



**Ozarks Technical Community College
Safety & Security Department**

2011
ANNUAL SECURITY REPORT

Table of Contents

Safety & Security Department Mission and Overview	2
Annual Crime Report Statement	3
Reporting Crime	3
Traffic Code	3
Alcoholic or Intoxicating Beverages Policy	6
Tobacco Use Policy	6
Gambling Police	6
Drug Policy	6
Endangering or Threatening Behavior Policy	6
Weapons Policy	6
Crime Prevention	6
Domestic Violence	7
Sexual Assault	7
Registered Sex Offender Information	7
Behavioral Intervention Team	8
Counseling and Advising Services	8
Disability Support Services	8
Daily Crime Log	9
Emergency Response and Notification Procedures	9
Emergency Contact Numbers	Appendix A
Emergency Procedures for Evacuating Mobility Impaired Individuals	Appendix B
Emergency Preparedness Plan	Appendix C
Crime Statistics	Appendix D

This report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092(f)). All currently registered students as well as employees are directly mailed (via campus email) a notice by October 1 of each year that includes a statement of the report's availability, the electronic address at which it is posted, a brief description of the contents, and a notice that a paper copy will be provided upon request. An electronic version is available online at http://www.otc.edu/Documents_Safety_And_Security/2011CleryReport.pdf.

Printed copies may be requested by calling 417-447-6911, or by requesting a copy in person or by written request at the following location:

Safety & Security Department
1001 E. Chestnut Expressway, Suite IC208
Springfield, MO 65802
417-447-6911

Safety & Security

The mission of OTC Safety & Security is to provide a proactive program that addresses the safety and security needs of the college.

Ozarks Technical Community College provides non-sworn, unarmed Safety & Security officers on the OTC Springfield Campus located at 1001 E. Chestnut Expressway, Springfield, Missouri, on the OTC Richwood Valley Campus located at 3369 Jackson, Ozark, Missouri and at the OTC Lebanon Center located at 22360 Highway MM, Lebanon, MO 65537. The Safety & Security Department consists of the Director of Safety & Security, two part-time dispatchers, eight full-time Safety & Security officers and twenty one part-time Safety & Security officers. All Safety & Security officers are CPR and AED certified.

Safety & Security officers are on the Springfield Campus Monday through Friday 5 am to 2 am, Saturday and Sunday 6 am to 11:30 pm, unless the college is closed. A Safety & Security officer is on the Richwood Valley Campus Monday through Friday 6:30 am to 11:30 pm, unless the college is closed. A Safety & Security officer is on the Lebanon Center Monday-Friday 7am-10:30pm, unless the college is closed. There is a Safety & Security officer on call for emergencies for all campuses and centers when the college is closed.

Springfield Campus Safety & Security is located in Information Commons, Room #208 and can be reached at 447-6911 seven days a week, 24 hours a day. Richwood Valley Safety & Security can be reached at 447-7860. Lebanon Center Safety & Security can be reached at (417) 447-6689. 911 should be called immediately in the event of any emergency threatening life, health or property.

Local law enforcement agencies investigate all crimes committed on college property with the assistance of OTC Safety & Security.

OTC has partnered with the Springfield, Missouri Police Department to hire off duty, armed, uniformed Springfield Police Officers for the OTC Springfield Campus. These officers have the same arrest powers and authority as on duty Springfield Police Officers.

Hours off duty Springfield Police Officers are normally on the Springfield Campus are: Monday through Friday (when the college is open) from 9 am to 1 pm & 4 pm to 8pm; Fridays (when the college is open) 8 am to 1 pm. These hours may change as needed by the college.

Safety & Security, along with the Christian County Missouri Sheriff's Department, has an office in the Facility Support Center on the Richwood Valley Campus. The Sheriff's Department does not have officers on campus on a regular basis.

