

2026 Fort Hays Tech | North Central Annual Security Report And Fire Safety Report As reported for 2025 on the Beloit Campus

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Dean of Student Experience at Fort Hays Tech | North Central has prepared this report to inform its constituents of the college's policies regarding Campus Security and the reporting of its annual crime statistics. The full text of this report is located within this document or on our website. This report is prepared in cooperation with the Dean of Student Experience and the local law enforcement agencies surrounding our main campus, including the City of Beloit Police Department and the Mitchell Co. Sheriff's Office.

Campus crime, arrest, and referral statistics include Clery Act crimes reported to the Dean of Student Experience and local law enforcement agencies for crimes committed on the Fort Hays Tech | North Central campus and on public property adjacent to the campus. These statistics do not include crimes that have occurred in private residences or businesses not associated with the college.

Each year, we notify all enrolled students, faculty, and staff and provide directions to access this report on the website. You may also obtain copies of the report by contacting the Dean of Student Experience in the Student Union on the Beloit Campus or by calling (785) 738-9075. All prospective employees may obtain a copy from Human Resources in the Mears Administration Building on the Beloit Campus, or by calling (785) 738-2276.

Reporting Policies and Procedures

If a situation arises, either on or off campus, that, in the judgment of the college administration, constitutes an ongoing or continuing threat to students, faculty, and staff, a campus-wide "timely warning" will be issued. The college will issue the warning through its Singlewire system to students, faculty, and staff. Anyone with information regarding crimes that warrant a timely warning should report the circumstances to the Fort Hays Tech | North Central administration by phone (785-738-2276) or to local law enforcement (785-738-2203), or in person at the Mears Administration Building on the Beloit Campus so that administration can issue the timely warning for the safety and security of the campus community.

To report a crime:

Call 911 if it is an emergency and an immediate threat to anyone's safety. In non-emergency cases, please report crimes to any of the following staff or administration of FH Tech | NC:

- Dean of Student Experience - 785-738-9075, Student Union, Campus Dr.
- Dean of Student Services - 785-738-9037, Student Success Center Building, Campus Dr.
- Dean of Instructional Services - 785-738-9085, Mears Administration Building, Campus Dr.
- Vice President of Instructional and Student Services- 785-738-9055, Mears Administration Building, Campus Dr.
- President - 785-738-9057, Mears Administration Building, Campus Dr.

Fort Hays Tech | North Central administration encourages anyone who is the victim or witness to any crime to promptly report the incident to the Beloit Police Department or Mitchell Co. Sheriff's Office. Fort Hays Tech | North Central does not currently have policies or procedures in place for confidential reporting of crimes. Local law enforcement agencies have a Crime Stoppers Hotline if you are a victim or witness to a crime and wish to remain anonymous.

Reporting Crimes in a Timely Manner:

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to local law enforcement promptly. In emergency matters, call 911 immediately, then inform the Dean of Student Experience in the Student Union at 785-738-9075. In non-emergency matters related to campus housing, report security issues, all crimes, and public safety incidents to the Dean of Student Experience at 785-738-9075. You can report other non-emergency security issues to the

Dean of Student Experience so they can be included in the Annual Crime Statistics reported later in this document.

All reports will be investigated. Fort Hays Tech | North Central does not have procedures for voluntary, confidential reporting of crime statistics through pastoral or professional counselors. FH Tech will refer violations of the law to law enforcement agencies and, when appropriate, to the Dean of Student Experience for review. When a potentially dangerous threat to the campus community arises, the Singlewire alert system will issue timely reports or warnings via email, text, and phone call.

Security of Campus Facilities

During normal business hours, Fort Hays Tech | North Central will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, which is available only to college employees. FH Tech | NC, Beloit Campus does not have a campus police department. The Dean of Student Experience serves as security personnel for campus housing. The Dean of Student Experience does not have authority to make arrests. The Dean of Student Experience will call local law enforcement to make an arrest if a crime is committed on campus that warrants an arrest.

Program Facilities:

Each program chairperson is responsible for the security of their facility during regular business hours. After normal operating hours, the program's chairperson is responsible for locking the facility.

Campus Housing Facilities:

Fort Hays Tech | North Central has 8 Campus Housing facilities on the Beloit Campus. Each housing facility has 4 apartments. The main entrance to each building is open 24 hours a day /7 days a week. Each apartment has 2 entrances/exits. Students residing in Campus Housing receive apartment keys when they check in with the Dean of Student Experience. Residents must keep their apartments locked and secure. The Dean of Student Experience serves as the campus security officer for Campus Housing at the Beloit Campus of FH Tech | NC. The Dean of Student Experience lives on the Beloit Campus and regularly patrols Campus Housing facilities to ensure safety procedures are followed and to monitor unwanted guests and potentially dangerous situations. Dean of Student Experience does not have arrest capabilities. If a crime warrants an arrest, local law enforcement will be called. The Dean of Student Experience has a strong working relationship with local law enforcement. There is no formal written memorandum of understanding (MOU) with local law enforcement, but they do regularly patrol the campus.

Other Facilities:

Some facilities may have individual hours that vary at different times of the year. In these cases, the facility will be secured according to schedules developed by the department responsible for it. The Student Union is kept open in the evening by the Student Activities Coordinator and/or the Dean of Student Experience, depending on the activity and the time of year. The General Education building has individual hours depending on the schedule of evening classes and Student Success Center hours. These hours are posted at the beginning of each semester.

The Director of Maintenance maintains campus lighting, door locks, and the overall condition of the facilities to support the safety and security of staff, faculty, and students. The Dean of Student Experience ensures housing facilities are well maintained and safe for residents. The Vice President of Student and Instructional Services is responsible for the overall security of the Beloit Campus.

Student Organizations and Off-Campus Facilities

Fort Hays Tech | North Central does not operate any student organizations off-campus or any college-owned off-campus housing facilities. Therefore, this report does not include reports or monitoring of criminal activity off campus.

Security Awareness Programs for Employees and Students

During In-service and Teamwork Days, the Fort Hays Tech | North Central administration reviews and outlines the college safety and security procedures in the Emergency Operation Plan to all faculty and staff. Before classes begin in the fall, all Campus Housing residents must attend a Campus Housing

Meeting. At this meeting, the Dean of Student Experience reviews all campus housing rules, safety and security policies, and reporting procedures.

A common theme of these crime prevention and awareness programs is encouraging students and employees to recognize their responsibility for their own security and the security of others. Periodically, the local police department offers presentations on crime prevention and safety awareness to students and employees, but Fort Hays Tech | North Central does not provide any other specific prevention programs beyond those mentioned above.

Drug and Alcohol Abuse Policy:

The Fort Hays Tech | North Central Board of Trustees, administration, and staff believe maintaining a drug-free educational environment is critical to every student's success. Fort Hays Tech | North Central fully complies with all provisions of the Drug-Free Schools and Campuses regulations, 34 C.F.R. Part 86.

It is the policy of Fort Hays Tech | North Central that the possession, use, distribution, and/or sale of alcoholic beverages, illegal drugs, drug paraphernalia, and/or other controlled substances (except as medically prescribed) by students and employees is prohibited on the college campus, within the college buildings, at any training station, or at any college-sponsored event. Violation will result in immediate disciplinary action, up to and including dismissal from college for students and up to and including termination for employees. Appropriate legal action will be taken by FH Tech | North Central. Students or employees acting as accessories are also subject to disciplinary and legal action.

Employee Standard of Conduct:

Employees of Fort Hays Tech | North Central shall not unlawfully manufacture, distribute, dispense, possess, or be under the influence of illicit drugs or alcohol on the college campus, within the college buildings, at any training station or at any college-sponsored event.

As a condition of employment at Fort Hays Tech | North Central, employees shall abide by the terms of this policy. Employees who violate the terms of this policy may be reported to the appropriate law enforcement officials and could be subject to any of the following disciplinary sanctions:

1. Short-term suspension with pay.
2. Short-term suspension without pay.
3. Long-term suspension without pay.
4. Required participation in a drug and alcohol education, treatment, counseling or rehabilitation program.
5. Termination of employment.

