



# 2023 ANNUAL REPORT

2020/2021/2022



# What is the Annual Security Report?



**Williams Technical College prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Clery Act. The full text of this report is located within the campus with the Campus President. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest and referral statistics include those reported to Williams Technical College, designated campus officials, and local law enforcement agencies.**

WTC make a text message notification all enrolled students, faculty, and staff that provide the steps to access this report. Copies of the Notice of Annual Security Report Availability and the report are located online, by verbal and/or written request. Copies of the full report may also be requested from the Administrative Assistant of Campus President.

The information that follows addresses Williams Technical College's policies and procedures that are related to Clery Act compliance.

## **Basic Campus Security**

Williams Technical College is committed to providing a safe and secure environment. All visitors must check in at the front desk before going anywhere on the campus. The personnel of this department are empowered to enforce Williams Technical regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Williams Technical College will press charges against the criminal violators.

# The Clery Act of 1990

The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance is provided by the building manager. Only the building manager, maintenance and authorized WTC staff and the building manager have keys for the school, offices and classrooms.

The Clery Act requires that WTC publish and follows basic procedures outlined below:

- Collect, classify, and count crime reports and statistics
- Disclose missing student notification procedures, when applicable
- Disclose procedures for institutional disciplinary actions
- Keep a daily crime log, when applicable
- Publish and Annual Security Report no later than October 1
- Submit a crime and fire statistics to the Department, when applicable
- Provide educational programs and campaigns
- Disclose fire safety information when applicable



The murder of Jeanne Clery occurred in 1986 in Bethlehem, Pennsylvania at Lehigh University. Clery, who was a freshman at the time of her death, was raped and killed in her campus dormitory. Clery's parents, who believed the University had failed to share vital information with its students regarding campus safety, campaigned for legislative reform for several years following their daughter's death. [https://en.wikipedia.org/wiki/Murder\\_of\\_Jeanne\\_Clery](https://en.wikipedia.org/wiki/Murder_of_Jeanne_Clery)



Under the Clery Act, a school must report to the Department and disclose in its Annual Security Report statistics for three most recently completed calendar years. Institutions also must submit their crime statistics to the Department as part of the annual data collection and survey, including the number of each of the following crimes listed along with the definitions of each criminal activity

# Part 1: Clery Crimes & Reporting

## Clery Act Crime Categories & Definitions

The Clery Act requires institutions to disclose three general categories of crime statistics:

**Criminal Offenses**—Criminal Homicide, including a) Murder and Non-Negligent Manslaughter, and b) Negligent Manslaughter; Sex Offenses including a) Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

**Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property<sup>1</sup> that were motivated by bias; and Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations, and Liquor Law Violations.

## Criminal Offenses

**1. Criminal Homicide.** These offenses are separated into two categories: Murder and Non-Negligent Manslaughter, and Negligent Manslaughter.

**a) Murder and Non-Negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.

**b) Negligent Manslaughter** is defined as the killing of another person through gross negligence.

**2. Sex Offenses.** Sex offenses are separated into two categories: forcible and non-forcible. Includes attempted sex offenses but does not include in any sex offenses other than the four types of Forcible Sex Offenses and the two types of Non-Forcible Sex Offenses.

**a) Sex Offenses**—Forcible is defined as 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.

### Here 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. If force was used or threatened, classify the crime as forcible rape regardless of the age of the victim. If no force or threat of force was used and the victim was under the statutory age of consent, classify the crime as statutory rape. The ability of the victim to give consent must be a professional determination by a law enforcement agency.

# Part 1: Clery Crimes & Reporting

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

Non-forcible is defined as unlawful, non-forcible sexual intercourse. There are two types of Non-

## **Forcible Sex Offenses:**

**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.

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

**Aggravated Assault.** Aggravated assault is 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.

# Part 1: Clery Crimes & Reporting

**Burglary.** Burglary is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft.** Motor vehicle theft is the theft or attempted theft of a motor vehicle, to include; Theft of any self-propelled vehicle that runs on land surface and not on rails, such as: sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category.

**Arson.** Arson is 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.

**The VAWA** requires institutions to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies.

**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 with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**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 by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Sexual Assault:** This is an umbrella term that encompasses any form of unwanted or involuntary touching or penetration of intimate body parts, by a person of the same or opposite sex. This includes being forced to touch someone else. "Unwanted or involuntary" sexual contact is without consent; including the use of threats, intimidation, coercion, or physical force; or with those who are unable to give consent; either because of their age or because they are physically helpless, mentally incapacitated, or intoxicated.



# Part 1: Clery Crimes & Reporting

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

## Hate Crimes Categories & Definitions

The second category of statistics you must disclose after criminal offenses is hate crimes. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Although there are many possible categories of bias, under Clery, only the following six categories are reported:

**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.

**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.

# Part 1: Clery Crimes & Reporting

The VAWA revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories; 5 Gender Identity hate crimes are those criminal offenses committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a person's sexual orientation. This includes homosexuality, bisexuality, transsexualism and cross-dressing.

