to report crimes, emergencies, and safety concerns by calling these numbers.

Emergency ----- 911

HutchCC Campus Security ----- (620)665-3379

CAMPUS COUNSELORS and CONFIDENTIAL REPORTING

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

HutchCC has no pastoral counselors, but does employ professional counselors. A professional counselor is an employee of an institution whose official responsibilities include providing mental health counseling to members of the institution's community, and is functioning within the scope of the counselor's license or certification.

SECURITY AWARENESS and CRIME PREVENTION PROGRAMS

Every semester the HutchCC Campus Security Office promotes crime prevention and safety awareness programs through the distribution of materials, posters and presentations geared towards familiarizing students, faculty and staff with their responsibility in reducing crime and practicing personal safety at HutchCC. Please help protect your property in the following methods:

- By closing and locking your door when you leave your residence or office;
- By being an active participant in “Operation Identification”;
- By promptly reporting the presence of suspicious activity or strangers;
- By being more aware of your surroundings in your daily activities. We would much rather receive a call and determine later there was no problem, than to not be informed when a crime is being committed;
- By not leaving your property (backpacks, textbooks, wallet, purse etc.) unattended and unsecured while attending class or other activity.

MONITORING OFF CAMPUS ACTIVITIES

Hutchinson Community College does not have any off-campus student organizations, although the HutchCC Campus Security Office does monitor off-campus sponsored events and property that is leased, rented or otherwise under the control of HutchCC.

In addition, when a HutchCC student is involved in an off-campus offense, HutchCC Campus Security officers may assist with the investigation, in cooperation with local, state or federal law enforcement.

DRUG AND ALCOHOL POLICY STATEMENT

Policy:

It is the policy of Hutchinson Community College that a drug-free campus and workplace be maintained. No student on campus and no employee at any work station shall unlawfully manufacture, distribute, dispense, possess or use on or at the campus or workplace any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300.11 through 1300.15.

Information:

Kansas state law prohibits the manufacture, distribution, possession, or use of any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V as defined by regulations at 21 (CFR 1300.11 through 1300.15). This includes drug paraphernalia.

The unlawful manufacture, distribution, purchase, dispensation, possession or use of an illegal drug or alcohol by students and employees on college property is prohibited. Students violating any provision of the drug and alcohol policies are subject to arrest and disciplinary action.

The HutchCC Campus community is “Alcohol and Drug free”. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. It is a violation of the HutchCC Alcohol Policy for anyone to consume or possess alcohol on HutchCC property unless the event has been approved by the Hutchinson Community College Board of Trustees.

Practice:

It is the practice of Hutchinson Community College to provide counseling services designed to assist current and prospective students in identifying and developing an understanding of their personal, career, and academic strengths and weaknesses.

Pertinent Information:

Students will be made aware of the educational and personal benefits of developing and maintaining good habits aimed at positive mental health. Basic rules of confidentiality and documentation are followed and maintained.

Counselor Credentials and Affiliations

All professional counseling staff shall hold appropriate academic credentials and/or an appropriate level of professional experience. All professional counseling staff shall abide by a corresponding Professional Code of Ethics.

HutchCC makes available to students and employees, programs designed to discourage the use of illicit substances and provide information concerning the dramatic impact on academic and family life. Members of the community who may be experiencing difficulty with drugs or alcohol are encouraged to seek assistance.

DISCIPLINARY ACTION

Any student violating this drug-related policy or convicted of a criminal drug offense occurring in the workplace is subject to permanent eviction from all HutchCC locations. Workplace includes any school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school-approved activity, event or function, such as a field trip or athletic event where students are under the College’s jurisdiction.

SEXUAL ASSAULT PREVENTION & RESPONSE

Sexual assault (rape), for Clery Act reporting purposes, is defined as nonconsensual sexual act, in which the perpetrator uses force, manipulation or coercion. It is an act of aggression, violence and power, and is also a form of sex-based discrimination. The perpetrator can be a stranger, a relative, an acquaintance, or a date. Although rape is usually a crime committed against women, it also happens to men.

Response Information:

Victims of sexual assault are not required to file criminal charges or seek judicial actions through the college disciplinary process. However, victims are encouraged to report the assault to the Coordinator of Equity & Compliance so that s/he may be provided with information regarding their rights and options, as well as information about potential remedies and available resources. If requested, the Coordinator of Equity & Compliance will assist the victim in contacting HutchCC Campus Security or appropriate law enforcement agency, and will work to ensure that victims are aware of both informal and formal options available to them under the college policy.

All HutchCC employees who are not specifically identified as a confidential resource, are designated as responsible employees (or mandated reporters) for all the details they are aware of about incidents of sexual misconduct—including sexual assault, dating violence, domestic violence, and stalking. They are required to share this information with the HutchCC Coordinator of Equity & Compliance (aka Title IX Coordinator). Incidents of sexual misconduct will be taken seriously when official notice is given and will be investigated and resolved in a prompt and equitable manner under the HutchCC *Equal Opportunity, Harassment, and Nondiscrimination Policy and Procedures* (www.hutchcc.edu/equity).