If an employee is required to participate in a drug and alcohol education, treatment, counseling, or rehabilitation program, the employee is responsible for the cost of the program.

Employees of Fort Hays Tech | North Central convicted of criminally violating the drug statutes of the State of Kansas or of the United States of America shall notify the President of Fort Hays Tech | North Central concerning the conviction within five (5) days of the conviction. Fort Hays Tech | North Central will notify the Department of Education within ten (10) days, and the Board of Trustees will initiate appropriate action within thirty (30) days of receiving notification of an employee's conviction. Before applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the laws of the State of Kansas. Nothing in this policy is intended to diminish Fort Hays Tech | North Central's right to take any other disciplinary action provided for in the Fort Hays Tech | North Central Board of Trustees policy handbook or the negotiated agreement.

Student Standard of Conduct:

Students who violate the terms of the Fort Hays Tech | North Central Drug and Alcohol Policy violate the Fort Hays Tech | North Central Student Code of Conduct and could be subject to the following sanctions:

1. Suspension from classes and activities
2. Expulsion from college
3. Mandatory attendance at counseling sessions and/or educational seminars
4. Community Restitution/Service
5. Parental Notification as provided by federal law

6. Probation, Monetary Fine and/or Community Service

Appropriate legal action will be taken by Fort Hays Tech | North Central. Students acting in an accessory role are also subject to disciplinary and legal action.

As indicated above, a student may be required to meet with a counselor and/or complete a drug or alcohol education or treatment program as a condition of continued enrollment. The student is responsible for the cost of completing such a program. Students subject to these penalties will be afforded all due process rights to which each student is entitled by law or under current policies affecting student discipline.

Reasonable Suspicion:

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by Fort Hays Tech | North Central's contract vendor at the expense of the college.

- a. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
- b. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential; access to the results will be limited to institutional personnel with a legitimate need to know.
- c. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The employee or student must submit the request within 24 hours.
- d. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
- e. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
- f. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
- g. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

Information provided to all students and employees to comply with the Federal Drug-Free School and Campuses Regulations:

The following information will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college but not including continuing education students).

The administration will review this program every two years. The review will determine the program's effectiveness, recommend changes, and ensure disciplinary actions are appropriate.

Consequences of the use, misuse, and abuse of drugs and alcohol:

Health Consequences:

Students and employees of Fort Hays Tech | North Central should be aware that the following health risks have been associated with the use, misuse, and abuse of drugs and alcohol:

Alcohol: Birth defects, ulcers and gastritis, liver damage, heart disease, cancer, and brain damage.

Anabolic Steroids: Acne, cancer, heart disease, liver disease, sterility, jaundice, and kidney stones.

Cocaine/Stimulants: Increased blood pressure, blurred vision, sleeplessness, anxiety, irregular heartbeat, and death.

Hallucinogens: Increased body temperature, increased heart rate, increased blood pressure, sleeplessness, and tremors.

Marijuana: Impairment of the lungs, emphysema, increased heart rate, reduced short-term memory, and cancer.

Opiates/Narcotics: Decreased heart rate, nausea, cold, moist skin, bluish in color, and slowed breathing.

Sedatives: Slowed body function, drowsiness, convulsions, and coma.

Prescription and Over-the-Counter Medications: Risks associated with the non-medical use, abuse, or misuse of prescription and over-the-counter medications are dependent upon the particular medication and may include any of the risks described above. Students and employees should note that the above listing is not intended as all-inclusive.

Legal Consequences:

Local, state, and federal laws provide for a variety of legal sanctions and penalties for the possession, distribution, misuse, and abuse of controlled substances, pharmaceutical products, prescription and over-the-counter medications, and alcohol. The Federal Controlled Substances Act provides penalties of up to 15 years' imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year in prison and fines of up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law. Kansas law provides that any person who violates the criminal law by possessing controlled substances such as cocaine and heroin shall be guilty of a Class C felony. For a Class C felony conviction, the court may sentence a person to a minimum of three to five years in prison, a maximum of 10 to 20 years, and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant, or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Under Kansas law, persons under 21 years of age may be subject to minimum fines of \$200 for possessing, consuming, obtaining, purchasing, or attempting to obtain or purchase alcoholic liquor or cereal malt beverages. Persons convicted of driving under the influence of alcohol or drugs are subject to severe fines, imprisonment, and other penalties. For the most recent and complete Federal Trafficking Penalties, visit www.dea.gov/agencyipenalties.htm

Treatment Facilities:

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator on the internet at <http://jdasis3.samhsa.gov>

Assistance for substance abuse is available in Beloit at:

Pawnee Mental Health Services

207-5 North Mill

Beloit, KS 67420

Telephone (785) 625-6581

Assistance for substance abuse is available in Hays at:

Smoky Hill Foundation for Chemical Dependence, Inc.

2209 Canterbury Road

Hays, KS 66901

Telephone (785) 625-5521

Drug Testing Policy:

Fort Hays Tech | North Central has an obligation to provide a safe learning environment for all students and community members who may be impacted by training in certain programs. Fort Hays Tech | North Central offers several programs that require students to work with and around hazardous equipment that

could cause severe injury or death. In addition, Fort Hays Tech | North Central offers nursing programs that require direct patient care. Students in these lab/shop and patient care areas must stay attentive and focused on their actions and on others around them. Students with impaired or delayed reaction time, loss of concentration, or impaired decision-making are a hazard to others. Students who are impaired due to prescription medications or illegal drug use pose a serious risk to staff members, other students, and community members. This policy promotes safety and helps prevent potential risks to others. This Drug Testing Policy shall not be used for law enforcement purposes.

Fort Hays Tech | North Central partners with business and industry leaders through an advisory board. Based on their recommendations and industry standards, the areas of concern are the Nursing programs, Heavy Equipment, Welding, Diesel Technology, and the Agricultural Equipment Technology programs.

- Nursing students are required to complete clinical training, which includes direct patient care.
- Heavy Equipment students are required to operate very large equipment, such as bulldozers, motor graders, excavators, backhoes, loaders, scrapers, and directional drills.
- Welding students are required to use welding machines and tools, solvents, and gases, and are exposed to high heat temperatures.
- Diesel Technology students are required to use truck lifts, overhead cranes, and forklifts, and to drive customer vehicles, tractors, dozers, graders, excavators, and school buses.
- Agricultural Technology Equipment students are required to use overhead cranes, forklifts, and to drive customer equipment.

The policy for each of these programs follows:

1. Testing: All enrolled students shall be subject to drug and alcohol testing. The Vice President of the Hays Campus is the designated coordinator for all drug testing at Fort Hays Tech | North Central unless noted otherwise.
 - a) Testing shall be coordinated by the Director of Nursing or the Vice President of the Hays Campus and will be conducted at least once each semester.
 - b) Test results shall be forwarded directly to the Director of Nursing or the Vice President of the Hays Campus, with a copy sent to the student. All test results will be considered confidential, and access to the results shall be restricted to the respective campus' administrator. These individuals shall have authority to determine institutional personnel having a legitimate need to know access to specific information
 - c) In the event of a positive test result, the student may request a retest of the sample at the student's expense. This request should be submitted within 24 hours.
 - d) Refusal to provide a specimen for this testing shall be grounds for suspension or expulsion from the student's program.
 - e) Test results or specimens that have been determined to be altered by the student shall be grounds for suspension or expulsion from the student's program.
 - f) If the student does not request a retest of the sample, or if the sample is positive again upon retesting, the student shall be suspended or expelled from the program.
 - g) If the student tests positive for an authorized prescription drug which may impair his/her performance or judgment during clinical site or shop experience, the student may not be permitted to participate in the

experience until he/she provides a doctor's release to continue in the clinical site or shop experience to the Vice President of the Hays Campus.

h) Students may reapply for admission into the program the following school year.

