



## **CAMPUS SECURITY REPORT**

Ohio Valley College of Technology prepares the Campus Security Report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Procedures for students and others to report criminal actions or other emergencies occurring on campus:**

It is the policy of this institution that should a crime occur on campus, the person knowledgeable of such crime should report the activity to the Director of the institution and to the local authorities. Should the Director of the institution be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidence to the authorities and to assist in the receipt of first aid as needed.

If you are the victim of a crime or witnessed a crime, you may consider making a confidential report without revealing your identity (provided this is allowable under state law). The institution does not have pastoral and or professional counselors and therefore, does not have policies related to pastoral or professional counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Also, because the institution has no law enforcement agency or security personnel, the institution has no relationship with State and local police and has no agreements with those police agencies to investigate alleged crimes. If a crime occurs on campus or on property immediately adjacent to campus, all crime investigations will be conducted by State or local law enforcement. All crimes should be reported to campus officials, state, or local police in an accurate and timely manner.

### **Timely Warning:**

In the event that a situation arises, either on campus or on property immediately adjacent to campus that in the judgment of the Director of the school constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. This warning will be issued through the college e-mail system to all enrolled students, faculty, and staff; through news media such as television and radio announcements; and other means suitable for the situation.

If you should have knowledge of any emergency or threat to the safety of any individual on campus, you should report the activity to the Director of the institution and to the local authorities. Should the Director be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911.

The institution will assess the emergency or dangerous situation and determine the appropriate segment(s) of the campus community to be notified; determine the content of the notification; and initiate the appropriate notification system unless the issuing of the notification would compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

### **Preparing and reporting the annual disclosure of crime statistics:**

The institution's Compliance Officer annually discloses campus crimes, arrests, and referral statistics as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the past three calendar years. The report is prepared by contacting local law enforcement agencies for a request of statistics related to crimes that

have occurred on campus or on public property immediately adjacent to campus. Any crimes reported to campus officials are also included in the report. The last three year's crime statistics are listed at the end of this report.

The Annual Security Report is posted on the institution's website. Prospective students, new students, and new employees will receive a notice of the exact URL of the website and where the report is located on the site. Every year prior to October 1, students and employees will receive annual notice by campus email about the availability of the Annual Security Report on the institution's website. They will be encouraged to adhere to the provisions

contained herein and to assist any fellow student, staff, or faculty member who may be in need of assistance. The institution compiles this report on an annual basis after the close of the prior calendar year.

### **Weapon Possession:**

The possession, carrying and use of weapons, ammunition, or explosives is prohibited on Ohio Valley College of Technology owned or controlled property. The only exception is for authorized law-enforcement officers or other persons specifically authorized by the School. Failure to comply with the OVCT weapons policy will result in disciplinary action against violators.

### **Campus Security and Access:**

The building facilities will be unlocked up to 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. It should be noted that the last scheduled class generally ends sometime between 9:00 p.m. and 10:00 p.m. in the evening. Only students, staff, faculty, and their guests will be allowed on the premises during these hours. No loitering will be tolerated. The institution does not have campus residences.

### **Campus Security Programs:**

The institution will provide on an annual basis a program of campus security, crime prevention, and drug and alcohol abuse prevention. This program should include a portion specific to the prevention of rape and other sex offenses. The institution will attempt to get a local law enforcement officer to assist in this presentation. This program is designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. The institution does not maintain any off campus student organizations or facilities.

The possession, sale or furnishing of alcohol on campus is not permitted. Also, the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal and will not be tolerated under any circumstances. The institution encourages students, staff, and faculty to refer to the Statement of Drug Free Workplace and Institution of Higher Education for all policies regarding the possession, use, or sale of alcoholic beverages, or illegal drugs.

### **Institution's Sex Offense Policy:**

A sex offense is any sexual act directed against another person, forcibly and or against that person's will; or non-forcibly or against the person's will where the victim is incapable of giving consent. Ohio Valley College of

Technology will not tolerate sexual assault or abuse, such as rape (including acquaintance rape) or other forms of nonconsensual sexual activity. These acts degrade the victims, our community and society in general.