You may request confidentiality and/or that the Coordinator of Equity & Compliance provide you with remedies and resources without initiating a formal resolution process. The Coordinator will weigh requests for confidentiality against the College's need to address and remedy discrimination under federal law (e.g. Title IX). Generally, HutchCC will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, HutchCC will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If HutchCC decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the College to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

If you have experienced sexual assault:

- 1) *Get to a safe location as soon as you are able*
- 2) *Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.*
- 3) *Contact any of the following for immediate assistance: [*Denotes the resource is confidential]*
 - Emergency - 911
 - HutchCC Campus Security – (620) 665-3379
 - HutchCC Coordinator of Equity & Compliance (Title IX Coordinator) – (620) 665-3512
 - HutchCC Counseling Services* – (620) 665-3377
 - Hutchinson Area Student Health Services* (HASHS), *Non-Emergency* – (620) 662-7416, (516 E. 14th St., Hutchinson, KS 67501)
 - Local Law Enforcement and Emergency Services – 911
 - Hutchinson Regional Medical Center, **Emergency** – 911, *Non-Emergency* – (620) 665-2000, 24/7 (1701 E. 23rd Ave., Hutchinson, KS 67502, www.hutchregional.com/)
 - Hutchinson Sexual Assault Nurse Examiner (SANE), *Emergency* – 911, *Non-Emergency* – (620) 513-3538 (Hutchinson Regional Medical Center Emergency Room)
 - Sexual Assault/Domestic Violence Center of Reno County*, **Crisis Line** – 1-800-663-2522 or 1-800-701-3630 (335 Washington St., Hutchinson, KS 67501, www.sadvchutch.org)
 - Kansas Coalition Against Sexual & Domestic Violence*, **Crisis Hotline** – 1-888-END-ABUSE (363-2287), (www.kcsdv.org)
 - National Sexual Assault Hotline* – 1-800-656-HOPE (4673), (<https://ohl.rainn.org/online/>)
 - National Domestic Violence Hotline* – 1-800-799-SAFE (7233)
- 4) *Preserve Evidence*

It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (non-plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint. Locally in Hutchinson, the Sexual Assault/Domestic Violence Center of Reno County (1-800-701-3630) is available to provide assistance or answer questions you may have regarding medical and legal options.

5) *Choose how to proceed*

You have options and are encouraged to contact the HutchCC Office of Equity & Compliance to discuss your options:

- Do nothing until you are ready;
- Pursue resolution by HCC; and/or
- Initiate criminal proceedings; and/or
- Initiate a civil process against the perpetrator.

You may choose whatever combination of options is best for you. If you wish to have an incident investigated and resolved by HutchCC, students and employees should contact the Coordinator of Equity & Compliance. HutchCC procedures will be explained. Those who wish incidents to be handled criminally should contact HutchCC Campus Security or local police. A campus official may be available to accompany students in making such reports, if desired. Contact the Coordinator of Equity & Compliance for more information.

Medical Services:

Medical facilities that are capable of rendering a sexual assault examination are available at Hutchinson Regional Medical Center Emergency Room (1701 E. 23rd Avenue, Hutchinson, KS 67502). Additional information regarding state-wide availability of Sexual Assault Nurse Examiners may be found at <http://www.kcsdv.org/find-help/in-kansas/sane.html>.

Remedies:

HutchCC may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Actions undertaken by the college in response to reported misconduct will be prompt, fair, and impartial, while seeking to stop the behavior, prevent its reoccurrence, and remedy last effects for victims and the large campus community. Potential measures include, but are not limited to:

- Issuing interim suspensions pending a hearing.
- Reporting incidents to local police and/or prosecutors.
- Referring to counseling and health services.

- Providing education to the campus community.
- Altering the on-campus housing situation of the reporting or responding party.
- Altering work arrangements for employees.
- Providing campus escorts.
- Providing transportation assistance.
- Implementing contact limitations between the parties.
- Offering adjustments to academic deadlines, course schedules, etc.

These measures are available through the HutchCC Office of Equity & Compliance regardless of whether a reporting party seeks formal resolution or makes a criminal report.

Sanctions for Sexual Assault Violations

Violators of any criminal offense, including sexual assault, shall be dealt with in accordance with HutchCC Policy (www.hutchcc.edu/equity). Sanctions imposed as the result of HutchCC's investigatory and disciplinary procedures shall include up to expulsion from the college or termination of employment. Disciplinary procedures may occur regardless of possible or pending criminal actions.

All parties to a complaint of sexual misconduct are entitled to the same opportunities to have an advisor of their choosing present during any disciplinary proceeding. Both parties to a complaint will be informed of the outcome of any institutional disciplinary proceeding. For more information contact HutchCC's Coordinator of Equity & Compliance at (620)665-3512.