2. Initial Enrollment: All students enrolling in the nursing programs shall be responsible for obtaining a drug screening from their respective campus's selected medical lab. Students are responsible for the cost.

a) The test results shall be forwarded directly to the Director of Nursing by the lab. All test results are confidential, and access is limited to the Director of Nursing and institutional personnel with a legitimate need to know.

b) Tests must be taken within 30 days prior to the first day of class. Students may not participate in class until the results are received. Exceptions may be granted by appealing to the Director of Nursing.

c) The lab shall also forward a copy of the results to the student.

d) In the event of a positive test result, the student may request a retest of the sample at the student's expense.

e) If the student does not request a retest of the sample, or if the sample is positive again upon retesting, the student shall not be permitted to start the program.

f) Students who are denied permission to start the program due to a positive drug testing result may reapply for admission the following school year.

3. Confidentiality

a) All results obtained and received will be kept confidential in separate medical record files. Access to such files shall be strictly limited.

b) No information from such drug testing reports shall be provided to any person other than those whose duty requires them to have access to such information.

c) Drug test results shall be used only as outlined in this policy. Such results shall not be used for any other purpose unless required to be produced by court order.

d) Drug test results will not be transferred to other academic institutions or provided to potential employers.

e) Drug test results shall not be provided to law enforcement unless required to be produced by court order.

Missing Student Notification

For the purposes of this policy, a missing person is a housing resident who has been absent for 24 hours or more without any confirmed visual, verbal, or written contact regarding their whereabouts.

If a resident, student, or staff member believes a student may be missing, they should report it immediately to the Dean of Student Experience. If the Dean is unavailable, report it to the Vice President of Student & Instructional Services.

When making a report, please provide as much information as possible, including:

- The last known time and place the resident was seen or heard from
- A physical description and clothing (if known)
- Vehicle information (if applicable)

- Any known circumstances or concerns

If there is evidence of suspicious circumstances or possible foul play, Fort Hays Tech | North Central will immediately notify local law enforcement.

The institution will coordinate with local law enforcement to begin an investigation and assist by providing all relevant information. Once local law enforcement confirms the individual is missing, the institution will notify the resident's emergency contact within 24 hours of that determination.

Fort Hays Tech | North Central will work with local law enforcement and provide any additional information or assistance needed during the investigation.

If the missing resident is under 18 years of age and not emancipated, the institution will notify the resident's custodial parent(s) or guardian(s), and the listed emergency contact.

Sexual Misconduct Policy

The college is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ("Clery Act") and the Campus Sexual Violence Elimination Act ("SaVE Act"), the college has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to students, faculty, and staff, as well as contractors and visitors.

Fort Hays Tech | North Central will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by policy and by state and federal laws. Individuals whom the college determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the college, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking:

Sexual Assault refers to any nonconsensual sexual act proscribed by Federal, tribal, or state law, including when the victim lacks the capacity to consent.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A. A current or former spouse or intimate partner of the survivor;
- B. A person with whom the survivor shares a child in common;
- C. A person who is or was residing in the same household as the survivor; or
- D. Any person against whom someone is protected from that person's acts under the domestic or family violence laws of the Jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor and where the existence of such relationship shall be determined based on a consideration of 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking occurs when an individual engages 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 suffer substantial emotional distress.

A. Reporting an Incident:

The college encourages any member of the college community (including students, staff, contractors, and visitors) who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of such college community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the college.

If a student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Title IX Coordinator at 785-738-2276, titleix@fhtechnnc.edu

Individuals who are on the Beloit campus can make an in-person report at the Vice President of Student and Instructional Services office. Individuals who are on the Hays campus can make an in-person report at the Vice President of the Hays Campus office. College staff will assist all members of the college community by assessing the incident, advising the survivor on how to seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Title IX Coordinator can help the survivor notify the local police department with jurisdiction over the crime. In an emergency or if there is an ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will connect you with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator at 785-738-2276; titleix@fhtechnnc.edu

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the college's Title IX Coordinator at 785-738-2276; titleix@fhtechnnc.edu

The Title IX Coordinator will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within the college. For more information, please visit our website for information on how to report an act prohibited by this policy.

B. Written Notification of Rights and Options:

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking that has occurred on property owned or leased by Fort Hays Tech | North Central or that involved a program or activity associated with the College, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

1. Go to court and file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the Title IX Coordinator will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
4. Request the Title IX Coordinator and/or local police remain at the scene until your safety is otherwise ensured;
5. Request that the Title IX Coordinator and/or local police assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and

C. Procedures Survivors Should Follow:

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower, bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she

should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Save any evidence of stalking, including communications such as written notes, email, voicemail, or other electronic communications sent by the stalker, and do not alter it.

D. On Campus and Off Campus Resources:

The college, the City of Beloit, the City of Hays, and Mitchell and Ellis counties all offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the college in order to access the following resources.

The following college employees and on-campus offices can assist members of the college community in considering their options and navigating through any resources:

- Vice President of Student and Instructional Services, Jennifer Brown, 785-738-9055, jbrown@fhtechnnc.edu
- Vice President of the Hays Campus, Diana Baumann, 785-623-6150; dbaumann@FHTechNC.edu

Off-Campus Resources Available:

- Beloit Police Department, 785-738-2203
- Hays Police Department, 785 -625-1030
- Mitchell County Hospital Health Systems, 785-738-2266
- Hays Medical Center, 785-623-5000
- Pawnee Mental Health, 785-738-5363
- Options, 785-625-4202
- Kansas Coalition Against Sexual & Domestic Violence, 888-363-2287
- Domestic Violence Association of Central Kansas, 800-874-1499

E. Accommodations:

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the college, the college is committed to providing them with the safest learning or working environment possible. Upon request, the college will make any reasonably available change to a complainant's or respondent's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the college community, the college's Title IX coordinator may also issue an Institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students and employees may contact the Title IX Coordinator for assistance.

Local law enforcement will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

The college is committed to ensuring that orders of protection issued by courts are fully upheld on all college-owned, used, and controlled property as well as properties immediately adjacent to the college. Therefore, if any member of the college community obtains an order of protection or restraining order, he or she should promptly inform the Title IX Coordinator and provide them

with a copy of that order, so that the college can enforce it. The college is also committed to protecting survivors from any further harm, and if the Title IX Coordinator determines that an individual's presence on campus poses a danger to one or more members of the college community, they can issue an institutional No Contact or No Trespass Order barring that individual from college property until resolved by Board of Trustees action.

F. Survivor Confidentiality:

The college recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent permitted by law and consistent with the college's need to protect the safety of the community. Different college officials and personnel can offer varying levels of privacy protections to survivors.

The college requires all employees to share with the college's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant), and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however, the college may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

The Title IX Coordinator will request reports made to local law enforcement on behalf of Fort Hays Tech | North Central to determine whether a Title IX investigation is warranted. Reports may also be made public (maintaining the survivor's anonymity) if there is a concern for the safety of other members of the community.

Reports received by the college concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the college community are required by policy to report any instances of known child abuse or neglect to the Title IX Coordinator. The Title IX Coordinator will then report the information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the college's Title IX Coordinator or other college officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the college's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to the minimum necessary, and only when absolutely necessary. The survivor may choose whether to participate in the investigation; however, the college may proceed without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. The college thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with college officials who must be informed under college policy. Failure by a college employee to maintain privacy in accordance with college policy will be grounds for discipline.

While federal law requires the college to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

G. College Educational Programs:

The college is committed to increasing awareness of and preventing violence. The college makes continued efforts to provide students and employees with education programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assault, domestic violence, dating violence, and stalking in a college environment, the college offers practical guidance for risk reduction, violence prevention, and bystander intervention, including but not limited to;

1. Personal Safety Workshops - In an effort to educate the college community about safety, the college provides opportunities for all members of the college community to learn about safety precautions. College officials conduct and/or coordinate awareness workshops for college community members on a wide variety of subjects including, but not limited to, alcohol awareness, the definition of consent and sexual assault, and wellness.
2. New Student Orientation – Student orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of the Student Services department to new students
3. New Employee Orientation- All new employees receive training on Sexual Harassment and Title IX through the Title IX Coordinator.
4. Student Activities Programs - These programs are run through the Student Services department and inform students on a wide variety of topics such as alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

H. Conduct Proceedings:

The college strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the college. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the college may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension. Interim measures must be available for the complainant and the respondent.