Should a rape occur, the following steps should be taken:

Get to a safe place as soon as possible; Try to preserve all physical evidence; Contact the police. Rape is a crime: it is important to report it. If you so desire, the school will assist you in notifying authorities; Get medical attention as soon as possible; Contact a close friend who can be with you for support; 6) Consider talking to a counselor.

The institution offers on an annual basis, a sexual assault program that promotes the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. This program will be conducted by a law enforcement official whenever possible.

If a sex offense should occur, it should be reported to the Director of the institution and to the local authorities. Should the Director of the institution be unavailable, report the incident to the Director of Student Services or other administrative personnel in the administrative offices. Local law enforcement can be reached by dialing 911. Further, it is the policy of the institution to assist any crime victims in reporting such incidence to the authorities and to assist in the receipt of first aid as needed. The institution does not have counseling, mental health or other student services for victims of sex offenses, however to the greatest extent possible appropriate counselors should be contacted to assist in the receipt of first aid as needed and to assist the victim with his/her emotional concerns. Additionally,

campus officials will assist in contacting local police authorities immediately, if the student victim so chooses, to ensure the preservation of evidence for criminal charges.

Should a sex offense occur on campus and be subsequently reported to the police, the institution will, if reasonably possible, make adjustments to the student/victim's academic situation.

During any disciplinary proceedings, the accuser and the accused are entitled to the same opportunities to have others present during that proceeding and both the accuser and the accused will be informed of the outcome of those proceedings. A student found guilty of violating the institution's sex offense policy will be expelled from school and could be criminally prosecuted. Both accused and accuser may provide witnesses to the director prior to this decision. The accused and the accuser will both receive the director's decision, which is final.

Upon written request, the institution will 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 institution 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 institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sex Offender Registration:**

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution is providing a link to the Ohio ESORN (Electronic Sex Offender Registration and Notification) Web site that provides information about registered sex offenders. This act requires institutions to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution in that State at which the person is employed, carries a vocation, or is a student. Follow the link to access ESORN: <http://www.esorn.ag.state.oh.us/Secured/p1.aspx>.

ANNUAL REPORT OF CRIME STATISTICS

NAME OF INSTITUTION		<b>Ohio Valley College of Technology</b>			
ADDRESS		CITY	STATE	ZIP	
15258 St. Route 170.		East Liverpool	OH	43920	
NAME OF PERSON PREPARING REPORT		TITLE	PHONE NUMBER		
Scott Rogers		Executive Director	330-385-1070		
SIGNATURE		<i>Scott Rogers</i>	DATE	05/24/2011	

OFFENSE*		NUMBER OF OFFENSES REPORTED						
		ON CAMPUS			NON CAMPUS	PUBLIC PROPERTY**		
		YEAR 2008	YEAR 2009	YEAR 2010		YEAR 2008	YEAR 2009	YEAR 2010
1. Criminal Homicide:	A) Murder and Non-negligent manslaughter	0	0	0	N O T	0	0	0
	B) Negligent Manslaughter	0	0	0		0	0	0
2. Sex Offenses:	A) Forcible	0	0	0	A P P L I C A B L E	0	0	0
	B) Non-forcible	0	0	0		0	0	0
3. Robbery:		0	0	0		0	0	0
4. Aggravated Assault:		0	0	0		0	0	0
5. Burglary:		0	0	0		0	0	0
6. Motor Vehicle Theft:		0	0	0		0	0	0
7. Arson:		0	0	0		0	0	0
8. Liquor and Drug law violations, illegal weapons possession***		0	0	0		0	0	0
9. Hate Crimes	A) Any crime above That qualifies as a Hate crime.	A) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>		A) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>
	B) Larceny-theft	B) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>		B) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>
	C) Simple assault	C) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>		C) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>
	D) Intimidation	D) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>		D) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>
	E) Destruction, damage, Or vandalism of property	E) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>		E) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>

\*Report crimes reported to campus security authorities or local police.

\*\*Parking areas and walkways thereto.

\*\*\*Anyone referred to the Director for campus disciplinary action must be included here.