Programs & Prevention:

Training & Bystander Intervention

HutchCC provides all students and employees with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking, consent, and bystander intervention in compliance with the Violence Against Women Act and the Clery Act. Additionally, special emphasis is devoted to educating all new students, new employees, student-athletes, and residential students in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. Such primary prevention and bystander intervention trainings are made available through both online training courses—offered to all students and employees of HutchCC as part of the 'Think About It' and 'Intersections' courses—as well as additional ongoing, face-to-face trainings frequently provided as part of regular orientation classes and professional development sessions. Such ongoing prevention efforts utilize internally produced presentations from HutchCC's Office of Equity & Compliance, as well as through collaboration with local external agencies such as Sexual Assault/Domestic Violence (SA/DV) Center of Reno County.

TIPS Reporting System

TIPS is a *non-emergency*, electronic reporting mechanism and complaint management system that allows for truly anonymous reporting (if desired) of a wide-variety of incidents. The purpose of TIPS is not to replace direct contact with campus officials, but instead to provide an additional avenue for reporting campus incidents. The TIPS portal is accessible by clicking the "TIPS" icon located in the black footer of any official College webpage, from a related icon located at the Office of Equity & Compliance's webpage (<http://www.hutchcc.edu/administration/campus-safety-and-compliance/equity-and-compliance>), or directly at <http://tinyurl.com/www-tipsforhutchcc-com>.

Campus Safety & Compliance Website

Information about HutchCC policy, programs, counseling services, helpful FAQs, and links to important documents and resources can be found at <http://www.hutchcc.edu/administration/campus-safety-and-compliance/>.

Ongoing Campaigns

Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty, and staff. HutchCC hosts annual events such as the Red Flag Campaign (a week-long event which awareness about dating and domestic violence) and the Health & Wellness Fair (an event designed to provide students access to information and local resources pertaining to physical and mental health, healthy relationships, and drug and alcohol abuse prevention).

VICTIMS OF CRIMES OF VIOLENCE

HutchCC will, upon written request, disclose to the alleged victim of a crime of violence the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, HutchCC will provide the results of the disciplinary hearing to the victim's next of kin upon written request.

SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes "Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. It also requires sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation or is a student.

Due to the Kansas Supreme Court's decision in State v. Myers, 260 Kan. 669 (1996), the Kansas Offender Registration, enacted by K.S.A. 22-4901 et seq., contains information only on convicted offenders who committed their offenses after April 14, 1994. The information contained in the registration has been provided by the registrant. The Kansas Bureau of Investigation (KBI) and the sheriff's office cannot guarantee the accuracy of this information. It is common for offenders to move and fail to notify the sheriff's office in their county of residence of that change. This information is updated continuously; however, the KBI cannot guarantee the accuracy day to day. Further information on any registered offender in this file can be obtained from the sheriff's office in the registrant's county of residence or on the state website @ www.accesskansas.org/kbi/ro.htm.

Offenders, who are required to register under this statute and are employed, carry on a vocation, volunteer services or is a student attending Hutchinson Community College must register with the HutchCC Registrar prior to the start of that student's first class at HutchCC. Employees are required to register with the HutchCC Human Resources Office upon conviction. The college reserves the right to limit enrollment or activities of students who are registered sex offenders. Students who fail to comply with this policy are subject to immediate cancellation of current classes. Employees who fail to comply with the policy may be subject to dismissal.

EMERGENCY NOTIFICATIONS and EVACUATION PROCEDURES

Hutchinson Community College has implemented a comprehensive notification system, to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices, phone, cellular phone, text messages, emergency siren system, posters, college website notices, and other methods.

The College President, Departmental Supervisors, Campus Security, or designees will notify the campus community of emergencies or crimes that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. The campus community will be “immediately” notified upon confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of students or employees unless the notification will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency,
- Otherwise mitigate the emergency.

Who will be notified?

Given the size of our campuses, every member of the campus community will receive notifications when they are warranted, regardless of the location of the incident. While an incident may be contained within a specific segment of the campus, we feel notifying everyone enables everyone the opportunity to make appropriate decisions to protect their individual decisions. In the event a notification is necessary, the HutchCC Campus Security Office, with input from the Crisis Management Team will determine the content of the notification. At a minimum, each notification will describe the nature of the emergency, and steps the campus community should take to protect themselves.

Members of the college **Crisis Management Team** include:

- HutchCC Lead Security Officer ----- (620)665-3790
- HutchCC College President ----- (620)665-3506
- HutchCC Vice President of Student Services ----- (620)665-3579
- HutchCC Vice President of Academic Affairs ----- (620)665-3508
- HutchCC Chief Information Officer ----- (620)665-3523
- HutchCC Director of Public Relations ----- (620)665-3526

An **Emergency Notification** is triggered upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in a campus building. Some other examples of such threats include:

- outbreaks of serious illnesses (e.g., meningitis, norovirus, etc.);
- approaching tornado or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;
- armed intruder;

- bomb threat;
- civil unrest or rioting;
- explosion; and
- nearby chemical or hazardous waste spill

In the event of an actual emergency, the HutchCC Campus Security Office will respond utilizing the “Emergency Notification System”. This system will provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices; phone, cellular phone, and text messages. In addition, the HutchCC Crisis Management Team will also employ the emergency siren system, campus posters, college website notices, and other methods of notification. Students and employees are provided the opportunity to sign-up for Emergency Alert text notifications through their individualized student/employee portal (commonly referred to as DragonZone) and may edit their preferences regarding such notifications at any time.