The college's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees found responsible for such a violation could face termination of employment, and students found responsible may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, the college may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Vice President of Student and Instructional Services, Jennifer Brown, 785-738-9056; jbrown@fhtechn.edu and adjudicated pursuant to the Student Code of Conduct and incidents involving employees and college affiliates who are found by the college to have engaged in behavior that violates college policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings that have occurred on property owned or leased by Fort Hays Tech | North Central or that involved a program or activity associated with the College shall provide a prompt, fair, and impartial investigation and resolution. Officials shall conduct all investigations and proceedings after receiving annual training on the types of cases they handle, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

Once an investigation opens, both the complainant and respondent shall receive written notice. The notice shall provide at minimum the following factual details:

- Identification of parties involved in the conduct proceedings

- Specific policy provisions for the complainant and respondent
- Precise conduct violation
- Date and location of alleged incident

The college seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the college within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters, the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the college concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

If both parties voluntarily agree and the Title IX Coordinator determines it is appropriate, Fort Hays Tech | North Central may facilitate an informal resolution, including mediation, to help the parties reach a voluntary resolution. If the parties cannot reach a voluntary resolution, the University will conduct a formal investigation.

When a student is accused of any violation of the student conduct code of conduct, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of the evidence standard, which means that it is more likely than not that the reported misconduct occurred.

Before a final determination, the investigator must complete a written report summarizing the evidence provided during the investigation. Both parties will have an opportunity to respond to the report in writing before any determination is made. The complainant and respondent will have the same meaningful access to the information utilized to make a final determination.

When the Title IX Coordinator completes an investigation, the Coordinator will inform both the complainant and the respondent simultaneously in writing within 7 business days of the investigative outcome. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding; both parties will receive the same process rights if an appeal is granted; and the parties will both receive timely notice when the outcome becomes final. The outcome will be disclosed to both parties unconditionally, and each may choose to share or not share the details with any third parties.

Restraining Orders

Enforcement of court-issued protection orders is critical to ensure the safety for students and employees at Fort Hays Tech | North Central.

Any student or employee who has a restraining order, order of protection, no contact order, or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify the local police department and the Dean of Student Experience (Beloit students), the VP of the Hays Campus (Hays students), or the Board Clerk (employees) of the threat. The student or employee should provide a copy of the restraining order to local law enforcement and the Fort Hays Tech | North Central official listed above so it is kept on file and can be enforced, if necessary.

Upon receiving notice that a student or employee has a protection order, the designated Fort Hays Tech | North Central employee shall immediately schedule a meeting with the protected student to create a plan to enforce the protection order on the college's campus. The designated Fort Hays Tech | North Central employee shall work with the protected student or employee to create an enforcement plan regardless of whether the restrained individual is another student or employee. In addition, the designated Fort Hays Tech | North Central employee shall provide the protected student or employee with information about reporting violations of the protection order, assist him/her with reporting any violations, and provide him/her with a list of campus and community resources.

If the restrained individual is a student or employee, Fort Hays Tech | North Central shall make any necessary changes to the restrained student's enrollment/employment, participation, or environment in order to comply with the protection order and ensure the protected student or employee's safety. In addition, the designated Fort Hays Tech | North Central employee shall work with the protected student or employee and the college to make any changes to the protected student or employee's enrollment/employment, participation, or environment to which he/she consents and which are necessary to ensure his/her safety.

Changes to the restrained student or employee's enrollment/employment, participation, or environment that are made pursuant to a valid protection order do not require a written complaint or grievance by the student or employee. The restrained student or employee may file a grievance using the procedures set forth in the Fort Hays Tech | North Central Board Policy handbook to challenge any changes made to his/her enrollment/employment, participation, or environment to enforce a protection order.

Sex Offender Notifications

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Kansas, the Kansas Bureau of Investigation) to provide Fort Hays Tech | North Central with a list of registered sex offenders who have indicated that they are enrolled, employed, or pursuing an education at Fort Hays Tech | North Central College.

Fort Hays Tech | North Central College must inform the campus community that a KBI registration list of sex offenders will be available by contacting the Dean of Student Experience.

In addition, the Kansas Bureau of Investigation provides a list of all registered sex offenders in Kansas at <http://www.accesskansas.org/kbi/ro.htm>. Beloit is located in Mitchell County, and the ZIP code is 67420. Hays is located in Ellis County, and the ZIP code is 67601.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Disclosure Policy

Fort Hays Tech | North Central College may, 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 college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Fort Hays Tech | North Central College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sexual Harassment Policy

The college is committed to providing a positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated. Sexual harassment of employees or students of the college by board members, administrators, faculty, support personnel, students, vendors, and any others having business or other contact with the college is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against

Discrimination. All forms of sexual harassment are prohibited at the college, on college property, and at all college-sponsored activities, programs, or events. Sexual harassment against individuals associated with the college is prohibited, whether or not the harassment occurs on college grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any employee, student, or other individual associated with the college. It shall further be a violation for any student to discourage a student from filing a complaint or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the college staff to a student or when made by any student to another students or by any student to staff when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individuals' education: (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual: or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Harassment that targets an employee or student based on gender identity, transgender status, or gender transition is harassment based on sex. Fort Hays Tech | North Central will treat employees or students consistent with their provided gender identity. Fort Hays Tech | North Central treats employees' and students' gender identity as the employee's or student's sex for purposes of Title IX and its implementing regulations. Under Title IX, employees or students do not need a medical diagnosis or treatment to be treated consistent with their gender identity.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The college encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The college will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should notify the Title IX Coordinator. Any college employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint. Any college employee who receives a complaint of sexual harassment from a student must report it to the Title IX Coordinator.

If the Title IX Coordinator is the alleged harasser, the complaint shall be reported to the college president. The college president shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the student's satisfaction in this meeting, the student may initiate a formal complaint under the college's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors that are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses sexual harassment shall report the incident to the Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to the Title IX Coordinator may face disciplinary action. Administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity, the administration shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

Filing a complaint or otherwise reporting sexual harassment shall not reflect on the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious sexual harassment complaints may result in corrective or disciplinary action against the complainant.

Complaints about Discrimination or Discriminatory Harassment:

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the college compliance coordinator. Complaints by a student should be addressed to the compliance coordinator. Any college employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the compliance coordinator is the alleged harasser, the complaint shall be reported to the college president. Complaints by any other person alleging discrimination should be addressed to the compliance coordinator. Complaints about discrimination, including harassment complaints, will be resolved through the following complaint procedures.

Complaint Procedures:

- A. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to. Forms for filing written complaints are available in each department office and the compliance coordinator's office.
- B. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- C. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the college president, the board shall appoint an investigating officer. In other instances, the compliance coordinator or another individual appointed by the board shall conduct the investigation. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- D. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- E. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy will be followed.
- F. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement, or state law will be followed.
- G. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the compliance coordinator.
- H. The complainant may appeal the complaint determination. The compliance coordinator, a hearing officer appointed by the board, or the board itself shall hear appeals, as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the

person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and describe its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies, including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Weapons Policy

Fort Hays Tech | North Central prohibits the possession and use of firearms, explosives, and other weapons on Fort Hays Tech | North Central property, with certain limited exceptions, as provided below. This policy is in accordance with the Kansas Board of Regents (“Board”) Policy and state law, K.S.A. 75-7c01, et seq.