ANNUAL REPORT OF CRIME STATISTICS

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ADDRESS		CITY	STATE	ZIP	
16808 St. Clair Ave.		East Liverpool	OH	43920	
NAME OF PERSON PREPARING REPORT		TITLE	PHONE NUMBER		
Scott Rogers		Executive Director	330-385-1070		
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	B) Negligent Manslaughter	0	0	0		0	0	0
2. Sex Offenses:	A) Forcible	0	0	0		0	0	0
	B) Non-forcible	0	0	0		0	0	0
3. Robbery:		0	0	0		0	0	0
4. Aggravated Assault:		0	0	0		0	0	0
5. Burglary:		0	0	0		0	0	0
6. Motor Vehicle Theft:		0	0	0		0	0	0
7. Arson:		0	0	0		0	0	0
8. Liquor and Drug law violations, illegal weapons possession***		0	0	0	0	0	0	
9. Hate Crimes	A) Any crime above That qualifies as a Hate crime.	A) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	A) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	
	B) Larceny-theft	B) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	B) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	
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	D) Intimidation	D) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	D) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	
	E) Destruction, damage, Or vandalism of property	E) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	E) <u>  0  </u>	<u>  0  </u>	<u>  0  </u>	

\*Report crimes reported to campus security authorities or local police.

\*\*Parking areas and walkways thereto.

\*\*\*Anyone referred to the Director for campus disciplinary action must be included here.

# OHIO VALLEY COLLEGE OF TECHNOLOGY

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### EMERGENCY PHONE NUMBERS

AMBULANCE, FIRE, LAW ENFORCEMENT	911
ST. CLAIR TOWNSHIP POLICE DEPARTMENT	330-386-6496
STATE POLICE	330-424-7783
FIRE DEPARTMENT	330-386-5311
SHERIFF	330-424-7255
AMBULANCE	330-386-5505
VICTIM INFORMATION AND HOTLINE AND NOTIFICATION	800-770-0192
STATEWIDE CELLULAR HIGHWAY PATROL	877-7PATROL
	877-772-8766
NATIONAL SUICIDE HOTLINE	1-800-784-2433
NATIONAL SUICIDE PREVENTION LIFELINE	1-800-273-8255
POISON CONTROL CENTER	1-800-222-1222
U.S. DEPARTMENT OF HOMELAND SECURITY	1-800-BE-READY

### NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS	330-386-4144
DOMESTIC VIOLENCE CENTER (CHRISTINA HOUSE)	330-420-0036
EAST LIVERPOOL COMMUNITY HEALTH CENTER	330-386-7777
COUNSELING CENTER OF COLUMBIANA COUNTY	330-386-9004
HOSPITAL EMERGENCY DEPT.	330-385-7200

### Department Emergency Contacts

Executive Director – Scott Rogers  
Assistant Director – Debbie Sanford  
Medical Programs Coordinator – Linda Johnston  
Student Services Coordinator- Kim Linger  
Information Technology Coordinator (IT) Steve Beadnell  
Financial Aid – Mary Galeno  
Administrative Assistant – Rhonda Stoakes

**EMERGENCY RESPONSE AND EVACUATION PROGRAM**

**PLAN A**

**BUILDING EMERGENCY EVACUATION PLAN**

**HOW TO REPORT AN EMERGENCY**

**CALL & Calmly State**

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

NAME OF INSTITUTION: Ohio Valley College of Technology  
PHYSICAL ADDRESS: 15258 State Route 170  
East Liverpool OH 43920  
PHONE NUMBER: 330-385-1070

***BUILDING EVACUATION***

Upon hearing the fire alarm or announcement, begin evacuation procedures.

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Instructors take your **Attendance Book** and a pen or pencil with you for a correct head count.
- ◆ Report immediately to the designated “safe area” located in the student parking lot.
- ◆ Check in with Evacuation Warden who will be taking a head count from individual instructors.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

***SAFE AREA LOCATION(S)***

Weather Emergency – Middle Hallways, Restrooms  
Fire Emergency – Rear Student Parking Lot (east side of bridge)

***PLANNED EVACUATION ROUTE***

South on State Route 170 to State Route 11; North on State Route 11 to State Route 7; North on State Route 7; to the Reception Center (Beaver Local High School)

## ***BUILDING SAFETY SYSTEMS***

The buildings at 15258 State Route 170 have the following safety systems:

**Alarms** – The fire alarm systems in the buildings are activated by manual pull stations, smoke or heat detectors. All alarms are immediately relayed to the local volunteer fire department. Evacuation is required anytime the fire alarm system sounds.