National Origin hate crimes are criminal offenses committed against a person, property, or society that are motivated, in whole or in part, by the offender's bias against a race, ethnicity/national origin, or because the victim is or appears to be from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin crimes can also arise because of marriage, association with a person of a certain national origin, or because of their connection with an ethnic organization or group.

Ethnicity. A preformed negative opinion or altitude toward a group of persons of the same race who share common or similar traits, languages, customs and traditions.

For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias.

## 1. Categories of hate crime offenses Group A

- Murder and Non-negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses Robbery
- Aggravated assault Burglary
- Motor vehicle theft Arson

## 2. Group B

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

The offenses in Group A include all of the Clery Act offenses discussed earlier (with the exception of Negligent Manslaughter and Weapons: Carrying, Possessing, Etc., Drug Abuse Violations, and Liquor Law Violations which cannot be classified as hate crimes). In addition to those offenses, the Group B offenses, i.e., larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, should only be included in your Clery statistics if they are hating crimes.



# Part 1: Clery Crimes & Reporting

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

Simple Assault is 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 is 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 is 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.

Arrests & Disciplinary Referrals for Violation of Weapons, Drug & Liquor Laws Categories & Definitions  
The third category of crime statistics you must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

Weapons: Carrying, Possessing, Etc., is defined as 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 are defined as 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 the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations are defined as 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.

# Part 1: Clery Crimes & Reporting

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Campus Security Authorities:  
Your CSA is Dr. Yokesha Greene,  
Email Address:  
Ygreene@williamstechnicalcollege.com  
Phone Number: 985-262-4685

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Campus President's (who serves as the Campus Security Authority, CSA), Office. If the crime has been committed when the school is closed, it should be reported to the Campus Director's office as soon as possible after school is open. In addition to reporting the crime to the Campus Director's office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus President will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Campus President's office are included in the annual campus crime statistics. In addition, the school requests from the local Sheriff's Department crime information not reported to the Campus President's office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. 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. Reports filed in this manner are included in the annual crime statistics for the school.

# Part II: Clery Geography

In the Annual Security Report, institutions are required to record crimes by location. As explained below, the three categories of locations subject to reporting are: on campus, non-campus buildings or property, or public property.

## **Definitions of Geography**

**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.

**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. WTC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

**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. WTC does not own any non-campus buildings or property.



# Part III: Reporting, Procedures, Policy , & Notification of Requirements

Institutions must publish and disseminate an Annual Security Report by October 1 of each year as well as a Fire Safety Report. The required contents of those reports, along with related notification, procedures, and policy requirements are discussed in this section.

## **The Annual Security Report**

The Annual Security Report are implemented by the following individual, Dr. Yokesha Greene, CSR

The following are the required contents of the Annual Security Report.

Policies regarding alcoholic beverages, underage drinking laws, and illegal drugs

Drug Abuse Violations are defined as 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 the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs.

Liquor Law Violations are defined as 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.

Any student found in violation of the liquor law and or drug abuse violations on campus grounds will be immediately withdrawn from the institution.

Programs on Substance Abuse

Williams Technical College Wellness Platform provides informational programs and prevention services for students. These services include:

- A social norms media campaign containing a variety of harm reduction messages appear in a variety of print, digital and social media platforms.
- Wellness Promotion staff provides presentations to orientation classes and student groups as needed.
- An electronic document is given to all WTC students regarding the effects of Drug and Alcohol Abuse

# Part III: Reporting, Procedures, Policy , & Notification of Requirements

## How Drug Use Affects Your Health

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol.

A pregnant woman who uses alcohol, cigarettes, or other drugs exposes her fetus to serious risks, including miscarriage, low birth weight, and brain damage.

Substance abuse may involve controlled substances, illegal drugs, and alcohol—all of which pose a health risk.

When drugs are used in combination with each other, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken on their own.

Alcohol is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol significantly impair the judgment and coordination required to drive a car, increasing the chances of having an accident. Consumption of alcohol may be a factor in the incidence of aggressive crimes, including rape and domestic abuse. Moderate to large amounts of alcohol severely impair your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

It can cause confusion, anxiety, lung damage and abnormalities of the hormonal and reproductive system. Hours after the feeling of getting high fades, the effects of the drug on coordination and judgment remain, heightening the risk of driving or performing other complex tasks. Cannabis, a fat-soluble substance, may remain in the body for weeks, and an overdose can cause paranoia, panic attacks or psychiatric problems.

Club Drugs refers to a wide variety of drugs including MDMA (Ecstasy), GHB, Rohypnol, ketamine, methamphetamine, and LSD, and are often used at raves, dance clubs, and bars. No club drug is safe due to variations in purity, potency, and concentration, and they can cause serious health problems or death. They have even more serious consequences when mixed with alcohol.

Depressants such as barbiturates, Valium and other benzodiazepines, Quaaludes and other depressants cause disorientation, slurred speech and other behaviors associated with drunkenness. The effects of an overdose of depressants range from shallow breathing, clammy skin, dilated pupils and weak and rapid pulse to coma and death.

