2014 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 HCC web site.
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A Message from Security

Welcome to Hutchinson Community College!

As an organization, the Hutchinson Community College (HCC) 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 at http://www2.ed.gov/admins/lead/safety/campus.html

The HCC Security Office prepares this report to comply with the Clery Act. This report is prepared 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 2014 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 HCC Office at (620) 694-2411.

Respectfully,

Steve Dunmire

Steve Dunmire
Lead Security Officer
Emergencies ........................................... 911
HCC Security ............................................. (620) 694-2411
Student Services ....................................... (620) 665-3377
Director of Resident Life ......................... (620) 665-3322
Student Counseling Services .................... (620) 665-3377
Equity & Compliance ................................ (620) 665-3512
Maintenance Service ............................... (620) 665-3597
Reno County Sheriff’s Office ...................... (620) 694-2735
Hutchinson Police Department .................... (620) 694-2819
Kansas Highway Patrol ............................ (785) 296-6800
KBI .......................................................... (316) 337-6100
Hutchinson Fire Department ...................... (620) 694-2871
Preparing the Annual Security Report

The Hutchinson Community College 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 the HCC 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.

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 Security office or the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act view the report online or by contacting the HCC Security Office at (620) 694-2411. This information is also available at the HCC 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. It is available for review at the Campus Security Office.

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 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, and illegal weapons possession. Although the Clery Act mandates timely warnings only for Clery crimes, HCC will also issue warnings for serious threats such as kidnapping on campus, an Amber Alert, etc.

HCC Timely Notifications 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 HCC Chief of Security 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 an ongoing threat.

If the Security are 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 HCC Emergency Notification System (SMS), HCC 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 the HCC Security Office at (620) 694-2411.

Other efforts to alert the college community in a timely manner about campus crimes and related issues, also include a campus crime log maintained at each campus location.

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 HCC Security Office. Circumstances for the decision will be included and posted.
DISCLOSURE of CRIME STATISTICS

The HCC 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 HCC 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 HCC Security Office by calling (620)694-2411.

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 the college Security Office. The college community is encouraged to report all crimes and public safety related incidents to the college Security office 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 HCC 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 the HCC Security Office at (620) 694-2411 (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 the Security Office. In addition you may report a crime to the following areas:

Director of Residence Life………………………………………………………………………(620) 665-3322
Vice-President of Student Services…………………………………………………………………(620) 665-3579
Coordinator of Equity and Compliance (Title IX/Affirmative Action/EEO)…………………(620) 665-3512
Student Counseling Services………………………………………………………………………..(620) 665-3377

CONFIDENTIAL REPORTING PROCEDURES

The Hutchinson Community College Security Office encourages anyone who is a victim or witness to a crime, to promptly report the incident to the HCC Security. If you are the victim of a crime and do not want to pursue action within the HCC System or criminal justice system, you may still want to consider
making a confidential report at the following numbers. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

HCC Security Office .................................................................(620) 694-2411
Student Counseling Services .................................................................(620) 665-3377
Vice-President of Student Services .................................................................(620) 665-3579
Director of Residence Life ...........................................................................(620) 665-3322
Coordinator of Equity and Compliance (Title IX/Affirmative Action/EEO) ............(620) 665-3512

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. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

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**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.

The HCC Security Office upon request, will prepare a security survey of the facility to determine security coverage and appropriate access control.

**Maintenance:**
The Physical Plant Department at HCC maintains the buildings, grounds, utility systems, and custodial services at each HCC 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 their Physical Plant Office.

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 Physical Plant 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 Student Services and/or Resident Life office(s). 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 SECURITY**

The HCC 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.

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 the College 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 the college Security office 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.

HCC Emergency.......................................................... 911
HCC Campus Security......................................................(620) 694-2411

**COUNSELORS and CONFIDENTIAL CRIME 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.

HCC has no pastoral counselors, but does employ professional counselors. A professional counselor is defined as “An employee of an institution whose official responsibilities include providing psychological
counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**SECURITY AWARENESS and CRIME PREVENTION PROGRAMS**

Every semester the Hutchinson Community College 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 HCC. 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 HCC Security Office does monitor off-campus sponsored events and property that is leased, rented or otherwise under the control of HCC.

In addition, when a HCC student is involved in an off-campus offense, HCC 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 CRF 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 HCC 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 HCC Alcohol Policy for anyone to consume or possess alcohol on HCC 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.

HCC 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 HCC 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 (rape) is a nonconsensual sexual act, in which the perpetrator uses force, manipulation or coercion. It is an act of aggression, violence, and power. 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.

Victims of sexual assault, or persons who have information regarding a sexual assault, are strongly encouraged to report the incident to the HCC Security Office immediately, as well as HCC's Coordinator of Equity and Compliance. It is the policy of the college to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with state and federal guidelines, including regulations issued by the U.S. Department of Education (Office of Civil Rights) and the U.S. Department of Justice.