Some of the services provided by Safety & Security include the following:

- Parking rules enforcement
- Vehicle registration
- Lost and found
- Emergency notifications
- Escorts
- Shuttle service (fall and spring semesters only)
- Writing reports on vehicle accidents that occur on college property
- Crime preventive foot and vehicle patrols

- Building fire safety inspections on a monthly bases
- First response CPR and AED
- Assistance with unlocking vehicles (People requesting assistance getting into their locked vehicle must sign a disclaimer provided by Safety & Security prior to any service being rendered. Vehicles with any type of power locks will not be attempted.)
- Assistance with jumping dead vehicle batteries

Annual Crime Report

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act now cited as "Jeanne Clery Discloser of Campus Security Policy and Campus Crime Act", requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings or computer network to all current students and employees, and to any applicant for enrollment or employment upon request. This report contains the annual report concerning specific campus arrests and crime statistics, as well as information about campus programs and activities intended to promote crime awareness, campus safety and security.

This report complies with the provisions as codified in: 1) United states Code, Title 20, section 1092 (f) and amended in 1992 and 1998; 2) United states Code of Federal Regulations, Title 34, chapter VI, Part 668, Section 668.47; and 3) Amendments: Public Law: 102-26, 102-325, 105-244 & 106-386.

This report is printed annually. You may stop by the OTC Springfield Campus Safety & Security Office located in the Information Commons Building, Room #208, 1001 E. Chestnut Expressway, Springfield Missouri, 65802, or you can request a copy be mailed to you by calling 447-6985 during normal business hours (8 am to 4 pm Monday through Friday) when the college is open.

The Student Right-to-Know and Campus Security Act (Public Law 101-542) also requires institutions to provide a timely warning to the campus community about crimes that are considered to present a continuing threat to students and employees. This warning must be done in a manner that will aid in the prevention of similar crimes.

Reporting Crimes

To report a crime occurring on any OTC Campus or Center call 911 or 9911 from an OTC landline telephone. On OTC Springfield Campus also call (417) 447-6911. On the Richwood Valley Campus call (417) 447-7860. On the Lebanon Center call (417) 447-6689. On the Branson Center and Waynesville Center also call (417) 447-6911.

Reporting Crime on OTC Campuses and Education Centers

Sexual Harassment complaints should be reported to Dr. Loren Lundstrum: (417) 447-8197 or to Ramona George: (417) 447-8861.

Traffic Code

Under the provisions of Missouri statutes, the following traffic code shall be enforced on Ozarks Technical Community College premises:

A. All of the provisions of Missouri statutes and Springfield municipal ordinances relating to the operation of motor vehicles and pedestrian traffic within the city of Springfield and the state of Missouri shall apply to the streets, roads, alleys, and driveway of the campus of Ozarks Technical Community College, along with all other rules and regulations approved by the Board of Trustees.

B. These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while operating a vehicle on the campus of Ozarks Technical Community College.

C. The operator of any vehicle on the campus of Ozarks Technical Community College shall comply with the legal instructions of any campus security officer and all traffic signs in accordance with the provisions of these regulations. **THE RESPONSIBILITY OF FINDING A LEGAL PARKING PLACE RESTS WITH THE MOTOR VEHICLE OPERATOR. LACK OF SPACE IS NOT CONSIDERED AN EXCUSE FOR VIOLATION OF PARKING REGULATIONS.** The Vice-President of Administrative Services shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.

D. Each student shall have an opportunity to obtain a copy of the traffic code. A copy of the traffic code shall be included in all student handbooks. Failure to obtain such a copy is not, however, an excuse for violation of the traffic code.

E. All vehicles to be operated on campus must be properly registered. Faculty and staff shall be required to register their vehicles. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation. Bicycles, motorcycles and mopeds shall be considered vehicles subject to this same traffic code.

F. Citations will be issued for violations of the OTC traffic code. Specific violations of the traffic code include:

1. Parking in a restricted parking lot or zone.
2. Parking in a handicapped parking zone without a proper handicapped decal or license plate displayed.
3. Parking on grass (unless signs indicate this is permissible).
4. Blocking any legally parked vehicle.
5. Parking in a "No Parking" zone.
6. Parking in a "Visitor" or other restricted zone.
7. Parking against the traffic flow.
8. Reckless driving.
9. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
10. Protruding into the line of traffic.
11. Double parking.
12. Parking on shoulder of road (except where parking is indicated by official signs).
13. Driving in excess of posted speed limits.
14. Failure to obey traffic signs.
15. Failure to obey directions of campus security officers.
16. Failure to yield the right of way at pedestrian crossings.
17. Following too closely.
18. Driving under the influence of alcohol or narcotics.