Hallucinogens such as LSD, MDA, PCP (angel dust), mescaline and peyote can cause powerful distortions in perception and thinking. Intense and unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma and death.

# Part III: Reporting, Procedures, Policy , & Notification of Requirements

Narcotics like heroin, codeine, morphine, methadone, and opium cause such negative effects as anxiety, mood swings, nausea, confusion, constipation, and respiratory depression. Overdose may lead to convulsions, coma, and death. The risk of being infected with HIV/AIDS or other diseases increases significantly if you inject drugs and share needles, and there is a high likelihood of developing a physical and psychological dependence on these drugs.

Stimulants – cocaine, amphetamines, and others – can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness, and hallucinations. Cocaine and crack cocaine are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

Tobacco, with its active ingredient nicotine, increases heart rate and raises blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. Carbon monoxide in cigarette smoke can promote arteriosclerosis, and long-term effects of smoking include emphysema, chronic bronchitis, heart disease, and lung cancer.

## **Programs to prevent dating violence, domestic violence, sexual assault and stalking and the procedures institutions will follow when such crimes are reported.**

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school as well as prevention programs. These services include

- A social norms media campaign containing a variety of harm reduction messages appear in a variety of print, digital and social media platforms.
- Wellness Promotion staff provides presentations to orientation classes and student groups as needed.
- An electronic video is shown to all incoming employees and students during orientation processes.

## **Information regarding sex offenders**

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.



# Part III: Reporting, Procedures, Policy , & Notification of Requirements

## **Descriptions of emergency response and evaluation procedures**

### Emergency Response and Evacuation Procedures

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises.

### **Emergency Evacuation**

#### I. Fire Alarm

- To activate a fire alarm box pull down the handle.
- This is the preferred method because the alarm alerts others in the facility and alerts the local emergency response team.

#### II. Emergency Phone Number (911)

Give your name, location, and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

#### III. Personnel with delayed evacuation permission

This policy is to evacuate immediately when an alarm is sounded. Williams Technical College does not have personnel who may delay evacuation.

#### IV. Responsibility for communicating emergencies

All staff has the responsibility of communicating the initial alarm vocally and or using Page All on the communications systems to alert everyone of the emergency.

#### V. Staff must account for all students

Each instructor must take the role of ensuring that all students are counted. In the event all residents are not accounted for, staff shall communicate this information to local authorities.

#### A. General Procedure in the Event of Fire

1. When an alarm sounds:
  - Do not stop for valuables or to get a coat
  - If possible, to complete safety as you leave:
    - Shut off electrical appliances
    - Leave lights on
    - Close doors and windows
  - If you lock your door, take your keys with you.
  - Alert others around you
  - Assist any special needs people in evacuating.

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# Part III: Reporting, Procedures, Policy , & Notification of Requirements

- When evacuating WALK, never run, and keep to the right of the hallways.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building to allow room for the firefighters and their equipment.
- Look for others who work with you to insure everyone has evacuated.
- Give any information about the fire or about persons who might still be in the building to the Fire Department and Police Department.
- Do not re-enter the building for any reason until told to do so by the Fire Department or Police Department.

## **2. If you cannot leave because all exits are obstructed:**

- Crawl or stay low to the floor where there is cleaner and cooler air.
- Get to a phone, dial 911 and let someone know where you are.
- Keep calm. A fire may be hot, noisy, and generally overwhelming, but your best weapon is a composed and logical approach.
- Assume there is a fire when the alarm sounds. Take it seriously.
- Do not call the Police Department or Fire Department to ascertain if there is a real fire.
- Do not use the elevator. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageways to an adjacent building. (if applicable)
- Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet or rug over the victim.
- Leave the building. This includes lobby areas. Not doing so is considered interference with firefighting operations.

## **3. Other Considerations:**

Horizontal evacuation generally means to move on the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather and avoid descending over stairs. Hence, this method is of primary importance for people with disabilities. For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually this means smoke or fire doors or perhaps a fire wall. The terms fire doors and smoke doors are synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heavier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door.

# Part III: Reporting, Procedures, Policy , & Notification of Requirements

Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken or improperly working doors, a fire hose or other objects holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

## **A. Evacuation of persons with disabilities**

We will use horizontal evacuation whenever possible. Refer to floor plans for possible routes. If horizontal evacuation is not possible, staff will assist disabled individuals to the nearest enclosed stairway that is free from smoke and tell the person to remain there until help arrives.

## **B. Evacuation in the event of a bomb threat**

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or have other medical problems. Others should exit via the stairwells (if possible) to expedite evacuation. Please follow the directions of supervisory **personnel during this situation.**

## **C. Evacuation in the event of an explosion**

If an explosion occurs, use the Fire Evacuation Procedure.

*NOTE: The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because it is an unusual item in an area you are very familiar with, do NOT touch it! Report it to the Police Department or Fire Department personnel. Be prepared to describe the item and its location.*

## **Missing Persons Notifications, Policies and Procedures:**

If an institution maintains on-campus housing, the institution must establish a mission student notification policy and include a description of the policy in its Annual Security Report. WTC does not offer on campus housing.