A. Definitions

For purposes of this policy:

1. The term “weapons” includes:

- a. Any object or device which will, is designed to, or may be readily converted to expel a bullet, shot, or shell by the action of an explosive or other propellant;
- b. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- c. Any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun;
- d. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- e. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- f. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- g. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- h. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
- i. Any martial arts weapon such as nunchucks or throwing stars;
- j. Any longbow, crossbow, and arrows or other projectile that could cause serious harm to any person; or
- k. No student shall possess, handle, use, or threaten to use any object that can reasonably be considered a weapon, explosive, destructive device, or hazardous substance on college-owned or operated property, and any college activity, function, or event. This policy includes any item being used as a weapon or destructive device or any facsimile of a weapon.
- l. Any explosive or destructive device, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting.
- m. Any other dangerous or deadly weapon or instrument of like character.

2. The term “handgun” means:

- a. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
- b. Any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

3. The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

4. The term “adequate security measures” shall have the same meaning as the term is defined in K.S.A. 75-7c20, and “building” shall have the same meaning as the term “state building” is defined in K.S.A. 75-7c20.

5. The term “campus” means any building or grounds owned by the college or the Board and any building or grounds leased by the college or the Board for college use.

B. Policy

1. General Rules on Open Carry and Concealed Carry when On Campus

Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on campus, while concealed carry of handguns is permitted on campus, subject to the rules stated in this policy. All weapons are prohibited at all off-campus college-sponsored or supervised activities, except that, as required by law, the College does not prohibit employees who are legally qualified from carrying a concealed handgun while engaged in the duties of their employment outside of Fort Hays Tech | North Central’s place of business, including while in a means of conveyance.

Nothing in this policy shall be read to prohibit possession of weapons on campus as necessary for the conduct of Board-approved academic programs or College-approved activities without the advance written approval of the President or his/her designee.

Except in those instances where necessary for self-defense or transferring to safe storage and except as otherwise provided in the preceding paragraph, it shall be a violation of Board and College policy to openly display any lawfully possessed concealed carry handgun while on campus.

No College locations have been designated as prohibiting concealed carry due to permanent adequate security measures. The College may from time to time designate a specific location as temporarily prohibiting concealed carry and use temporary adequate security measures as defined and required by law. The College will provide appropriate notice whenever it makes this temporary designation.

In addition, areas of buildings with no public-access entrances and limited to restricted access entrances only may be off-limits to concealed carry, as determined by the College. “Restricted access entrance” means an entrance that is restricted to the public and requires a key, keycard, code, or similar device to allow entry to authorized personnel. “Authorized personnel” means employees of a state agency or municipality and any person granted authorization pursuant to K.S.A. 75-7c20 (d) (2.) The College may temporarily designate specific locations as prohibiting concealed handguns and use temporarily.

2. Prohibitions Based on State Law

Beginning July 1, 2017, any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on campus except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Due to its proximity to school district property, carrying a concealed weapon at the Fort Hays Tech | North Central Big Creek Training Center in Hays is prohibited.

Regardless of whether an individual is otherwise lawfully eligible to carry a concealed handgun, the following restrictions apply to the carrying of a firearm by Kansas law, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332];
- A firearm cannot be carried by an individual who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)];
- A firearm cannot be carried by an individual who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)];
- A firearm cannot be carried by an individual who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-630(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308,6308a].

It shall also be a violation of this policy to otherwise possess, store, transport, trade, sell, or in any other way use a firearm in violation of any applicable law.

3. Carrying and Storing Handguns

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and Board policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Beginning July 1, 2017, each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either:

- a. Carry it concealed on or about their person in a manner that complies with this policy, or;
- b. Keep it securely stored at their residence or in their privately owned or leased vehicle

Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. For this policy, “concealed” means completely hidden from view and does not reveal the weapon in any way, shape, or form. “About” the person means an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for carrying an individual’s personal items. Moreover, the carrier must remain at all times within the individual’s exclusive and uninterrupted control and within immediate reach.

Every handgun an individual carries, whether on their person or in a carrier, must be secured in a holster that completely covers the trigger and the entire trigger guard area and secures any external hammer in an uncocked position. The handgun must be secured in the holster with a strap or by other means of retention. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety must be carried with the safety in the “on” position. Carry semiautomatic

handguns without a chambered round of ammunition. Carry revolvers with the hammer resting on any empty chamber.

Handguns shall not be stored:

1. in any College classroom, lab, office, or facility;
2. in an on-campus residential unit, except in the residential unit of the individual who is at least 21 years of age, who legally owns the handgun, and when the handgun is secured in an approved storage device;
3. in any non-privately owned or leased motor vehicle; or
4. in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Handguns may be stored:

1. in an individual's privately-owned or leased motor vehicle when the vehicle is locked, and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; or
2. in an individual's on-campus residential unit when the handgun is secured in a holster and in an approved storage device. Handgun storage by any means other than those specifically permitted in this policy is prohibited.

For any on-campus residential unit that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Fort Hays Tech | North Central does not provide approved handgun storage devices to any person under any circumstances. Each individual who stores a handgun in an on-campus residence must provide their own approved storage device. An approved storage device has each of these characteristics;

1. it is of sufficient size to fully enclose the handgun while secured in an approved holster;
2. it is constructed of sturdy materials that are non-flammable;
3. it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and
4. is constructed specifically for the storage of a handgun and/or ammunition. All ammunition stored in an on-campus residence must be stored in an approved storage device.

4. Additional Safety Measures

Fort Hays Tech | North Central and its employees, staff, administration, and trustees who do not provide adequate security measures in college buildings and by this Policy allows the carrying of a concealed handgun as authorized by the Personal and Family Protection Act (K.S.A. 75-7c01 et seq.) shall not be liable for any wrongful act or omission relating to

actions of persons carrying a concealed handgun concerning acts or omissions regarding such handguns (K.S.A. 75-7C20 (f)).

Nothing in the policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

No person shall use the fact or possibility that he or she is carrying a concealed weapon with the intent to intimidate another person except in defense of self or others.

C. Reporting and Temporary Actions

All reports of suspected violations of the concealed carry policy are made to the College President or his/her designee.

An employee who witnesses the unlawful handling of a handgun shall report the incident to the President or his/her designee.

Upon receipt of a report, Fort Hays Tech | North Central will conduct an initial investigation to determine whether the report describes a criminal matter and/or a policy violation. Any report of weapons on a Fort Hays Tech | North Central campus will be investigated.

Employees who fail to report complaints or incidents regarding unlawful handling of a handgun to appropriate college officials may face disciplinary action. College administrators who fail to investigate and take appropriate corrective action in response to complaints of unlawful handling of a handgun may also face disciplinary action.

When a complaint contains evidence of criminal activity, the college president or his/her designee shall report such conduct to law enforcement.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the college's obligation to conduct a thorough investigation, to take appropriate corrective action, or to provide due process to the accused.

The filing of a complaint or otherwise reporting unlawful handling of a handgun shall not reflect upon the student's status or grades. Likewise, initiating a complaint of unlawful handling of a handgun in good faith will not adversely affect an employee's job security or status, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of unlawful handling of a handgun is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

D. Sanctions

Any individual violating this Policy or accidentally or irresponsibly discharging a weapon will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Fort Hays Tech | North Central Administration or the appropriate law enforcement agency will enforce this Policy, and any violation constitutes a Student Code of Conduct violation. Those residing on campus shall honor these Policy provisions and any and all conditions of the housing contract. Likewise, any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered trespassing and may be cited accordingly. Any individual who violates state or federal law may be detained, arrested, or otherwise subjected to lawful processes appropriate to the circumstances.

1. *Students:*

Students in violation of this policy are subject to suspension or expulsion from the college with loss of all credit for the current semester and no refund of tuition or fees for the semester, as well as prohibition from future enrollment or participation in College or College-sponsored activities. Students may appeal the suspension or expulsion under the Fort Hays Tech | North Central

Complaint and Grievance Policy. The President may recommend the suspension or expulsion be modified on a case-by-case basis under the provisions of Board of Trustees Policy 10.18 (Probation). Students violating this policy will be referred to the appropriate law enforcement agency or agencies and, if a juvenile, to SRS. Those residing on campus shall honor the provisions of this policy plus all conditions of the housing agreement.