19. Operating a vehicle causing loud and unnecessary noise such as loud mufflers, horns, sound systems, etc.
20. Failure to yield right of way to emergency vehicles.
21. Failure of two-wheeled vehicles to park in areas designated for them.
22. Operating or parking a vehicle in any manner that creates a safety hazard.
23. Leaving a vehicle on college premises overnight without notifying the campus security officer.
24. Parking in a space not designated for parking.

G. The following system of citations and fines shall be used:

1. The campus Safety & Security officer shall be responsible for issuing citations for improper parking and other traffic code violations.
2. During the first three (3) class days of each term, warning tickets shall be issued for improper parking. Beginning with the fourth day of classes, citations shall be issued. Students in classes that start at mid-term can expect this same three-day grace period, but will have to file an appeal on any ticket received.
3. Fines:
 - a. A schedule of fines will be recommended by the administration and approved annually by the Board of Trustees. The schedule of fines will be available in the Business Office.
 - b. Fines shall be paid in the Business Office and receipted by the Cashier.
 - c. Fines must be paid immediately after all appeals have been exhausted; or the person has not filed notification of the intent to appeal immediately following his last hearing; or ten (10) calendar days after the ticket was issued and the time for appeal has expired, whichever is greater.
4. When a vehicle which is improperly parked so as to obstruct the flow of traffic or movement of other vehicles is identified, the driver of the vehicle will be notified to move the vehicle immediately. This may require calling the student out of class. If a student is notified more than once to move an improperly parked vehicle, the student's driving privileges on college premises may be revoked.

H. In addition to the standard fines imposed for violations of the traffic code, the following penalties may also be imposed:

1. The college may prohibit a student from registering for classes for the next term if the student owes fines from a previous term.
2. The college may withhold grades, transcripts, and deny graduation from students for failure to pay fines.
3. Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
4. Delinquent fines will be added to the student's financial account with the college. The student will not be permitted to re-enroll until fines are paid.
5. If a vehicle is towed or booted, all costs incurred shall be borne by the violator.

I. Students receiving citations or penalties resulting from alleged violations of the traffic code may do any of the following:

1. Pay the fine.
2. File notice of appeal by following this procedure:
 - a. Obtain an appeal form from Safety and Security; submit the appeal not later than ten (10) calendar days.

b. Students dissatisfied with the appeal verdict may file notice of appeal with the Vice-President of Administrative Services upon receiving the verdict. The next level of appeal is to the President of the college. Final appeal rests with the President of the college.

3. NO PENALTY, NOR COMPUTER ENTRY REGARDING AN ALLEGED VIOLATION, SHALL BE LEVIED AGAINST A PERSON UNTIL THE APPEAL PROCESS HAS BEEN EXHAUSTED; OR THE PERSON HAS FAILED TO FILE NOTICE OF APPEAL IMMEDIATELY AFTER RECEIVING THE RESULTS OF HIS LAST HEARING; OR THE TIME LIMIT FOR THE APPELLATE PROCESS HAS BEEN EXCEEDED.

Alcoholic or Intoxicating Beverages

The possession, purchasing, selling, or consumption of alcoholic or intoxicating beverages by Ozarks Technical Community College employees or students on college property is prohibited.

Tobacco Use

It is the policy of Ozarks Technical Community college that tobacco use is not permitted on OTC's premises. See college policy 4.02(1).

Gambling

Gambling of any kind on college property or in college facilities is forbidden.

Illegal Drugs

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs by employees or students at Ozarks Technical Community College is prohibited.

Endangering or Threatening Behavior

Any action by Ozarks Technical Community College employee or students on college property, in whatever form, which constitutes a danger or threat to the life or physical safety of persons, is strictly prohibited.

Firearms on Campus

It is a violation of OTC Policy 4.02(t) and Missouri state law to bring or possess any firearms or weapons on any OTC Campus or Education Center without permission from the college president or his/her designee. The only exception is licensed law enforcement officers as prescribed by law.