# Campus Crime Statistics



## Campus Crime Statistics

Williams Technical College Campus Crime Statistics									
Offense	On Campus			Non-Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Criminal Homicide									
• Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0
• Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses									
• Rape	0	0	0	0	0	0	0	0	0
• Fondling	0	0	0	0	0	0	0	0	0
• Incest	0	0	0	0	0	0	0	0	0
• Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests and referrals for disciplinary actions									
• Liquor law violations	0	0	0	0	0	0	0	0	0
• Drug law violations	0	0	0	0	0	0	0	0	0
• Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for liquor law violations	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for drug law violations	0	0	0	0	0	0	0	0	0
• Persons referred for campus disciplinary action for illegal weapons possession	0	0	0	0	0	0	0	0	0
Hate Crimes									

# Campus Crime Statistics



• Larceny-theft	0	0	0	0	0	0	0	0	1
• Simple Assault	0	0	0	0	0	0	0	0	0
• Intimidation	0	0	0	0	0	0	0	0	0
• Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
• Dating Violence	0	0	0	0	0	0	0	0	0
• Domestic Violence	0	0	0	0	0	0	0	0	0
• Stalking	0	0	0	0	0	0	0	0	0

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Policies regarding procedures for reporting criminal actions or other emergencies on campus**

In the event there is criminal activity or another emergency on campus, students must complete the following Voluntarily and Confidentially report located at Campus Security — Williams Technical College ([www.williamstechnicalcollege.com](http://www.williamstechnicalcollege.com)). This online form is generated and automatically forwarded to Campus President. Or a student may print the form and submit it directly to the Campus President/CSA (Dr. Greene, [ygreene@williamstechnicalcollege.com](mailto:ygreene@williamstechnicalcollege.com) or 985-262-4685). Students may complete an Anonymous Tip Information form on the WTC website Campus Security — Williams Technical College ([www.williamstechnicalcollege.com](http://www.williamstechnicalcollege.com)).

## **Policies on the security of and access to campus facilities**

Active students have access to student facilities by entering the front door of the Atrium lobby. Each student may enter the Atrium lobby at 7 AM Monday- Friday. To enter the campus of WTC, students must enter a password code to enter the campus. The password is changed monthly, and it must be given to each student as the password changes.

## **Policies on enforcement authority of security personnel; working relationships, of campus security personnel with State and local police agencies; accurate and prompt reporting of crimes; pastoral professional counselors**

WTC encourages all students to report all crimes and other emergencies to the local police department in a timely manner. The Campus President will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Campus President's office are included in the annual campus crime statistics. In addition, the school requests from the local Sheriff's Department that crime information not be reported to the Campus President's office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an ongoing threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. 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. Reports filed in this manner are included in the annual crime statistics for the school.

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by WTC to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, WTC encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.



# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Programs on campus security procedures and practices**

- A social norms media campaign containing a variety of harm reduction messages appears in a variety of print, digital and social media platforms.
- Wellness Promotion staff provides presentations to orientation classes and student groups as needed.
- An electronic document is given to all WTC students regarding the effects of Drug and Alcohol Abuse

## **Policies Regarding Law Enforcement**

### **Reporting a Crime**

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school-sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Campus President's Office. If the crime has been committed when the school is closed, it should be reported to the Campus Director's office as soon as possible after school is open. In addition to reporting the crime to the Campus President's office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have the authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Campus Director's office are included in the annual campus crime statistics. In addition, the school requests from the local Sheriff's Department that crime information not reported to the Campus Director's office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. 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. Reports filed in this manner are included in the annual crime statistics for the school.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

- A social norms media campaign containing a variety of harm reduction messages appears in a variety of print, digital and social media platforms.
- Wellness Promotion staff provides presentations to orientation classes and student groups as needed.
- An electronic document is given to all WTC students regarding the effects of Drug and Alcohol Abuse

WTC does not condone or allow the sell, use, or possession of alcoholic beverages and illegal drugs. The school has a zero-tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school properly and disciplinary action will be taken.

## **Accused and Accuser**

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus President's Office should be contacted should one wish to file a complaint. Also, note that in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic situation. The following is a list of contacts and steps that can be taken in event of an assault:

### **Contact any of the following authorities, 24 hours a day:**

#### **Dial 911**

Report emergencies or non-emergency criminal violations from a public, school building phone or cell phone

#### **Off-Campus Police Departments**

Houma Police Department  
500 Honduras Street Houma, LA  
985-873-6371

Terrebonne Parish Sheriff's Office  
7856 Main Street Courthouse Annex Suite 121 Houma, LA 70360  
985-876-2500

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## Anonymous Tip Lines

Report information about a crime anonymously Report information about illegal activities

[http://www.houmapd.com/?p=cit\\_complaint](http://www.houmapd.com/?p=cit_complaint)

[www.williamstechnicalcollege.com](http://www.williamstechnicalcollege.com)

Any suspicious activity or person(s) seen in the parking lots loitering around vehicles, inside buildings should be reported. Crimes should be reported for the purpose of making timely warning reports to the community and for inclusion in the annual statistical disclosure.



# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## Daily Crime Log

The purpose of the Daily Crime and Fire Log is to record all criminal incidents, alleged criminal incidents, and fire incidents that are reported to the WTC. The Daily Crime and Fire Log list crimes, alleged crimes, and fire incidents that occur on campus, in areas immediately adjacent to campus. The Log provides crime and fire information on a timelier basis than the annual statistical disclosures. A list of 60 days of activity is available online or by request at WTC. Data older than sixty days is available by making a request in person at WTC. It may take up to two days to provide access to older data.

There are numerous sources for the data in the Log: Incidents reported directly to WTC; data from the Terrebonne Parish Police Department Daily Crime Log, Campus Security Authority (CSA) reports from the Title IX Office, Student Misconduct Office or other Clery Act designated CSA. Daily Entries generated from WTC CSAs will have the date of the report and may or may not have the incident date.

### **The Daily Crime Log for previous years can be located on WTC website:**

<https://www.williamstechnicalcollege.com/campus-security-.htmlDaily+Crime+Log+2021.pdf>  
(squarespace.com)

### **Crimes may be temporarily withheld from the Daily Log under the following circumstances:**

1. The disclosure will jeopardize the confidentiality and safety of a victim or the integrity of an ongoing investigation
2. The disclosure may cause a suspect to flee or evade
3. The disclosure may result in the destruction of evidence

### **The information required to be listed on the Daily Log includes:**

1. Date/Time the crime or fire was reported
2. Date/Time Frame the crime or fire occurred.
3. General location of the crime or fire
4. Nature of the crime
5. Disposition of the case

### **The Daily Crime Log for previous years can be located WTC website:**

Campus Security — Williams Technical College ([williamstechnicalcollege.com](http://williamstechnicalcollege.com))



# Statement of Policy and Procedures for Specific Offences

WTC prohibits crimes of dating violence, domestic violence, sexual assault, and stalking. The following definitions apply to all members of the WTC community (faculty, staff, students, student employees and volunteers), vendors, and visitors.

## **EDUCATION AND AWARENESS**

Williams Technical College will provide education to promote awareness of dating violence, sexual assault, and stalking. Students will be educated during the enrollment process by providing access to the annual report for all prospective students and new employees.

Williams Technical College will provide a yearly Clery Act presentation educating students on the awareness of date violence, sexual assault, and stalking.

All new employees will be required to review the WTC Clery Act Presentation.

## **DEFINITION OF AND PROHIBITION OF SUCH CRIMINAL ACTIVITIES**

### **Domestic Violence**

Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant's current or former spouse or intimate partner, a person with whom the complainant shares a child in common, a person who is or has cohabitated with the complainant as a spouse or intimate partner, or individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

### **Relationship Violence:**

Dating violence and domestic violence.

### **Sexual Assault**

Non-consensual sexual contact and non-consensual sexual intercourse. All such acts of sexual assault are forms of sexual violence, and therefore sexual misconduct.

### **Sexual Misconduct**

Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, relationship violence, and stalking. Sexual misconduct is a form of sex- and gender-based discrimination.



# Statement of Policy and Procedures for Specific Offences

## **Sexual Violence**

Sexual acts are perpetrated against an individual's will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct.

## **Stalking**

A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant to fear for her, his, or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens or communicates to or about the complainant, or interferes with the complainant's property.

WTC is committed to educating the community, including all incoming students and new employees, on domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns.

## **TITLE IX COORDINATOR**

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex or gender-based harassment, sexual violence, stalking, dating violence, or domestic violence. The Title IX Coordinator is the designated school official with primary responsibility for coordinating the school's compliance with Title IX. This includes providing leadership for Title IX activities: providing consultation, education, and training; and helping to ensure the school responds appropriately, effectively and equitably to Title IX issues.

It is the responsibility of the Title IX/EEO Coordinator to manage and record the training attendance for all members of the campus community and to ensure that members are provided with the brochure containing resources and contact information for Title IX/EEO personnel.

## **Type and Frequency of Programs regarding Campus Security Procedures and Practices, Crime Prevention, and Drug and Alcohol-Abuse**

The key to preventing crime is awareness, which is best achieved through education. Williams Technical College is committed to educating all students, faculty and staff.



# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Procedures for Victims to follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking.**

In addition to or instead of filing a criminal complaint, students who feel they have been a victim of sexual misconduct have the right to file a complaint with WTC at any time, even if the police concluded there is not sufficient evidence for a criminal charge. A complaint of this nature against a student, employee, or other person connected to Williams Technical College may be filed with Yokesha Greene, Campus

President or by completing the following:

- Calling 985-262-4685
- Emailing [ygreene@williamstechnicalcollege.com](mailto:ygreene@williamstechnicalcollege.com)
- Completing the Title IX Compliant Form located on [www.williamstechnicalcollege.com](http://www.williamstechnicalcollege.com).
- Students have the right to notify proper law enforcement authorities by filing a Criminal Complaint

### **File a Criminal Complaint**

Victims of sexual assault may file a criminal complaint by contacting the local police department at 985-876-2500 or in person at 7856 Main Street Courthouse Annex Suite 121 Houma, LA 70360.