Fort Hays Tech | North Central Emergency Operations Plan

Revised July 2024

PURPOSE

Fort Hays Tech | North Central's greatest concern is the safety of its faculty, staff, and students. Focused on that goal, the following policies and protocols have been designed to respond to crisis situations of all types and prevent crises whenever possible. The procedures outlined in this plan will be used to ensure the safety of employees, students, and property by using College and local resources.

This plan is designed to assist the College community to cope with the anticipated needs generated by an emergency situation and to assist with communication of those events and needs. The effectiveness of this plan relies on every member of the College community to be familiar with and follow these policies and procedures in the event of an emergency.

This plan should be reviewed on an annual basis and distributed to appropriate members of the College community (faculty, staff, and students)

INTRODUCTION

From a public perspective, a "crisis" can be defined as any out-of-the-ordinary event that creates community/media interest in the College. Effective communication is essential when responding to our communities and the media in any kind of crisis.

The College must be adequately prepared for that out-of-the-ordinary event, and to advise, effectively and promptly, the College community and the public as required on issues and developments.

The Emergency Operations Plan will also apply in the event of a crisis at an off-campus event for which Fort Hays Tech | North Central has some responsibility or where a significant number of its community are involved, e.g., evening activities and outreach centers.

SCOPE

These procedures apply to all members of the Fort Hays Tech | North Central community.

TYPES OF EMERGENCIES IDENTIFIED

A crisis is any event that involves death, serious injury, property damage or destruction, disruption of normal operations, compromise of data or information, harm to financial assets, damage to the image or goodwill of the College, or any other event which is deemed to be a crisis by the College, or the imminent threat, fear or possibility of any such results.

While there is no way to anticipate all possible emergency situations or types of crises, the following examples represent categories of emergencies that **may** necessitate the deployment of the Emergency Operations Team:

1. Medical Emergency – epidemic or poisoning
2. Violent Crime/Behavior-Active Shooter – robbery, murder, suicide, personal injury (existing or potential), etc.
3. Political Situations – riots, demonstrations, etc.
4. Deaths or Incidents Involving Students, Faculty and/or Staff
5. Fire/Evacuation – fires, floods, chemical spills or leaks, explosions, etc.
6. Tornado/Severe Weather—tornadoes, wind storms
7. Severe Winter Weather—blizzards, snowstorms
8. Bomb Threats
9. Active Shooter

EMERGENCY OPERATIONS TEAM

The Emergency Operations Team is created under the authority of the President of the College. The EOP team has the authority to initiate the Emergency Operations Plan. The Emergency Operations Team must be available to respond and react as a team in emergency or crisis situations. The team will meet annually to review the plan and update information. The team will provide a written report to the President after each review; updates to the plan will be presented to the Board of Trustees.

The College Emergency Operations Team consists of the following positions:

Rank	Position
1	Eric Burks (Both Campuses)
2	Jennifer Brown (Beloit)
	Diana Baumann (Hays)
3	Andy VanZanten (Beloit)
	Tricia Cline (Hays)
4	Jennifer Brown (Beloit)
	Derek Eichman (Hays)
5	Jayne Owen (Beloit)

Once convened, the Emergency Operations Team will generally take the following actions:

- Share information with all members of the Team and attempt to assess the nature of the event and the probable harm that may result.
- Brief and advise the President and other members of the College administration.
- Identify other individuals outside of the Team who may be needed to assist with the response to the event.
- Determine initial actions of the Team and by whom these actions will be taken.
- Outline long-term or continued responses of the College to the event.

- Arrange for communications with off-campus officials if necessary.

Incident Commander

The Incident Commander is the highest-ranking available individual from the Emergency Operations Team. The Incident Commander is responsible for taking command of an emergency situation and leading the Emergency Operations Team. While the Emergency Operations Team is expected to collaborate on decisions, the Incident Commander makes the final decision.

This responsibility should not be delegated because all Emergency Operations Team members must know each other and fully understand their Emergency Operations responsibilities. In the event of an emergency situation the Emergency Operations Team will work with the Incident Commander to lead the College community through the situation and determine the best course of action.

The Incident Commander is automatically authorized to assume leadership of the situation; however, he/she is not automatically designated as the Official Spokesperson. Before speaking with the media, the President shall be informed of the incident, and he/she will designate an Official Spokesperson

Official Spokesperson

The President is expected to serve as the Official Spokesperson for the College and is responsible for articulating the College's position to the media or outside agencies. If the President is unavailable, he/she is otherwise responsible for designating an Official Spokesperson. The Official Spokesperson must be designated by the President and may or may not be the Incident Commander.

The Official Spokesperson will be selected from the following:

1. Vice President of Student and Instructional Services
2. Vice President of Finance and Hays Operations
3. Dean of Student Experience
4. Dean of Enrollment Management

Authority

- The Emergency Operations Team shall inform the President of any crisis that has occurred, or that is threatening life, health, or College property, and give periodic status reports as information is available.
- When immediate action is required to react to an emergency situation, the Incident Commander (highest-ranking member of the Emergency Operations Team on scene) has the authority to declare a state of emergency. If time allows, the President should be notified prior to the declaration.
- Once a crisis/emergency has been identified, the Emergency Operations Team will have the authority to limit access to the affected area and any other areas of campus designated for use in responding to the crisis.
- Except for emergency services personnel, only the President or his/her designated Official Spokesperson will be authorized to provide direction to the media.
- The College President, through consultation with local law enforcement and the Board of Trustees, may allow media photographers and camera operators to tour the emergency site; they must be escorted.

Following appropriate first-response activities, the Emergency Operations Team will develop an action plan based on knowledge of the event that will be guided by any established procedures or protocols developed in this plan or traditionally utilized by the College in the event of such a crisis.

COMMUNICATION GUIDELINES

The College will make every effort to be open and timely in its communications with the College community, the media and its communities during a crisis or emergency. Concerns about the right to privacy, personal health and safety, legal liability, and the public's legitimate need to be informed will guide decisions about all internal and external communications.

During a declared state of emergency, communications – both internal and external – will be under the direction of the President of the College in cooperation with the Emergency Operations Team.

- Communications shall be from the President or his/her Official Spokesperson with respect to crises affecting the College.
- Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.

Good communications policy and practice will:

- assist in the actual management of the crisis;
- provide direction to faculty, staff, and students;
- reduce rumor and uncertainty;
- disseminate clear and accurate information to interested constituencies and the public at large;
- maintain the institution's credibility and minimize damage to its reputation

COMMUNICATION PROCEDURES

Alerting Responsibilities

- 1) Administrative members of the Emergency Operations Team may trigger the FH Tech | NC Alert system to immediately respond to an emergency situation or declare a state of emergency.
- 2) The President or his/her designated Official Spokesperson is responsible for:
 - a) Meeting with the Emergency Operations Team to determine the level of crisis and members of the College community affected.
 - b) Maintaining regular contact with the Emergency Operations Team and/or Incident Commander.
 - c) Preparing and disseminating statements or information to the College community, interested constituencies, the media, and other groups as identified.
 - d) Handling public inquiries regarding the crisis.
 - e) Responding to media inquiries regarding the crisis.
 - f) Maintaining regular contact with communications officials of other agencies or organizations responding to the emergency for the purpose of coordinating the preparation and dissemination of public statements of information.
 - g) Managing the media's presence during the crisis and enforcing the guidelines for media behavior during a crisis.
 - h) Monitoring media coverage and public response to the crisis.
 - i) Providing post-crisis follow-up releases and news, as appropriate, to the media.
 - j) Evaluating the communications process, providing full media documentation to the Emergency Operations Team, and participating in a debriefing session with members of the Emergency Operations Team.

Emergency Notifications:

A key component of the FH Tech | NC's Emergency Operations Plan is the FH Tech | NC Alert system. This alert system is the primary way crisis situations are communicated to faculty, staff, and students who may be on campus and potentially at risk. Therefore, all faculty, staff, and students must keep their contact information current so they can be notified in an emergency. All students enrolled on the first day of classes will be automatically entered into the system. All faculty and staff will be entered into the system automatically.