Confirmation of Emergency:

The HutchCC Campus Security, and when applicable, members of the HutchCC Crisis Management Team will confirm the weather related emergency situations by monitoring weather information put out by local and national organizations, and through witnessing weather emergency first-hand (i.e. a tornado has been spotted). For other emergencies such as fire and imminent criminal threats, the college will assume any report made directly to HutchCC Campus Security or any local law enforcement agency to be creditable and will act under the assumption that the reports are accurate.

Disseminating Information to the Larger Community:

Members of the larger community who are interested in receiving information about emergencies on campus should sign up the emergency text message system, and monitor local television and radio news reports.

Procedures for Testing Emergency Response and Evacuation:

The HutchCC Crisis Management Team is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The college conducts several emergency response exercises each year, such as table top exercises, field exercises and tests of the emergency notification systems on campus.

In the event of a major incident, the HutchCC Campus Security officers and their supervisors have received training in the National Incident Management System (NIMS), Incident Command System for responding to critical incidents on campus. First responders to the campus are usually HutchCC Campus Security, Hutchinson Police Department, Reno County Sheriff’s Office and Fire and Emergency Medical Services. Depending on the severity and nature of the incident, other state and federal agencies could be involved. The specific organizational structure established for any given incident, would be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organizational expansion is required. If one or more of the incident areas requires independent management, an individual is named to be responsible for that area.

An evacuation drill is coordinated by the HutchCC Security Office, the IT Department, members of the Crisis Management Team, and the Director of Residence Life. Drills are performed each fall and spring semesters, for all residential facilities at the campus. Thus, the emergency evacuation procedures are tested at least twice each year.

Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. HutchCC does not tell residents in advance about the designated long-term evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, HutchCC Campus Security, the HutchCC Residence Life Office and HutchCC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. At HutchCC, evacuation drills are used as a way to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the emergency system components and to document the results. Any deficient procedures or equipment is noted, so that appropriate solutions and repairs can be performed. Students receive emergency information and procedures during their drill meetings.

In an emergency situation time is of the essence. Report all emergencies to the HutchCC Campus Security at (620)665-3379.

Evacuation Steps

Students, faculty and staff should follow the below steps when evacuating buildings:

- 1) Evacuate when prompted by continually sounding fire alarms or by an official announcement.
- 2) Be aware of and make use of designated primary and alternate evacuation routes.
- 3) Close classroom or office doors as you leave.
- 4) Leave the building in an orderly manner without rushing or crowding, do not use the elevator.
- 5) Provide aid to those who need it in an emergency evacuation situation.
- 6) Be aware of and follow instructions given by HutchCC Campus Security and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
 - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - b. Evacuate to at least 300 feet from the building and out of the way of emergency vehicles.
- 7) Report to emergency responders any individuals who have been injured or left behind.
- 8) Do not re-enter the building until all-clear is given by official announcement.

What is an evacuation emergency?

In most cases, evacuations apply only to the buildings that are immediately affected. In some cases, such as local terrorism, flooding or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

Severe or Inclement Weather Procedures

Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

- 1) Seek shelter immediately in designated areas.
- 2) If you're inside a building..
 - a. Go to the lowest level of the building, if possible.

- b. Stay away from windows.
 - c. Go to an interior hallway.
 - d. Use arms to protect head and neck in a “drop and tuck” position.
- 3) If there is no time to get inside...
- a. Lie in a ditch or low-lying area or crouch near a strong building.
 - b. Be aware of potential for flooding.
 - c. Use arms to protect head and neck in a “drop and tuck” position.
 - d. Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

Seeking Shelter: Tornadoes and Hazardous Material Releases

Tornado Procedures...

In the event of a tornado watch or warning, students, faculty and staff should take the following steps:

If a tornado is sighted near the college

- 1) Dial 911 from a campus phone or (620)665-3379 to report tornado sighting to HutchCC Campus Security.
- 2) Seek a safe shelter inside a building, in a ditch or beside an embankment.

If a tornado is imminent and near you...

- 1) Use interior hallways away from building’s exterior windows as a tornado shelter.
 - a. Close all doors to rooms with exterior windows.
 - b. Avoid all windows and other glassed areas.
 - c. Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
- 2) Protect yourself by going into a “drop and tuck” position.

Hazardous Material Procedures

Students, faculty and staff should observe the following steps in the event of a hazardous material release on campus:

- 1) You will receive a shelter-in-place announcement.
- 2) Immediately move indoors.
- 3) Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
- 4) If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
- 5) Continue to follow the instructions given by the response authorities.

When else is it important to seek shelter?

The procedures described above for tornadoes and hazardous material releases are known as “**shelter-in-place**” procedures.

Sheltering-in-place is the use of any classroom, office or building for the purpose of providing temporary shelter. Shelter-in-place procedures are internationally recognized as standard practices of providing shelter for any of the following reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous materials release, or radiological release.

CRIME LOG

The HutchCC Campus Security Office, maintains a crime log at each campus, and includes summary information about crimes and reports taken by HutchCC Security. Crime log entries include all crimes reported to the campus Security for the required geographic locations, not just *Clery Act* crimes.