The HCC Security Office is a member of RAINN (Rape, Abuse & Incest National Network) which is the nation's largest anti-sexual violence organization. RAINN operates the National Sexual Assault Hotline at 1.800.656.HOPE and the National Sexual Assault Online Hotline at rainn.org, and publicizes the hotlines' free, confidential services; educates the public about sexual violence; and leads national efforts to prevent sexual violence, improve services to victims and ensure that rapists are brought to justice.

The confidentiality of all information and reports of sexual assault are maintained in accordance with state and federal guidelines, including regulations issued by the U.S. Department of Education (Office of Civil Rights) and the U.S. Department of Justice. The 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 College, if so desired, so that they may receive potential physical, emotional, or academic assistance. Counseling assistance, as well as information regarding victim rights and response options, are available through the HCC Student Counseling Services and through the HCC Office of Equity and Compliance. If requested, either of these departments will assist the victim in contacting the HCC Security Office or the appropriate law enforcement agency.

If you are the victim of a sexual assault:
Any student who becomes the victim of a sexual assault should report the incident to the HCC Security Office, the Coordinator of Equity and Compliance (aka Title IX Coordinator), Student Counseling Services, or any responsible employee (as so designated by HCC Policy) as soon as possible.

Procedures to follow:
- Dial: 911
- Seek Medical Attention
- HCC Security
- Do not throw any evidence of the crime away
- Leave the crime scene as it is
- Do not clean up the crime scene
- Do not shower or bathe
- Do not change clothes or wash the clothing

Medical Services:
Medical facilities that are capable to render a sexual assault examination for the campus are available at:
Academic Schedule
Students who report that they are the victim of an alleged sexual offense may request, through the Coordinator of Equity and Compliance, a change in their academic class schedule. This request shall be accommodated, providing the appropriate class sections are available.

Housing Students
Students, who report that they are the victim of an alleged sexual offense and reside in student housing, may at their discretion request that the HCC Coordinator of Equity and Compliance consult the HCC Director of Residence Life regarding a change to their on-campus residence assignment for security purposes. The Director of Residence Life, in conjunction with the Coordinator of Equity and Compliance, shall make all reasonable efforts to accommodate the student based on the availability of housing units.

Sanctions for Sexual Assault Violations
Violators of any criminal offense, including sexual assault, shall be dealt with in accordance with the disciplinary process as outlined in HCC Policy. Sanctions following an appropriate investigation and/or disciplinary hearing shall include up to expulsion from the college or termination of employment. Disciplinary procedures shall proceed regardless of possible or pending criminal actions.

Accuser (aka complainant and/or victim) and accused (aka respondent) are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the complainant and the respondent will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Sanctions that are available for cases involving sexual offenses are addressed in HCC Policy.

ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

HCC 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, HCC will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

HCC, in accordance with federal and state regulations, will disclose to the alleged victim of a sexual offense, the result of any related investigation and/or disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. In the event that the alleged victim is deceased, HCC will provide the results of any investigation and/or hearing to the victim’s next of kin.
SEX OFFENDER REGISTRATION

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at an institution of higher learning. The law further requires state law enforcement authorities, in this case the Kansas Bureau of Investigation (KBI), to provide Hutchinson Community College with a list of registered sex offenders who have indicated that they are enrolled or employed at the College and that the College then inform the campus community of the existence and availability of that list for public review.

Hutchinson Community College reserves the right to limit enrollment or the activities of students who are registered sex offenders. The College requires offenders who are required to register with law enforcement authorities to also register with the College Registrar prior to the start of that student's first class at the College following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

Students who fail to comply with this policy may be subject to disciplinary action including but not limited to cancellation of current classes, probation, suspension, or expulsion from school. Employees who fail to comply with the policy may be subject to dismissal. A list of all students and employees who have registered as sex offenders with the College is available at the Hutchinson Community College Security Office, the College Records Office, and the Office of the Coordinator of Equity and Compliance.

For additional information regarding the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act visit [http://www.accesskansas.org/kbi/ro.shtml](http://www.accesskansas.org/kbi/ro.shtml).

EMERGENCY NOTIFICATION 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 designee 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 involving an immediate threat to the health or safety of students or employees occurring on campus 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 HCC 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.

An Emergency Notification is triggered by an event that is currently occurring on or imminently threatening the campus.

In the event of an actual emergency, the HCC 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 HCC Crisis Management Team will also employ the emergency siren system, campus posters, college website notices, and other methods of notification.

Confirmation of Emergency:
The HCC Security, and when applicable, members of the HCC 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 the campus Security office 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 news reports.

Procedures for Testing Emergency Response and Evacuation:
The HCC 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 HCC Security Office 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 the HCC 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 HCC Security Office, the IT Department, members of the Crisis Management Team, and the Director of Resident 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. HCC 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, HCC Security, Resident Life and HCC 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 HCC, 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.

Members of the college Crisis Management Team include:

- HCC Security Office .................................................................(620) 694-2411
- President of the College.............................................................(620) 665-3506
- Vice President of Student Services ...........................................(620) 665-3579
- Vice President of Academic Affairs .........................................(620) 665-3508
- Information Technology Department .......................................(620) 665-3523
- Office of Public Information.......................................................(620) 665-3526

In an emergency situation time is of the essence. Report all emergencies to the HCC Security at (620) 694-2411.