*FH Tech | NC provides email addresses to all students. This email address will be uploaded into the FH Tech | NC Alert system.

RELEASING STATEMENTS/INFORMATION

All information released by the College will be done in cooperation with the appropriate external law enforcement authorities.

- All written or oral statements to campus groups, the media and the public will require the authorization of the College President or designated Incident Commander.
- The legal aspects of releasing information will be governed by the appropriate legal guidelines or referred to legal counsel.
- All public and media inquiries that are received by other offices and departments will be forwarded to the President or his/her Official Spokesperson and:
 - Under no circumstances will any representative of the College reveal victim/s name in any case.
 - Under no circumstances will any representative of the College other than the President or his/her designee volunteer any information (names, dates, times, locations, nature of an incident) about an on or off-campus incident.
 - The President or his/her Official Spokesperson should be notified of any off-campus incidents that could potentially impact the College community.

GENERAL RESPONSE PLAN:

Assumptions:

- In any situation where the First Responders are involved, they will secure the situation and take jurisdiction of all activities.
- The President will designate a spokesperson if he/she is absent.
- The President, or his/her designated spokesperson, will coordinate all College communications including those with the media. Any required College notifications or cancellations should be cleared by the President or his/her designated spokesperson.
- Under no circumstances will any representative of the College reveal a victim's name in any case, unless authorized to do so by the victim or the victim's representatives.

Emergency Operations Team Meeting Place

- In the event of a crisis or emergency, the Emergency Operations Team will meet at a predetermined command post. The Administrative Office will be the primary meeting place in Beloit, and the Business Operations Center will be the primary meeting place in Hays.

Emergency Shelter

Beloit:

- The racquetball court inside the Wellness Center will be the on-campus emergency shelter (to be used in case a residence hall is uninhabitable or others on campus require temporary housing). If the racquetball court inside the Wellness Center is unavailable, the Emergency Operations Team will determine alternative accommodations.
- The FEMA-approved storm shelter will be the emergency shelter for Heavy Equipment
- Outside the instructional day, dormitory students should evacuate to the basement of the Dean of Student Experience. The basement is accessible at all times, entering through the laundry room.

Hays:

- Go to an interior hallway or the smallest interior room in the building you are in, avoiding areas with windows. If possible, get under a table or solid structure.
- The Big Creek Technology Center emergency shelter is in the safe.

EMERGENCY OPERATIONS TEAM RESPONSIBILITIES

Advance Warning (If applicable)

- The Emergency Operations Team meets and plans based on anticipated situations, and prepares a worst-case scenario plan.
- Communicate decisions made and implemented.
- Key College personnel who need to be involved are notified.
- Precautionary evacuations are done if needed.
- Essential service personnel are called if required.
- City services (Police, Fire) are notified when necessary.
- Precautionary quarantine initiated by County Health Services.
- Complete incident report if required.
- Debriefing.

Emergency in Progress or Immediate Aftermath

- Local Emergency First Response team (police, fire, medical depending on need) will be notified.
- City services are called if required and not already on scene
- Communication decisions are made and implemented
- Initiate College emergency notification alert, contact key personnel
- Set up command post
- Evacuate bystanders away from the scene.
- React and coordinate activities for campus security, evacuations, shelter, counseling, etc.
- Coordinate restoration of lost or damaged utility services
- Control traffic
- Initiate damage control
- Complete incident report(s)
- Complete a log of activity
- Debriefing
- Implement the Business Continuity Plan if necessary

Post Emergency

- Debrief and continue communications as required to the College community, general community and the media.
- Implement the Business Continuity Plan if necessary
- Ensure arrangements are made for counseling to be provided to those who need it.
- Record events and prepare permanent records to be maintained.
- Assess any required changes or additions to the Emergency Operations Plan.
- Complete incident report(s).

COLLEGE FUNCTIONAL RESPONSIBILITIES

Administrative Cabinet

1. Ensure the safety of employees, students, and property.
2. Secure and control the emergency site.

3. Establish an Incident Commander for the College in the absence of the President, following the hierarchy established in the EOP.
4. Initiate the crisis plan and contact appropriate outside agencies.
5. Coordinate all activities with campus and City services (e.g., call emergency services –Emergency First Response Team, ambulance, etc.)
6. Handle emergency closing notifications and coordinate special notifications as required.
7. Coordinate and maintain the command post.
8. Maintain public order on campus.
9. Assist proper authorities (Police, Fire, EMS, etc.) whenever necessary.
10. Handle or clear all media activities.
11. Provide clear, continuous and timely communication to faculty, staff and students and external publics as required.
12. Record the event and action taken.

Physical Plant/Maintenance Staff

1. Monitor actual safety hazards.
2. Inform the President or Incident Commander of any known hazards.
3. Advise on measures to maintain safety.
4. Control traffic.
5. Record the event and actions taken for liability and risk management.

Student Affairs/Administration

1. Assist with or make arrangements for temporary or alternate accommodations.
2. Contact students or families when appropriate.
3. Advise faculty about situations involving students.
4. Provide counseling as required to victims and affected individuals.
5. Ensure victims are aware of available services via College and County resources.

EMERGENCY MANAGEMENT PROTOCOL

A. Medical Emergency

- The person identifying the situation should notify 911 and indicate there is a medical emergency. 911 will contact necessary Emergency Responders.
- Secure the victim from further injury due to unsafe conditions if possible.
- Begin First Aid/CPR if necessary
- Be available to provide information to Emergency Responders about the situation.
- Contact and notify the Administrative Office/Emergency Operations Team of the incident.
- Prevent unauthorized access to the incident site.
- Set up a crisis command post.
- Arrange for temporary accommodations and relocations if necessary.
- Prepare for appropriate communication.

B. Violent Crime/Behavior-Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

C. Discovery of Violent Crimes

DISCOVERY OF VIOLENT CRIME (POST- OCCURRENCE)

- Person experiencing the situation should notify 911 and indicate the situation immediately.
- Go to a safe place and wait for Emergency First Responders. Report everything noted and relevant to the authorities.
- As soon as possible, contact the Administrative Office/Emergency Operations Team.
- The Emergency Operations Team will secure the area and prevent anyone else from entering an unsafe area.
- The Emergency Operations Team will contact other required personnel.
- Arrange for counseling or victim services for those affected.
- Prepare media response as required.
- Notify student's emergency contact if appropriate. Arrange for counseling or victim services for those affected.
- Prepare media response as required.
- Notify student's emergency contact if appropriate.

D. Political Situations (Riots, Protests, Demonstrations)

- The person identifying the situation should notify the Administrative Office/Crisis Management Team, and they will notify Emergency Responders as appropriate.
- Move to a safe environment.

- The Emergency Operations Team will assist local authorities with securing the area if required.
- Initiate communication plan and utilize emergency notification alert if appropriate.
- Set up crisis command post if required.
- Arrange counseling or victim services for affected individuals.
- Coordinate media communications.

E. Death or Incidents Involving Students, Faculty, and/or Staff

- The Emergency Operations Team will assess the potential impact on the College community.
- The Emergency Operations Team will communicate with those impacted.
- The Emergency Operations Team will execute the student death protocol.
- Prepare press release if appropriate.
- Arrange counseling if appropriate.

Student Death Protocol

Purpose

The procedures outlined define the roles and responsibilities that individual administrators, staff, faculty, students, and campus departments should assume following the death of a currently enrolled Fort Hays Tech| North Central student. The protocol was designed to be comprehensive. However, not every instance of a student death will require that each action listed in the protocol be completed. The wishes of the student's family and the level of college involvement of the deceased student will influence the President's course of action.