Crime Prevention

- Always keep control of your personal possessions, don't leave anything unattended.
- Always lock your vehicle and put items that someone might try and steal inside your trunk or take it with you.
- Ask for a safety and security escort or walk in a group to and from your vehicle if you don't feel safe.
- Shred important papers before discarding them in a trash can.

- Lock offices when not occupied.
- Don't get in elevators with people who look out of place.
- Park in well-lighted areas if possible.

Domestic Violence

Domestic violence is any violent or controlling behavior by a person towards a spouse or partner. Although the spouse or partner is the primary target, domestic violence or abuse also affects the children in the household, extended family members, and even friends and co-workers. If you are a student or college employee who is the victim of domestic violence or abuse and have an ex-parte order or full order of protection, please contact the OTC Director of Safety & Security during normal business hours. Always keep extra copies of ex-parte orders or full orders of protection with you in case they are needed by law enforcement.

OTC offers free counseling to employees and students who are victims of domestic violence or abuse upon request. Call 447-6974 to make an appointment.

Sexual Assault

Victims of sexual assault may call 911 and OTC Safety & Security at 447-6911. Victims may seek assistance of other campus personnel such as counselors or outside agencies such as The Victims Center 24 hour hotline (417) 864-7233. It is up to the victim if they want to contact law enforcement.

Following any sexual assault, if the victim wants to have law enforcement involved and to preserve evidence necessary for criminal conviction, victims should not bath, douche, or change clothing. After reporting the assault to local law enforcement, victims should go to a hospital emergency room for a sexual assault examination.

OTC provides free counseling to all employees and students if requested, in the event of a sexual assault. Call 447-6974 to make an appointment.

Any OTC student or employee who is sexually assaulted on college property or at any college sponsored activity may obtain redress through the college disciplinary code and local, state and federal law enforcement agencies.

Any OTC employee or student found to have violated the college sexual assault policy shall be subject both to disciplinary action by the college up to and including dismissal and prosecution by appropriate law enforcement agencies.

Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings.

Sex Offender Information

Information about Registered Sex Offender Students and Employees

On October 5, 2002 the U.S. Department of Justice published final guidelines for the Campus Sex Crimes Prevention Act (CSCPA). Pub. L. 106-386, div. B, §1601.

Sex Offender Registration and Community Notification Under provisions of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act), any person who is required to register under a state sex offender registration program must notify the state when he or she enrolls at an institution of higher education or is employed at such an institution, and must notify the state of any change in enrollment or employment at an institution of higher education. Sex offender registration information is to be transmitted from each state to the law-enforcement entities where the registered sex offenders reside. To verify if a person is a registered sex offender in the State of Missouri go to: www.mshp.dps.missouri.gov or call 1-800-767-6747.

To verify if a person is a registered sex offender in Greene County Missouri you can also go to: www.greenecountymo.org/sheriff

To see if a person has criminal charges filed against them in the State of Missouri you can go to: www.courts.mo.gov, then under Quick Links click on casenet

Springfield, Mo Police Calls for Service, Crime Location Map

To locate violations of the law that Springfield Police responded to and took reports on, go to: www.springfieldmo.gov/spd/. Then under General Information click on Crime Scene Maps.

Behavioral Intervention Team

OTC's Behavioral Intervention Team (BIT) coordinates OTC resources to address the needs of students who are experiencing significant behavioral disturbances. All members of our campus community are asked to report student behaviors of concern using OTC's Behavioral Intervention Team (BIT) online Student Concern/Incident Report so that the BIT can effectively and proactively reach out to students in distress. This online incident report form along with detailed information concerning how and what to report can be accessed at www.otc.edu/bit. A member of the BIT can also be reached via phone at (417) 447-6697.

Counseling and Advising Services

For Counseling Services assistance (personal and career counseling): counseling@otc.edu or (417) 447-6974.

For Academic Advising assistance: advising@otc.edu or (417) 447-6907.

For Behavioral Intervention Team information: studentdevelopment@otc.edu or (417) 447-6697.