### **File Confidential Complaint**

Victims, third parties, or bystanders may also file a confidential complaint where disclosure of the sexual misconduct does not trigger an official investigation and the victim can still receive medical treatment, advocacy services, legal assistance, and counseling.

### **Protection and Confidentiality**

Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or school officials. To speak with a confidential resource, contact Dr. Greene @ 985-262-4685

### **What to Do if You are a Victim of Sexual Assault**

- Get to a Safe Place
- Talk to someone you trust
- Report the Incident to school authorities and or local authorities.
- Counseling & Consultation Services provides confidential, no-cost support and advocacy to all students regardless of their sex, sexual orientation, gender identity, or gender expression. This includes assistance navigating resources and legal options.
- Preserve Physical Evidence
- Physical evidence may be necessary to prosecute the offender and be helpful in obtaining an order of protection. If at all possible, do not bathe, wash your hands, use the restroom, drink, smoke, change clothing, or brush your teeth following an assault.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

- Seek Medical Attention. Any Hospital can provide medical services and evidence collection. FOR SEVERE INJURIES CALL 9-1-1 IMMEDIATELY.
- Victims are encouraged to report incidents of sexual assault the local police department and/or the school representatives. Retaliation against anyone who reports sexual misconduct is strictly prohibited. Reports of retaliatory behavior will be addressed immediately.
- A social marketing campaign containing educational bystander intervention messages appears in a variety of print, digital and social media platforms.

## **Victim's Bill of Rights**

- Be informed of all reporting options.
- Be free from pressure to make a criminal report.
- Have any allegations of sexual misconduct, including sexual assault, harassment, domestic violence, dating violence, and stalking, investigated and adjudicated by the appropriate campus, criminal and/or civil authorities.
- Be notified of existing campus and community medical services, victim advocacy, legal assistance, visa and immigration support, student financial aid assistance, order of protection support, counseling and mental health services, whether or not the incident is reported to campus, criminal and/or civil authorities.
- Receive, when required, the full prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
- Be informed of options for, available assistance in, and how to request changes to academic, transportation, and working situations as well as protective measures.

## **Violence Against Women Reauthorization Act of 2013 (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In May 2013, the U.S. Department of Education initiated a negotiated rulemaking process to develop regulations to implement the amendments to the Clery Act made by VAWA. The negotiated rulemaking committee held three negotiating sessions in January, February, and March of 2014. Ultimately, the committee reached consensus on a set of draft regulations. The Department published a Notice of Proposed Rule making for public comment on June 20, 2014, and after completing its review of the comments received, it published final regulations on October 20, 2014. Those final regulations, which will appear in 34 CFR 668.46, went into effect July 1, 2015.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Protection and Confidentiality**

Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or school officials. To speak with a confidential resource, contact Yokesha Greene, Campus President at 985-262-4685.

Advocacy Services & Consultation Services is available to current students who have been impacted directly and indirectly by sexual assault, domestic violence, dating violence, and stalking. Advocacy Services collaborates with many departments and off-campus agencies and coordinates and provides assistance and support to students as they explore options regarding reporting and seeking support services. Services are confidential, free, and individualized to assist students in coordinating services to fit their individual needs.

These services may include educating survivors on victimization, protective orders, and available resources, assisting survivors file protective orders, referrals for counseling, academic advocacy and support, and support at administrative meetings. Students are not required to participate in counseling in order to receive advocacy assistance.

When submitting an act of violence or criminal activity, students may also submit a web-based form located here: <https://williamstechnicalcollege.com/new-page-4>

This confidential form will be submitted only to the CSA, Dr. Greene. After submitting the form, Dr. Greene will follow up within 24 hours for further discussion.

## **Disciplinary Proceedings and Processes**

The school will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school 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, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

WTC does not have a campus police department or security office however students may contact the appointed CSA (Campus Security Authority) Dr. Yokesha Greene in the event a criminal activity has occurred. WTC will follow the following procedures for proceedings:

1. Proceedings will be determined by the CSA based on the filed case. It is encouraged that criminal complaint is filed within 10 days of the alleged criminal activity. One may file a complaint by submitting a complaint on the WTC website, contacting Campus President via phone or in person ,and/or submitting the complaint in writing via email to [ygreene@lbcibouma.com](mailto:ygreene@lbcibouma.com)