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 HCC 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: Tornados 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) 694-2411 to report tornado sighting to the HCC 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 tornados 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.

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**CRIME LOG**

The HCC Security Office maintains a crime log at each campus, and includes summary information about crimes and reports taken by the college 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 HCC Office. Also, log entries older than 60 days can be obtained by request within 2 business days of request.

Anyone with information warranting a timely warning should report the circumstances to the HCC Security by telephone at (620) 694-2411.

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**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 the HCC Security Office at (620) 694-2411. HCC Security will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the HCC Security determine that the student is missing and has been missing for more than 24 hours, HCC 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 HCC in the event the student is determined to be missing for more than 24 hours. On campus students may also contact the Director of Resident 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 HCC 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. HCC employees will be admitted into a building after hours, on weekends and during holidays and the authorized HCC 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 the HCC Security may request to see a HCC Identification Card. Upon this request a HCC Identification Card must be produced. If a person does not have authorized access, the HCC 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 HCC apartments will be secured through a specialized key process that is issued only by the HCC Resident Life Office.

LOST AND FOUND

Lost and found items are turned over to the college 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.

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.

Sex Offenses, Forcible - any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

- **Forcible Rape** is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

- **Forcible Sodomy** is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving
consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

Sex Offenses, Non-forcible - incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

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

Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Robbery - 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. 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.

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 Crimes - 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, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Categories of bias are:
**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, whites).

**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.

**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).

**Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

**Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**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.

**Drug Law 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.

**Weapons Law Violations** - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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**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

<table>
<thead>
<tr>
<th><strong>ARRESTS - ON CAMPUS</strong></th>
<th>2012</th>
<th>2013</th>
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<tr>
<td>Drug law violations</td>
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<td>17</td>
<td>9</td>
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<tr>
<td>Liquor law violations</td>
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- Hutchinson Police issued a summons or arrested a student for violations of laws pertaining to possession of marijuana in these instances.

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<th><strong>ARRESTS - ON CAMPUS RESIDENCE HALLS</strong></th>
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<th>2014</th>
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<tr>
<td>Drug law violations</td>
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<td>Liquor law violations</td>
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<th><strong>CRIMINAL OFFENSES - ON CAMPUS</strong></th>
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<th>2013</th>
<th>2014</th>
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<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
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<tr>
<td>Sex offenses - Forcible</td>
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<td>0</td>
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<tr>
<td>Sex offenses - Non-forcible (incest &amp; statutory rape only)</td>
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<tr>
<td>Robbery</td>
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<td>1</td>
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<tr>
<td>Burglary</td>
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<td>8</td>
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<td>Motor vehicle theft</td>
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<td>CRIMINAL OFFENSES - ON CAMPUS RESIDENCE HALLS</td>
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<td>Arson</td>
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</table>

- Residence halls are a subset of On Campus statistics
- The crime data reported by the institutions have not been subjected to independent verification by the US Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
- These data do not include incidents that: (a) took place off campus on public property immediately adjacent to and accessible from the Campus; (b) took place on a non-campus building or property owned or controlled by a student organization that is officially recognized by the institution; or (c) incidents at buildings/property owned or controlled by an institution but is not contiguous to the institution. For further information, see http://ope.ed.gov/security.
Annual Fire Safety Report on Student Housing
Higher Education Campus Fire Safety Standards and Measures

HCC Security Office

The Fire Safety Report
Is Published Annually By:

HCC Security Office
Hutchinson Community College
1300 N. Plum
Hutchinson, KS 67501

Steve Dunmire
Lead Security Officer
(620) 694-2411
dunmires@hutchcc.edu
"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 HCC 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 HCC Security Office or on-line at the Security Office's website under the link "Annual Fire Report" located on the HCC website.
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 HCC Security Office at (620) 694-2411 during normal business hours, 8AM -5PM, Monday thru Friday. Copies may also be requested from HCC Resident Life (Student Housing) 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 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.

The HCC Security Office 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 Security Office or on-line on the HCC Website or you may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the HCC Security Office during normal business hours, 8AM -5PM, Monday thru Friday at (620) 694-2411. Copies may also be requested from HCC Resident Life at (620) 665-3322.

1. INTRODUCTION


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 HCCs 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 HCC 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 HCC 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 HCC 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 HCC 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 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 HCC 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
- HCC sanctioned “Social Organizations”
- Resident Life (Student Housing)
• 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
HCC 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
HCC Security Office .................................................................................................(620) 694-2411
HCC Resident Life Office .........................................................................................(620) 665-3322

12. FUTURE IMPROVEMENTS IN FIRE SAFETY
HCC is in the process of adopting the National Incident Management System (NIMS). The adoption of NIMS will improve the college’s response to emergencies.

2011

STUDENT HOUSING SAFETY SYSTEMS

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2014 FIRE STATISTICS

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13. FIRE LOG
HCC 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 HCC Security Office.