Disability Support Services

The staff of Disability Support Services can assist students in obtaining the following services:

Individual academic advising:

- Classroom accommodations
- Support personnel (interpreters, readers, writers, and notetakers)
- Assistive technology

- Alternate format textbooks
- Referrals to and liaison with campus and community resources
- Referrals for LD/ADHD diagnosis

To qualify for services, students must self-identify to the DSS office and provide written documentation of their disability from a qualified professional or agency. This documentation should be done at least six weeks prior to the beginning of each semester so that Accommodations can be in place when classes begin.

Approved accommodations are based on the written documentation received by the DSS office. Students who need classroom accommodations must register each semester with the DSS office. Instructor Notification Memos, which describe the student's needed classroom accommodations, will be developed with the student's written permission. It is the student's responsibility to pick up and deliver the instructor memos. All accommodation should be discussed with each instructor.

Daily Crime Log

OTC Safety & Security maintains a daily crime log of crimes committed on any OTC campus or education center which records the date the incident was reported, date the incident occurred, description of the incident and disposition. The log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998). The log is open for public inspection in the Main Campus Safety and Security Office, Information Commons #208 during normal business hours.

Emergency Response and Notification Procedures

Only the College Chancellor or his/her designee has the authority to declare an emergency. In the event of any significant emergency or dangerous situation off college property or on any OTC campus or education center, safety & security will attempt to verify the emergency or dangerous situation through any of the following methods:

- Contacting 911
- Off-duty police officers working on the main campus
- Local Emergency Management Agencies
- Local law enforcement
- News media
- Safety & Security officers contacting the complainant
- Personal observations
- Homeland Security
- Missouri National Guard
- Missouri Department of Transportation
- National Weather Service
- City, county or state officials
- Local utility companies
- Local hospitals
- Missouri Department of Natural Resources

Once a significant emergency or dangerous situation has been verified, college administration along with Safety & Security will notify the college community without unnecessary delay, using any or all of the following methods:

- One-on-one or small group meetings with employees and students when possible
- Large assemblies of employees and students.
- Emergency Short Messaging System (e2campus). This method of communication is voluntary and requires all receivers to opt-in and is best effort delivery.
- Use of email groups.
- POP-ups on computers (when implemented).
- Use of voice mail messages.
- Regular communication vehicles, such as newsletters.
- Phone calls or visits to important external constituents, such as board members and political leadership.
- Information posted on the web.
- A telephone line established to provide assistance.
- Counseling of employees and students.
- OTC Telephone Alert System over all campus land line telephones.

Taking into account the safety of the community, college officials will determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of college administration or local emergency agencies, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Depending on the particular circumstances of the crime or emergency, OTC may post a notice on the campus web site at <http://www.otc.edu/>, providing the college community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to OTC Safety and Security, at <mailto:safety@otc.edu> or by telephone at (417) 447-6911 or in person at the Safety and Security Office located in Information Commons, room 208, during normal weekday business hours.

See Appendix A: Emergency Contact Numbers

Emergency Action Plans that can be reviewed upon request:

- Communications Protocol
- Death on Campus
- Medical Emergencies Policies
- Environmental Emergency Procedures
- Suspicious Mail Procedures
- Workplace Violence Procedures
- Natural Disaster Procedures
- Training & Crisis Drills
- Communication Plan
- Attempted Suicide
- Pandemic Event
- Protests, Public Demonstrations or Political Situations
- External Threat Procedures
- Utility Disruption & Outage Immediate Action Plan

Appendix A: Emergency Contact Numbers

Ozarks Technical Community College
Safety & Security Department Office: (417) 447-6911
Cell: (417) 496-5723

College Chancellors Office: (417) 447-2602
Dr. Hal Higdon

Vice Chancellor of Institutional Development Office: (417) 447-2652
Cliff Davis

Vice Chancellor of Academic Affairs Office: (417) 447-8152
Shirley Lawler

Vice Chancellor of Information Technology Office: (417) 447-7552
Joel LaReau

Vice Chancellor of Budget & Finance Office: (417) 447-4835
Marla Moody

Vice Chancellor of Student Services (vacant) Office: (417) 447-6966
Contact Karla Gregg (Dean of Students)