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

2. It is encouraged that there is an attempt by all parties to preserve information or evidence relating to the complaint, including written, and electronic evidence which could be used when participating in a complaint process or seeking assistance for such complaints. We encourage one to save communications, such as text messages, emails, instant messages, and information from social networking pages. It is also recommended to save photos and logs as well as document other conversations with times and dates. Once a formal complaint is filed, an investigation will begin to obtain the necessary information to compile for the proceedings. This may include student and or faculty interviews.
3. A possible list of sanctions may result in, suspension, expulsion, non-academic probation, removal from the institution, mandatory counseling, and or educational or work assignment. Employee sanctions could range from counseling, and reprimands, to suspension or termination from employment.
4. Regardless of whether a complainant decides to move forward with a formal complaint or investigation, WTC will work cooperatively with the complainant to provide supportive measures to make available assistance with the individual's educational and or work environment. If requested, counseling, health services, disability services and financial aid resources and reasonable assistance as deemed by the WTC may be provided. Supportive measures are not disciplinary sanctions, but an individual's failure to comply with the restriction imposed as part of supportive measures may serve as a basis for disciplinary action after the investigation into the3 circumstances of the failure to comply.
5. Complaints can be assured that the proceedings will be conducted by a trained CSA individual that will be fair prompt, and impartial to the proceedings process.
6. Both the accuser and accused will have the same opportunities to have others present, including an advisor of the individual choosing, in any disciplinary-related meeting. It will be required that all advisors must be submitted to the WTC 15 days prior to the date of the proceedings.
7. After reviewing the investigation report, the decision-maker will hold a hearing before making a final decision and imposing discipline, if applicable. All parties may participate, and arrangements can be made to prevent direct contact between the parties. The Campus President (where the respondent is a student or an employee) or their designee will determine whether it is more likely than not that a policy violation can be established. All parties will be notified in writing simultaneously of the decision. If the Campus President or designee finds a party responsible they may impose a sanction. If the Campus President determines the evidence does not support a policy violation, the complaint will be closed. Supportive measures may continue after the adjudication process is complete.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

Either party may appeal the decision of the Campus President or their designee. All parties will be notified simultaneously of any appeal decision.

The parties may have the option to ask WTC to consider a resolution, which could include accepting measures such as withdrawal/separation from WTC or agreements not to enter all or parts of campus, as an example. Requests for resolutions are handled on a case-by-case basis and always with the involvement of both parties – as each individual has different outcomes in mind that could address their own personal concerns. The resolution process remains voluntary and either individual may decline to participate and pursue the formal resolution process instead. An informal resolution process may not be available in all circumstances and may not involve a full investigation or even, in most cases, a disciplinary outcome. The Campus President is available to discuss available informal resolution options.

## Notice and Distribution of Reports

This document is distributed and updated by October of each year. As it is updated, notifications and distribution of this document may be issued to staff and students the following means:

- Email of the actual document
- Notification of availability of the updated document via email or text message
- Annual Report placed on the WTC website.

Student and staff may also obtain a hard copy of this document by a written or verbal request by any of the administrative team members. Requested copies may take up to 7 business days to submit a hard copy via request.

Web-based copies are placed on the WTC website and on the student portal.

## Emergency Response, Evaluation Notifications, and Timely Warnings

In the event that a crime is reported on campus or in/ on property owned or controlled by Williams Technical College, that poses a serious or continuing threat to the community, a campus timely warning notice will be issued to the entire campus community. When a serious crime is reported to the Police Department and poses a threat to the campus community, personnel will typically develop the content and may issue a timely warning using some or all of the systems listed below.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## Emergency Messaging Options

- Text Message
- Campus Website
- Voicemail
- Local TV and Radio
- Social Media
- Email

Timely warnings are usually distributed for the following Uniform Crime Reporting (UCR) program classifications: major incidents of arson, criminal homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis after reviewing the facts and deciding whether there is a continuing danger to the campus community and the amount of information known by the Police department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other community members and a timely warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred when it was reported, and the amount of information known. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime.

## Emergency Response Planning

Williams Technical College conducts at least one evacuation drill each year, it can be announced and/or unannounced. 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. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

In addition, the process provides the school an opportunity to test the operation of fire alarm system components. Evacuation drills are documented. Evacuation drills are monitored to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration. After action reports are completed, detailing lessons learned, follow-up items are identified with responsibilities assigned to appropriate campus entities.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Emergency Response and Evacuation Procedures**

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises.

### **Emergency Evacuation**

Fire Alarm

- To activate a fire alarm box pull down the handle.
- This is the preferred method because the alarm alerts others in the facility and alerts the local emergency response team.

### **Emergency Phone Number (911)**

Give your name, location and a description of the problem. Speak slowly and clearly. Wait to answer any questions or receive instructions the dispatcher may have. Stay on the line until the dispatcher hangs up.

### **Personnel with delayed evacuation permission**

This policy is to evacuate immediately when an alarm is sounded. Williams Technical College does not have personnel who may delay evacuation.

### **Responsibility for communicating emergencies**

All staff has the responsibility of communicating the initial alarm.

### **Staff must account for all students**

In the event all residents are not accounted for, staff shall communicate this information to local authorities.