An entry, an addition to an entry or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the HutchCC Campus Security Office. Also, log entries older than 60 days can be obtained by request within 2 business days of request.

The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with HutchCC, including media. Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection.

Anyone with information warranting a timely warning or emergency notification should report the circumstances to HutchCC Campus Security by telephone at (620)665-3590.

MISSING STUDENT NOTIFICATION

If a member of the college community has reason to believe that a student who resides in on campus housing is missing, he or she should **immediately** notify HutchCC Campus Security at (620)665-3379. HutchCC Campus Security will generate a missing person report and initiate an investigation.

After investigating the missing person report, should HutchCC Campus Security determine that the student is missing and has been missing for more than 24 hours, HutchCC Campus Security will notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by HutchCC in the event the student is determined to be missing for more than 24 hours. On campus students may also contact the Director of Residence Life at (620)665-3322.

Whether or not a student has designated an emergency contact person to be notified, if a student is less than 18 years old and is not an emancipated individual, federal law requires that HutchCC notify a parent or guardian within 24 hours of the determination that the student is missing.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, Hutchinson Community College will be open to students, faculty, staff and visitors. During non-business hours access to all college facilities will be by key. HutchCC employees will be admitted into a building after hours, on weekends and during holidays and the authorized HutchCC

employees must not allow non-authorized individuals to enter the building. In case of periods of extended closing, the college will admit only those with key.

As a means of crime prevention HutchCC Campus Security may request to see a HutchCC Identification Card. Upon this request a HutchCC Identification Card must be produced. If a person does not have authorized access, HutchCC Campus Security will request the person to leave the premises. Some facilities may have varied hours of operation and in these cases the facilities will be secured according to the posted schedules.

The department with varied hours will be responsible for securing these facilities. Emergencies may necessitate changes or alterations to the building posted opening and closing schedule. The HutchCC apartments will be secured through a specialized key process that is issued only by the HutchCC Housing Office.

LOST AND FOUND

Lost and found items are turned over to the HutchCC Campus Security Office or campus official, who will make every effort to return the items to the owner. If an owner cannot be contacted, the property will be held for 60 days, after 60 days unclaimed property will be disposed of at the discretion of the campus authority.

CRIMINAL OFFENSE DEFINITIONS

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics, HutchCC must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence, and Stalking, the Clery Act specifies that the college must use the definitions provided by the Violence Against Women Act of 1994.

Criminal Offense Definitions

Murder and Non-Negligent Manslaughter – the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) - any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sex offenses:

- **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** 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** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. (Note: If force is used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent or mental impairment, the offense is Rape, not Statutory Rape).

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.

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.

Burglary - the unlawful entry of a structure to commit a felony or a theft. (Note: The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary).

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle. (Note: theft from a motor vehicle is Larceny, which is not a Clery Act crime.)

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 of another, etc.

Hate Crime Offense Definitions

Hate Crimes - is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the aforementioned offenses, vandalism, larceny and any other crime involving bodily injury reported to local Security agencies or to a campus security authority are counted as hate crimes.

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act:

- **Race.** A preformed negative 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 or African Americans, 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 group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people 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. (Note: the concept of ethnicity differs from the closely related term of "race" in that "race" refers to a 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 disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the Hate Crime offenses defined, the four additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes.

Larceny-Theft – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion of control over a thing.

Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

VAWA Offense Definitions

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

Domestic Violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person 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; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – engaging in a course of conduct directed 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.

- **Course of conduct** - two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** - a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** - significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Arrests and Disciplinary Referrals

Referred for Disciplinary Action – the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Weapons: Carrying, Possessing, Etc.- 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.

Drug Abuse Violations - the violation of 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 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.

GEOGRAPHIC DEFINITIONS

Geographic Definitions

On Campus

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

Any building or property that is within or reasonably contiguous to 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).

Non Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

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.

CRIME STATISTICS

CRIMINAL OFFENSES – ON CAMPUS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible	0		
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	1
Aggravated Assault	0	1	0
Burglary	8	20	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL OFFENSES – ON CAMPUS RESIDENCE HALLS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible	0		
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	4	5	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

CRIMINAL OFFENSES – NONCAMPUS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible	0		
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	4	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL OFFENSES – PUBLIC PROPERTY	2013	2014	2015¹
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex offenses – Non-forcible	0		
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	2
Aggravated Assault	0	0	4
Burglary	0	0	5
Motor Vehicle Theft	0	0	0
Arson	0	0	0
HATE CRIMES – ON CAMPUS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible	0		
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0

¹ The manner in which crime statistics for public property were reported to the College by law enforcement prevents the College from differentiating between public property (Clery Act) and private property adjacent to public property (non-Clery Act). Therefore, as suggested by the 2016 Campus Safety and Security Web-based Data Collection guide, the College has elected to report as caveats 2 Robberies, 4 Aggravated Assaults, and 5 Burglaries that are non-Clery Act statistics.

Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
HATE CRIMES – ON CAMPUS RESIDENCE HALLS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible			
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
HATE CRIMES – NONCAMPUS	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible			
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
HATE CRIMES – PUBLIC PROPERTY	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0		
Rape		0	0
Fondling		0	0
Sex Offenses – Non-forcible			
Incest		0	0
Statutory Rape		0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
VAWA OFFENSES – ON CAMPUS	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	1
VAWA OFFENSES – ON CAMPUS RESIDENCE HALLS	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0
VAWA OFFENSES – NONCAMPUS	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0
VAWA OFFENSES – PUBLIC PROPERTY	2013	2014	2015
Domestic Violence		2	0
Dating Violence		0	0
Stalking		2	0
ARRESTS – ON CAMPUS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	17	9	3
Liquor Law Violations	31	15	8
ARRESTS – ON CAMPUS RESIDENCE HALLS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	17	5	2
Liquor Law Violations	31	13	8
ARRESTS – NONCAMPUS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	1	0
ARRESTS – PUBLIC PROPERTY	2013	2014	2015²
Weapons: Carrying, Possessing, etc.	0	0	3
Drug Abuse Violations	0	0	14
Liquor Law Violations	0	0	9
DISCIPLINARY REFERRALS (Law Violations without Arrest) – ON CAMPUS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	1

² The manner in which crime statistics for public property prevents the College from differentiating between public property (Clery Act) and private property adjacent to public property (non-Clery Act). Therefore, as suggested by the 2016 Campus Safety and Security Web-based Data Collection guide, the College has elected to report as caveats 3 weapons violations, 14 Drug abuse violations, and 2 liquor law violations that are non-Clery Act statistics.

Drug Abuse Violations	0	0	5
Liquor Law Violations	0	0	42
DISCIPLINARY REFERRALS (Law Violations without Arrest) – ON CAMPUS RESIDENCE HALLS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	1
Drug Abuse Violations	0	0	5
Liquor Law Violations	0	0	42
DISCIPLINARY REFERRALS (Law Violations without Arrest) – NONCAMPUS	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
DISCIPLINARY REFERRALS (Law Violations without Arrest) – PUBLIC PROPERTY	2013	2014	2015
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<ul style="list-style-type: none"> • Residence Halls are a subset of On Campus Statistics. Incidents that occur in Residence Halls are thus reflected in both the On Campus Residence Hall statistical categories and the larger On Campus statistical categories. • Sex Offenses/Sexual Assault are also VAWA offenses but are included in Criminal Offense category for Clery Act reporting purposes. • Individual statistics for Rape, Fondling, Incest, and Statutory Rape were not collected prior to the 2015 data collection (2014 year) and were previously combined under the categories of Sex offenses-Forcible and Sex offenses-Nonforcible. • As of the 2015 data collection (2014 year), statistics for Sex offenses-Forcible and Sex offenses-Nonforcible were no longer collected. • Statistics for VAWA Offenses were not collected prior to the 2015 data collection (2014 year). • As of the date of publication, the above-reported crime data does not include potential incidents occurring at the HutchCC-Fort Riley locations as such information was not yet available by the relevant law enforcement agencies. Additionally, although the data reflects information represented by at least one agency for all other HutchCC locations, not all relevant agencies responded to HutchCC's requests for such information. • The crime data reported by institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here. 			



Annual Fire Safety Report on Student Housing

Higher Education Campus Fire Safety Standards and Measures

HutchCC Campus Security Office

The Fire Safety Report
Is Published Annually By:

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Table of Contents

1. INTRODUCTION
2. FIRE AND SAFETY PROGRAM
3. COLLEGE STUDENT HOUSING FIRE SAFETY POLICIES
4. SMOKING
5. FIRE SAFETY EQUIPMENT ABUSE
6. FIRE ALARM AND EVACUATION
7. FAILURE TO EVACUATE
8. FIRE DRILLS
9. DID YOU KNOW?
10. THE SAFETY EDUCATION PROGRAM
11. TO REPORT A FIRE
12. FUTURE IMPROVEMENTS IN FIRE SAFETY
13. HOUSING INSPECTION PROGRAM
14. HUTCHCC HOUSING SAFETY SYSTEMS
15. FIRE STATISTICS AND HOUSING LOCATIONS
16. FIRE LOG
17. MAP

"NOTIFICATION" OF THE ANNUAL FIRE SAFETY REPORT

In accordance with the guidelines established by Hutchinson Community College, and pursuant to the federal law 34 CFR 668.49(b), all currently enrolled students, campus employees and all prospective students and prospective employees of Hutchinson Community College are entitled to request and receive a copy of the Annual Campus Fire Safety Report.

The report contains statistics about the number of fires in on-campus housing, the cause of each fire, the number of injuries and deaths, and the value of property damaged. The report also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, future plans for fire safety improvements, and the institutions policies on appliances, smoking, open flames, and other potential hazards.

All students enrolled at Hutchinson Community College will receive notification through electronic mail and student portals featuring the exact website address for the current Fire Safety Report. Faculty and staff will also be notified electronically through the **HutchCC Emergency Alert** email system. Additional notices will be posted in common areas in campus buildings that are frequented by faculty, staff, students and visitors.