Vice Chancellor of Administrative Services Office: (417) 447-4852
Rob Rector

Director of Safety & Security Office: (417) 447-6985
Pete Rothrock

Director of Facilities & Grounds Office: (417) 447-4802
Rick Taylor

Facilities Operations Office: (417) 447-7191

Coordinator of Environmental Safety & Compliance Office: (417) 447-8248
Steve White

Director of Advising & Counseling Office: (417) 447-6973
Joyce Thomas

Federal Agencies

Federal Bureau of Investigations (FBI) (417) 882-3303
Alcohol Tobacco and Firearms (ATF) (417) 837-2100
Secret Service (417) 864-8340
Environmental Protection Agency (EPA) (800) 223-0425
Drug Enforcement Administration (DEA) (417) 831-3948

State of Missouri

Missouri State Highway Patrol (417) 895-6868
Department of Natural Resources (DNR) (417) 891-4300
Oil/chemical spill reporting (913) 281-0991

Greene County

Sheriff Department (417) 868-4040
Emergency Management Agency (417) 869-6040

Christian County

Sheriff Department (417) 581-1519/ 581-2332
Emergency Management Agency (417) 581-2126

Ozark, MO Police Department (417) 838-4465
Ozark, MO Fire Department (417) 581-4515

Taney County

Sheriff Department (417) 546-7250
Emergency Management Agency (417) 334-3440

Branson, MO Police Department (417) 334-3300

Pulaski County

Sheriff Department (417) 774-6196
Emergency Management Agency (573) 774-6305

Waynesville, MO Police Department (573) 774-2414

Laclede County

Sheriff Department (417) 532-2311
Emergency Management Agency (417) 532-6992

Lebanon, MO Police Department (417) 532-3131

City of Springfield, MO

Police Department
Emergency Dispatch 911
Non-Emergency (417) 864-1810
Fire Department 911
City Utilities (417) 831-8311
Health Department (417) 864-1655

Hospitals & Ambulance Services

Emergencies 911

Cox Health Systems - Main Line (417) 269-3000
Ambulance Services
Emergency (417) 269-3773
Non-Emergency (417) 269-8103

St. John's Hospital - Main Line (417) 885-2000
Ambulance Service (417) 820-2300

American Red Cross (417) 832-9500
Poison Control Center (St. Louis, MO) (800) 366-8888

Appendix B: Emergency Procedures For Evacuating Faculty, Staff and Students With a Mobility Impairment

Students

Students with mobility impairment have an important responsibility to assist with arrangements for their own safety, by informing their instructors of their needs in case of an emergency. They should also inform their instructors what assistance they would require in case of an emergency. Students should know the location of firewalls in buildings they have classes. Contact Safety & Security or Maintenance personnel for locations of firewalls.

Instructors

Instructors with mobility impaired students should discuss with the student what assistance they will require in case of an emergency. The instructor should ask for volunteers from the class to assist mobility impaired students in the event of an emergency. In the event there are no volunteers, the instructor shall notify the Director of Safety & Security. The Director of Safety & Security will notify the instructor and student of the arrangements made in case of an emergency. Instructors should know the location of firewalls in their building. Contact Safety & Security or maintenance personnel for location of firewalls.

Staff

Staff with mobility impairment has an important responsibility to assist with arrangements for their own safety. They should inform their supervisor and co-workers of their needs in the event of an emergency. They should also inform their supervisor and co-workers what assistance they would require in case of an emergency. They should know the locations of elevators, stairways and firewalls in their buildings.

Evacuation Procedures

There should be at least two volunteers to assist each mobility impaired student or staff member. Volunteers should assist the mobility impaired person out of the building and to safety in the event of an emergency. The person with the impairment will know best what assistance he/she needs. The impaired person will also know to what extent they are able to assist the volunteers with their evacuation. In the event of a fire, and you are not on the ground floor, elevators may be used to evacuate the impaired person, if there is a firewall separating the elevator from the fire danger area. All major buildings on campus have firewalls. If an elevator is not available, the impaired person can be taken to a stairway. The volunteers and the impaired person should allow people on foot to use the stairway first, so the impaired student does not impede the flow of traffic or get injured by other people evacuating the building. Once the stairway is clear, the impaired person and one volunteer should remain at the top of the staircase and inside the closed fire doors. This will ensure the volunteer and impaired people are in plain view for fire rescue teams. With the fire doors closed, even if the ventilation system does not work, there should be a sufficient supply of oxygen to last until rescued. The other volunteer should exit the building and notify safety and security or fire rescue personnel of the location of the mobility impaired person and volunteer. There may be a case where the best action is for the impaired person and volunteer to remain in the classroom and wait for rescue. If this is the case, the instructor should notify safety and security or fire rescue personnel of the location and names of people remaining