### **General Procedure in the Event of Fire**

When an alarm sounds:

- Do not stop for valuables or to get a coat.
- If possible to complete safety as you leave:
- Shut off electrical appliances.
- Leave lights on
- Close doors and windows
- If you lock your door, take your keys with you.
- Alert others around you.
- Assist any special needs people in evacuating.
- When evacuating WALK, never run, and keep to the right of the hallways.
- Leave the building, even if the alarm stops while you are on your way out.
- Once outside, move away from the building to allow room for the firefighters and their equipment.
- Look for others who work with you to insure everyone has evacuated.



# Part III: Reporting, Procedures, Policy, & Notification of Requirements

- Give any information about the fire or about persons who might still be in the building to the Fire Department and Police Department.
- Do not re-enter the building for any reason until told to do so by the Fire Department or Police Department

## **If you cannot leave because all exits are obstructed:**

- Crawl or stay low to the floor where there is cleaner and cooler air.
- Get to a phone, dial 911 and let someone know where you are.
- Keep calm. A fire may be hot, noisy, and generally overwhelming, but your best weapon is a composed and logical approach.
- Assume there is a fire when the alarm sounds. Take it seriously.
- Do not call the Police Department or Fire Department to ascertain if there is a real fire.
- Do not use the elevator. Elevators may also act like giant pistons, pushing smoke and fire to other portions of the building. Use the nearest exit stairway or passageways to an adjacent building. (if applicable)
- Do not run if your clothes catch fire. Running will only fan the fire, causing it to intensify. Drop to the floor and roll back and forth to smother the flames. Call for help. Rescuers can smother the flames by quickly wrapping a blanket, coat, sheet or rug over the victim.

## **Leave the building.**

This includes lobby areas. Not doing so is considered interference with firefighting operations.

## **Other Considerations:**

Horizontal evacuation generally means to move from the same floor to another section in the same building or an adjacent building instead of exiting vertically via the stairs or elevator. The advantage to horizontal evacuation is that one may remain inside, protected from the weather, and avoid descending stairs. Hence, this method is of primary importance for people with disabilities. For horizontal evacuation to be effective, one must pass through smoke barriers and/or fire barriers. Usually, this means smoke or fire doors or perhaps a fire wall. The terms fire doors and smoke doors are synonymous except a fire door can withstand a fire and prevent its passage more effectively because of heavier construction materials and a heftier frame. Smoke doors and their frames are comparatively more lightly constructed and cannot withstand a rigorous fire for as long a period as a fire door. Both, however, will keep deadly smoke and fire confined long enough to make an escape or rescue possible provided they are kept closed. Doors blocked open with wedges, broken or improperly working doors, a fire hose or other object holding the door even a little is enough to render the designed safety effect of preventing the spread of smoke and fire useless.

It is important to note when evacuating horizontally that it is not enough merely to exit into an adjoining building. It is necessary to go beyond an operating fire or smoke barrier.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

## **Evacuation of persons with disabilities**

We will use horizontal evacuation whenever possible. Refer to floor plans for possible routes. If horizontal evacuation is not possible, staff will assist disabled individuals to the nearest enclosed stairway that is free from smoke and tell the person to remain there until help arrives.

## **Evacuation in the event of a bomb threat**

Evacuation procedures are the same as fire evacuation procedures except it is permissible to use elevators to evacuate. The elevators, however, should be reserved primarily for those who are disabled, elderly, pregnant, have heart or respiratory conditions, or have other medical problems. Others should exit via the stairwells (if possible) to expedite evacuation. Please follow the directions of supervisory personnel during this situation.

*NOTE: The handling of explosives is a job strictly for professionals. Should you notice something you suspect may be a bomb because it is an unusual item in an area you are very familiar with, do NOT touch it! Report it to the Police Department or Fire Department personnel. Be prepared to describe the item and its location.*

## **Evacuation in the event of an explosion**

In the event that an explosion occurs, use the Fire Evacuation Procedure.

## **Daily Crime Log**

Crime log case numbers do not run sequentially. The Campus Presidents complete a criminal daily log for all reportable activities, both criminal and non-criminal.

Crimes are listed by date with the more recent crimes listed at the top of the log.

Hard copies of the Crime Logs are also available in the President's office and WTC website at The Daily Crime Log for previous years can be located on WTC website:  
Campus Security — Williams Technical College ([www.williamstechnicalcollege.com](http://www.williamstechnicalcollege.com))

According to Federal Law, an institution may withhold any of the required fields of entry, i.e. the nature, date, time, location, and/or disposition if any of the following conditions apply:

- The disclosure is prohibited by law
- If disclosure would jeopardize the confidentiality of the victim.
- If disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- If disclosure would cause a suspect to flee or evade detection
- If disclosure would result in the destruction of evidence

## **Crime Log Disposition Definitions**

Open Case: The case is currently being investigated and/or all current leads are exhausted.

Unfounded: The case is determined through investigation to be false or baseless. No offense occurred nor was attempted.

# Part III: Reporting, Procedures, Policy, & Notification of Requirements

Closed: This would include cases:

- Cleared by arrest
- Other agency jurisdiction
- Victim declined to prosecute
- Suspect/offender dead
- Prosecution declined