Copies of this report may be obtained in person from the HutchCC Campus Security Office or online at on the HutchCC website by visiting the Campus Safety & Compliance page.

You may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting Hutchinson Community College at (620)665-3500 or the HutchCC Campus Security Office at (620)665-3590 during normal business hours, 8AM -5PM, Monday thru Friday. Copies may also be requested from HutchCC Residence Life Office at (620)665-3322.

"NOTICE" OF THE ANNUAL CLERY CAMPUS SECURITY REPORT

In accordance with the guidelines established by Hutchinson Community College, and pursuant to the federal law identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the Annual Campus Security Policy and Campus Crime Statistics Report.

The report contains statistics about certain specified crimes and related incidents that have been reported to the Hutchinson Community College Campus Security Office and other Campus Security Authorities over the past three years. All incidents contained within the report have either occurred on-campus, in off-campus buildings, or on or near property owned or controlled by Hutchinson Community College.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline policies, campus security resources, community safety alerts, crime prevention, access to campus facilities and properties, missing student notification policies and personal safety tips.

HutchCC Campus Security encourages the reporting of all criminal offenses and campus safety and security concerns, and provides information in this report about how and to whom to report crimes.

All students enrolled at Hutchinson Community College will receive notification through electronic mail and online student portals featuring the exact website address for the current Campus Crime Report. Faculty, staff and Parents of students can receive additional information through the college website.

Copies of this report may be obtained in person from the Hutchinson Community College Campus Security Office or on-line on the HutchCC Website or you may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the HutchCC Campus Security Office during normal business hours, 8AM - 5PM, Monday thru Friday at (620)665-3590. Copies may also be requested from HutchCC Residence Life Office at (620)665-3322.

1. INTRODUCTION

The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education *Opportunity Act of 2008*.

The new law requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well as the number of injuries requiring treatment, the number of deaths and the value of property damage associated with each fire.

2. FIRE AND LIFE SAFETY PROGRAM

The health and safety of all college employees, students and visitors to our campus is of paramount importance to everyone working and learning at the college. This concern for safety mirrors the character and strength of the College's commitment to its academic mission.

Staff, faculty, students and visitors play an important role in assuring campus safety; they must do what they can to protect themselves and others within the university community and respond appropriately to all emergencies. Employees must avail themselves of information pertaining to the safe conduct of their work, regardless of setting. Students must also participate in fire and life safety programs and respect the safety of others.

The HutchCC Fire and Safety Program, which is made available to all faculty, staff, students and visitors, contains policies and procedures that, when implemented and maintained, will satisfy the code and legal obligations of the college, help satisfy insurance requirements, prevent loss of life, reduce injury and reduce property damage due to fire and fire related emergencies.

The program is based on state and local regulations, National Fire Protection Association guidelines and Safety Code requirements. The program provides roadmaps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety related training. This training is scheduled for all resident attendants each semester and is available to any campus department upon request.

To obtain a complete copy of the Hutchinson Community College Fire and Safety Program, please visit the HutchCC website.

3. FIRE SAFETY POLICY and STUDENT HOUSING INSPECTION

It is the practice and policy of Hutchinson Community College to provide a resident apartment lifestyle on campus that is safe, comfortable and conducive to an overall positive resident-life experience.

Inspections:

1. Inspections of all campus housing facilities will be conducted periodically to assess safety hazards, potential security problems, and overall sanitation and general repairs.
2. The College reserves the right to enter any on-campus housing unit or facility to search or inspect anytime. This includes times when residents may or may not be present.
3. Residents will be fined for any items of food stuffs left in their room/unit either after the resident clears campus, or after the resident vacates his/her housing unit for any reason, or after the end of every semester.
 - All electrical appliances must bear Underwriters Laboratory (UL) certification or an equivalent certification label. Due to limitations of the electrical systems in the residence apartments, microwave ovens may not operate satisfactorily, especially if operated with other electrical appliances.
 - Televisions, stereos, radios, desk lamps or electric blankets are permitted provided the total electrical requirements do not exceed the capability of the system and the equipment is in safe operating condition
 - No outside antennas of any type are permitted.
 - Christmas Trees represent a fire hazard, especially when decorated with lights: therefore, all Christmas Trees must be approved by housing supervision.

Possession of the following items are violations of Fire Safety Policy:

- Candles and Incense

- Any source of open flame
- Lighter Fluids/ Flammable Fuels
- Fireworks
- Space Heaters
- Open Faced Electrical Appliances
- Tanning Beds
- Halogen Lamps
- Sun Lamps
- Waterbeds
- Portable Air Conditioner

4. SMOKING POLICY

Smoking within the confines of a resident housing unit may be permitted in designated areas. Smoking in bed is prohibited. No smoking is allowed in any class room or public building.

5. FIRE SAFETY EQUIPMENT ABUSE

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misuse or tampering with sprinkler systems and other fire safety equipment is a violation of Texas law and the HutchCC Student Code of Conduct. Anyone unnecessarily setting off or tampering with a fire alarm system, sprinkler system or fire extinguisher will be subject to judicial action, financial responsibility and/or referral to the civil authorities for prosecution under Kansas law (or all three). Revocation of housing contracts, removal from the residence halls and loss of housing fees will also be considered.