**Smoke Detectors** – This will immediately activate the fire alarm system throughout the building.

**Fire Extinguishers and Pull Stations** – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and locations will be reviewed upon hiring of staff and yearly safety in-services. Students will be educated at orientation. Fire extinguishers are located near all building exits.

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local volunteer fire department. Never block or obstruct these with furniture or equipment. Manual alarm pull stations are located near the building exits.

**First Aid Kit** – For minor injuries not requiring medical attention, there is a First Aid Kit located at the Front Desk in Building 1.

**Fire Doors-** Upon alarm activation, doors must be kept shut at all times, except where devices close doors automatically.

## ***EVACUATION PERSONNEL***

**Emergency Announcers:** Scott Rogers, Debbie Sanford

**Evacuation Warden:** Rhonda Stoakes

**Alternate Warden:** Donna Juszczak

**Searchers:** Rhonda Stoakes, Donna Juszczak, Scott Rogers, and Debbie Sanford

## Date of Last Evacuation Drill

Evacuation Drills are to be held annually.

**March 22, 2010:** Upon entering the former building located at 16808 St. Clair Avenue, Rhonda Stoakes noticed that several lights would not come on due to an electrical problem. Electricians were called to come that morning and rectify the problem. Shortly after 8:00 a.m., staff noticed a strong burning smell emanating from the Dental and Medical Lab classrooms. No fire or smoke was observed. Ms. Stoakes used the bullhorn to announce that everyone must exit the building via the nearest exit and assemble in the parking lot. Upon consultation with Director Rogers, classes were cancelled for the day until the problem could be identified and corrected. Electricians arrived within the hour and identified that one “phase” of power to the building had been lost and was causing the rooftop HVAC unit to overheat. Power was shut off to the unit until the electric company could repair the transformer.

**February 11, 2011:** A fire drill was initiated in both buildings simultaneously today at 10:00 a.m. The alarm was activated by Scott Rogers in Building 1 and by Donna Juszczak in Building 2. Mr. Rogers served as announcer with the bullhorn. All occupants of the buildings left via the nearest exit and proceeded to the assembly area in the Student Parking Lot. Fire doors were closed as individuals exited. Mr. Rogers verified that the buildings were empty while Rhonda Stoakes verified that instructors had accounted for all students. The entire evacuation process was completed in three minutes, forty-five seconds. Everyone was given the “all clear” to return to the buildings.

## EVACUATION PERSONNEL DUTIES

**Designated Evacuation Personnel Duties with Alternates per Area.** If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. A flashlight will be provided in case of a power failure. *Evacuation Personnel should never be placed in imminent danger.*

### Evacuation Announcer Duties:

1. Announce any disaster to all areas
2. Use the **Bull Horn** that has been provided if there is no intercom system in the building or if the system is not functioning to make announcement
3. Report to the Evacuation Warden

### Evacuation Warden Duties:

1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center, if areas were unable to be searched due to lack of personnel.
4. Ensures all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “*All Clear*” will come from the Command Center.
5. Reports any and all problems to the Command Center.

Command Center will be *Fire Department Command Vehicle.*

### Alternate Evacuation Warden Duties:

1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.

2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

**Searcher(s) and Alternate Duties:** Maybe more than one depending on the size of the area to be searched. *Area should be searchable in 3 minutes or less.*

1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise if any remaining employees or other persons on the floor about the emergency and the requirement to evacuate.