in the classroom or office awaiting rescue. As a last resort, the volunteers may need to carry the mobility impaired person down the stairway to safety. This method should be used only as a last resort because of the possibility of injury to the impaired person and volunteers. The impaired person, if possible, should make the decision to be carried to safety or to wait for fire rescue.

Appendix C: Emergency Preparedness Plan For Sheltering In-Place

In the event hazardous materials such as chemical, biological or radiological materials are released into the atmosphere, government emergency preparedness agencies may request OTC to Shelter-in-Place. This is a precaution aimed to keep people safe while remaining indoors. Shelter-in-Place means selecting interior rooms and hallways with no or few windows and taking refuge there. Rooms with mechanical equipment like ventilation blowers or pipes should not be used, because this equipment may not be able to be sealed from the outdoors. If there is a possibility of an outside explosion, rooms with windows should not be used. Interior rooms above ground level are best for shelter, because certain contaminants may be heavier than air; these would settle at ground level and could spread into ground level floors. Emergency information will be provided by local, state or federal authorities on television and on radio stations.

If possible there should be a telephone or email access in every room used for shelter. This is so people can contact their emergency contact person. Staff and students need to have an emergency contact person and know how to contact them at any time. It is best to have a local contact and someone not in the immediate area. Someone not living in the immediate area may not be affected by the same event faced locally. In the event of an emergency the contact person can let others know you are safe and any information you want to pass on to family and friends. Information may be passed by telephone or e-mail.

The person in charge of each building should have someone write down the names of everyone in that building. This information should be provided to the Director of Communications & Public Relations so that family members can be informed of staff and students status if necessary.

In the event of an emergency it is best to use hard-wired telephones; cellular telephone equipment may become overwhelmed with numerous people trying to make telephone calls to family members. E-mail may be used if electrical power is available.

All exterior doors on all buildings where people are seeking shelter should be locked. Ventilation systems should be shut off to prevent contamination from the outside. People should remain in the shelter areas until told to leave by proper authority. Radios and televisions should be kept on so everyone can stay as informed as possible.

Remember that instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks. Local authorities on the scene are the best source of information for your particular situation. Following instructions during and after emergencies regarding shelter, food, water and cleanup methods is your safest choice.

A recording should be on telephone number 447-7500 stating that OTC is closed, and that staff and students are remaining on campus in their work or class buildings until proper authorities advise it is safe to leave.

Appendix D: 2011 Campus Crime Statistics Report

Campus Crime Statistics

2011 Crime Statistics for All OTC Campuses & Education Centers

CRIMINAL OFFENSES	2009	2010	2011
On Campus:			
Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	1
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	1
Motor vehicle theft	4	0	2
Arson	0	0	0
Residence Halls: N/A			
Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Non-campus:			
Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	1
Arson	0	0	0
Public Property:			
Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	1
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

HATE CRIMES

On Campus:

Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Intimidation	0	0	1

Residence Halls: N/A

Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Non-Campus:

Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Public Property:

Murder/Non-negligent	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – forcible	0	0	0
Sex offenses - non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

ARREST & DISCIPLINARY ACTIONS

Motor vehicle theft	0	0	0
Arson	0	0	0
Any other crime involving injury	0	0	0

Arrests - On campus:

Illegal weapons possession	0	0	0
Drug law violations	0	2	1
Liquor law violations	0	0	3

Disciplinary Actions - On campus:

Illegal weapons possession	0	1	1
Drug law violations	2	2	2
Liquor law violations	0	0	0

Arrests - Residence Halls:

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Residence Halls – N/A

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Arrests - Non-campus:

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions - Non-campus:

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0