6. FIRE ALARM and EVACUATION INSTRUCTIONS

It is the policy of HutchCC that upon activation of an automatic alarm, all campus community members will evacuate by the nearest exit.

Residents should immediately do the following when the fire alarm sounds:

- Put on coat and shoes when possible
- Close and lock your door and take your room key
- Take a large, damp bath towel with you if possible. If smoke is present, cover your mouth and nose.
- Evacuate the building using the most expedient method (Note: Do not use elevators)
- Proceed immediately and in an orderly manner to designated exits
- Avoid moving toward open flame or heavy smoke if possible
- In case of inclement weather, proceed to the lobby of the nearest building or residence hall
- Account for your friends and roommates
- Follow instructions from all emergency personnel, including fireman and campus security
- Do not re-enter the building until the "all clear" is sounded

7. FAILURE TO EVACUATE

Failure to evacuate the building during a fire alarm can cause harm to the individual as well as fire safety personnel if a rescue is needed. Failure to evacuate during a fire alarm will result in judicial action, possible monetary fines, and could result in arrest for violation of applicable laws.

8. FIRE DRILLS

For the protection and safety of residents, **three** fire drills are held every year. Please read the fire safety information posted in the student housing manual and become familiar with evacuation routes. Cooperation is expected at all times. All individuals must evacuate immediately when an alarm sounds. Failure to comply will result in judicial proceedings and possibly monetary assessment or revocation of housing privileges.

9. DID YOU KNOW?

Between 2004-2008 U.S. fire departments responded to an estimated annual average of 3,800 structure fires in dormitories, fraternities, sororities, and barracks that resulted in 7 civilian deaths, 54 civilian fire injuries, and \$29.4 million in direct property damage, annually. These fires were most common during the evening hours between 5 p.m. and 11 p.m., and on weekends. The leading causes of these fires were **smoking, cooking accidents, improper trash disposal, and malfunctioning heating and electrical equipment.**

(Source: U.S. Fire Administration Nation Fire Incident reporting System)

For more information about College Campus Fire Safety, including national statistics and fire safety tips, please visit the following websites:

<http://www.nfpa.org>

<http://www.nfpa.org/assets/files//PDF/Public%20Education/Campussafety.pdf>

<http://www.usfa.dhs.gov>

10. SAFETY EDUCATION PROGRAM

Every semester HutchCC implements the “Have an Exit Strategy” Program. The fire service and college community responsibility is three-fold.

1. To educate the students, staff, and public on the message of self-awareness and self-responsibility.
2. To educate management and staff of all types of facilities and their responsibilities in maintaining fire safe occupancies.
3. To inspect and enforce fire safety requirements.

These three responsibilities are our part of the covenant when attempting to place the self-responsibility on the individual.

PARTICIPANTS

- Administration
- Student Government Association
- HutchCC sanctioned “Social Organizations”
- Residence Life
- Local Fire Safety Officials
- Other local groups deemed appropriate by the Fire Marshal

For more information about the Fire Safety Education Program visit: <http://www.haveanexitstrategy.com>

11. TO REPORT A FIRE

HutchCC is required by law to disclose statistical data on all fires that occur in “on campus” student housing facilities. Listed below are the emergency and non-emergency numbers to call to report a fire that is occurring or has occurred please contact one of the following:

Fire Emergency ----- 911
 HutchCC Campus Security ----- (620)665-3379
 HutchCC Director of Residence Life ----- (620)665-3322

12. FUTURE IMPROVEMENTS IN FIRE SAFETY

HutchCC is in the process of adopting the National Incident Management System (NIMS). The adoption of NIMS will improve the college’s response to emergencies.

2015 Student Safety Systems

Building & Address	Elland Hall & Suites at 1501 N. Ford	Kent Hall at 1521 N. Ford	Dragons’ Landing 1 Apartments at 701-719 of 14th Terrace	Dragons’ Landing 2 Apartments at 1300-1310 Plaza Way
Fire Alarm Systems	X	X	X	X
Audible Alert	X	X		
Strobe Alert	X	X		
Smoke Detection Services	X	X	X	X
Pull Station	X	X		
Fire Doors	X	X		
Fire Extinguisher	X	X	X	X
Fire Drills Conducted per Semester	1	1	1	1
Total Annual Fire Drills	3	3	3	3

2015 Fire Statistics

Building & Address	Elland Hall & Suites at 1501 N. Ford	Kent Hall at 1521 N. Ford	Dragons’ Landing 1 Apartments at 701-719 of 14th Terrace	Dragons’ Landing 2 Apartments at 1300-1310 Plaza Way
Total Fires	0	0	0	0
Injuries	0	0	0	0
Death	0	0	0	0
Value of Loss	0	0	0	0

13. FIRE LOG

HutchCC maintains a “Fire Log” for public inspection. The log includes the date a fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The log is located at the HutchCC Campus Security Office.