## **EMERGENCY RESPONSE AND EVACUATION PROGRAM**

### **PLAN B**

#### **FIRE EMERGENCY**

**If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-pull box and proceed with the following:**

#### **RACE**

**Remove/Relocate** individuals away from danger, if possible, without endangering your safety.

**Activate Alarm:** Pull fire alarm at pull-box, and/or call 911.

**Confine/Contain** fire and smoke by closing doors and windows.

**Extinguish/Evacuate**

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit.
- Do not run, **Crawl** if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

#### **Follow instructions for the building evacuation plan.**

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – **Do Not Run** – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the designated safe area
- Instructors are to take their Attendance Book With them. Emergency lighting will activate when the alarm is pulled.
- Instructors take attendance once at the safe area and report to Evacuation Warden.

**DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE EVACUATION WARDEN.**

## **EMERGENCY RESPONSE AND EVACUATION PROGRAM**

### **PLAN C**

#### **SEVERE WEATHER PLAN**

**Severe Weather includes tornados, severe thunderstorms, violent snow storms and flooding.**

##### ***Tornados/Severe Thunderstorms Watch:***

If a tornado or a severe thunderstorm **WATCH** has been issued in an area that includes the campus.

**Definition of a Watch:** A severe thunderstorm or tornado watch is issued by the National Weather Service, when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

Monitor Local Emergency Alert Weather or the National Weather Service.

inform students of building's safe areas, and be ready to relocate to those areas in case the **WATCH** is upgraded to a **WARNING**.

**Definition of a Warning:** A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

##### ***Tornados/Severe Thunderstorms Warning:***

If a tornado or a severe thunderstorm **WARNING** has been issued in an area which includes the campus:

- Move students and staff to safe areas **IMMEDIATELY**.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all-clear has been issued.

#### **Designated Safe Areas**

**Fire: Rear Student Parking Lot (east side of bridge)**

**Weather: Inner hallways, restrooms.**

## **EMERGENCY RESPONSE AND EVACUATION PROGRAM**

### **PLAN D**

#### **Hostage/Intruder Situation Plan**

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

##### **Responsibilities**

###### **Executive Director/Designee**

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate *Action Secure Building*
  - a) Lock down building, and do not let any students that are not in class enter the building.
  - b) Alert all rooms of the event
  - c) Instructors lock your classroom doors and do not let students leave the classroom.
3. Notify the Executive Director
4. Monitor hostage situation the best you can without doing anything to exacerbate it.
5. Follow instructions of law enforcement officials who will take over when they arrive on site.

###### **Staff**

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s).
5. Suggest marching the students and/or staff quietly out the door. Back off if this approach angers the intruder(s).
6. Be constantly alert and prepared for violence. Initiate action *Duck, Cover and Hold* if the intruder(s) open fire.

*Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.*

*If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:*

**Executive Director/Designee**

1. Inform staff supervising students in classrooms to initiate action *Duck, Cover, and Hold*.
2. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
3. Notify the Executive Director.
4. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
5. Initiate student release procedures and/or evacuation procedures only if it becomes necessary.

**Staff**

1. In classrooms, maintain *Duck, Cover and Hold* until the situations is resolved.
2. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Drop, Cover and Hold*; this should be done only when there is no chance for students to reach safer areas.

## **Accident/Incident/Report Form**

This report involves a: \_\_\_Student \_\_\_Employee \_\_\_Visitor

Complete this form for any accident resulting in personal injury, or incident that may have resulted in injury, occurring on the property. The college staff person in charge of the department or event is responsible to assure that this form is completed and distributed as indicated. A copy of this report will be in every instructor's notebook. This report will also be available at the front desk in Building 1.

### **ACCIDENT/INCIDENT INFORMATION**

NAME (Please Print)

First:

Middle:

Last:

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Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

DATE OF ACCIDENT / INCIDENT \_\_\_\_/\_\_\_\_/\_\_\_\_. TIME OF DAY: \_\_\_\_\_ am /pm

DESCRIBE THE ACCIDENT / INJURY / INCIDENT: (By the Injured)

**WHERE DID THE ACCIDENT/INCIDENT OCCUR?:**

Building \_\_\_\_\_ Room \_\_\_\_\_ Exterior Area (be specific) \_\_\_\_\_

**DESCRIBE MEDICAL TREATMENT SOUGHT:**

**WITNESSED AND AGREED TO BY:**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

REPORT SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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