Procedure

The Office of the President

1. After official notification of a student's death has been given to the family by local law enforcement, the Office of the President or designee will contact the family of the deceased student to:
 - Offer condolences
 - Determine if the family has any immediate needs from the College (e.g., gathering items from the on-campus housing, notifying other students, etc.)
 - Gather information about funeral, visitation, and memorial arrangements
2. Depending on the wishes of the family and authorities, the Office of the President will notify Cabinet members with pertinent information regarding the cause of death, time of death, memorial arrangements, student involvement on campus, etc.
3. The Office of the President or designee will provide the family members with information and guidance on the process to return textbooks, library books, etc.
4. Once appropriate, the President will work with Marketing and College Deans to coordinate emails to faculty, students, and staff regarding visitation and funeral arrangements.
5. Once appropriate, the Office of the President will communicate with the family of the student to discuss eligibility for an honorary degree presentation during commencement.

Once notified, college employees will assume the following roles:

Vice President of Instructional Services

1. The Vice President of Students and Instructional Services or designee verifies the enrollment status of the deceased student.
2. The Vice President of Students and Instructional Services or designee immediately notifies the following individuals:
 - Leadership Council
 - Instructors and advisor to the deceased student

3. When appropriate, counseling or crisis intervention services are offered to members of the campus community.

Communications

1. The President will coordinate and disseminate all campus-wide communication of the student's death.
2. If the student's death is likely to generate media inquiries, the President or designee will determine an appropriate spokesperson(s) to serve as media contact(s).

The Registrar's Office

1. The Registrar places a "deceased" indicator on the deceased student's academic record within the student information system.
2. North Central Kansas Technical College continues to treat the academic records of the deceased student the same as a living student in that only directory information may be released to third parties. North Central Kansas Technical College requires documents that certify power of attorney or executor authorization to allow disclosure of information (other than directory) to survivors or other third parties. Either the parents or next of kin, with proper documentation, are considered the owner of the student's academic records.
3. The College will retain the student's educational record information for a minimum period of 7 years after death.
4. Pertinent information on the student's academic record is updated, such as a deceased indicator; addresses will be updated to prevent inadvertent or additional mailings; and enrollment and matriculation will be updated to reflect the reason for the closure of the academic records.
5. The Registrar will serve as the designee in the event of an international student's death.
6. The education records of deceased students are closed, but a transcript may be released or disclosed, upon written request, to a spouse, a parent, the executor of the estate, surviving children, surviving siblings, and surviving descendants, or pursuant to a court order or subpoena. The person requesting a deceased student's transcript must request the transcript in writing to the Registrar and provide the following information:
 - Student's name (and former names, if applicable)
 - Student's date of birth
 - Death Certificate
 - Official proof of familial relationship or legal right to request, such as
 - birth certificate which indicates the deceased is the mother, father, son, or daughter
 - marriage license
 - adoption decree
 - court order or subpoena

In addition, the requester should provide as much of the following information as possible:

- Student ID number
- Dates of attendance

On-Campus Housing

1. If a deceased person is discovered in on-campus housing, staff should call 911 to notify local law enforcement of the student's death and immediately vacate the room and leave the site untouched.
2. The Dean of Student Experience will notify the President of the student's death.
3. If necessary, the Dean of Student Experience will take appropriate measures to assist in ensuring that other residents, students, and passersby are not viewing the body or disturbing the site in any way, until law enforcement arrives on site.
4. The Dean of Student Experience should assist law enforcement investigating the case in identifying individuals who might have knowledge of the circumstances surrounding the death. In addition, the Dean of Student Experience should attempt to identify those most affected by the death (family members, significant others, roommates, work supervisors, close friends, etc.).
5. The Dean of Student Experience will create an incident report to be reviewed by the Vice President of Students and Instructional Services.

6. College employees may not release information about the death of a student to any non-staff person. Media (radio, television, newspaper) representatives should be referred to the President or designee.
7. The Dean of Student Experience or designee will consult with the Dean of Student Success and the counselor to determine whether psychological assistance is necessary for the residents in the environment where the student resided.
8. The President or designee will work with the family regarding packing the deceased resident's possessions at a time determined appropriate. Upon the request of the executor, the Dean of Student Experience may coordinate the packing and pickup of the student's belongings.

The Office of Financial Aid

1. The Director will coordinate the suspension of future disbursement of financial aid.
2. The Director will coordinate the return of financial aid funds to their appropriate sources after the Business Office calculates the refund.
3. The Director will coordinate the suspension of future financial aid communication, and this includes the current and future year.
4. If necessary, end dates of the financial aid holds on the withdrawal date (date of death).
5. If the student incurred student loan debt, the Director or designee will inform the family member and/or next of kin of the type and amount of loan(s); name and contact information of the loan holder; and procedure to discharge the loan debt due to the death of the borrower.

Business Office

1. The IT Director will deactivate the deceased student's key card access.
2. If the student's withdrawal date (date of death) is prior to the end of the add/drop period, a full refund of tuition and fees is processed; room and board charges are prorated for the days the student resided in the on-campus housing.
3. The Student Account Specialist will calculate financial aid refunds in adherence with federal and state financial aid return-of-funds regulations.
4. If the withdrawal date (date of death) is after the end of the add/drop period but prior to the 60th percent of the term and the student is a financial aid recipient, a return of Title IV funding is calculated.
5. Refunds may be processed for a withdrawal (date of death) after the end of the add/drop period but prior to the 50th percent of the term if approved by administration and only after any applicable financial aid funds are repaid to the source (federal, state, or private lender).
6. The College on a case-by-case basis may waive tuition and fee charges for the term and miscellaneous outstanding charges such as keys, late fees, library fines, etc.
7. If a student is determined to be deceased through collection efforts, the College will classify the student's debt as uncollectible and cease collection efforts.

International Student Deaths

1. The Registrar's Office or designee will contact a representative at the appropriate embassy to notify next of kin of the student's death.
2. The President or designee will serve as the campus contact to assist family members throughout the repatriation process.

F. Fire/Evacuation

- The person discovering the situation should pull the fire alarm and initiate procedures to evacuate the area.
- Whenever an alarm is sounded, everyone in the building should follow procedures to evacuate the building via the nearest available exit.
- Evacuate adjacent buildings if appropriate.
- Call 911.
- As soon as possible, contact the Administrative Office/Emergency Operations Team.
- The Emergency Operations Team will help protect human lives and preserve College assets whenever possible.
- The Emergency Operations Team will secure the area and prevent unauthorized access to unsafe areas.

- Assist Emergency Responders with any required actions deemed necessary.
- Initiate communication plan and/or emergency notification alert (if required).
- Arrange for temporary accommodations and relocations if necessary.
- Press release will be prepared if necessary.

G. Tornado/Severe Weather

- Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with the County Sheriff's Department.
- Alert faculty and staff of potential severe weather.
- A severe weather watch means conditions are favorable for a tornado or severe weather; A warning means severe weather conditions are imminent...Take Shelter!
- If severe weather warnings are issued or severe weather seems imminent, the Incident Commander will initiate the communication plan and emergency notification alert.
- Students, staff, and visitors on campus should evacuate to the designated tornado shelter if time allows; otherwise, go to interior hallways or the smallest interior room, avoiding areas with windows.
- Following the weather event, the Emergency Operations Team will assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- A press release will be prepared if required.

H. Severe Winter Weather

- The Emergency Operations Team will monitor weather stations and/or radio for weather advisories when applicable and consult with the County Sheriff's Department.
- The Emergency Operations Team will develop a plan to react to the predicted weather event.
- Alert faculty and staff of potential severe weather if present on campus.
- If the Incident Commander deems weather or road conditions to be hazardous enough to warrant suspending classes, he/she will initiate the communication plan and emergency notification alert.
- Notify appropriate media outlets of cancellations and postponements.
- Following the weather event, the Emergency Operations Team will work with Physical Plant/Maintenance staff to allow for classes to resume as soon as possible.

I. Bomb Threats

- The person receiving the threat should try to gather as much information as possible from the caller while using another phone to notify authorities. Refer to Bomb Threat Call Procedures
- Call 911.
- As soon as possible, contact the Administrative Office/Emergency Operations Team in order to determine the urgency of the threat. A level 1 or level 2 lockdown, or evacuation, may be initiated.
- Initiate communication plan and emergency notification alert.
- Treat all threats as a life-threatening situation.
- Emergency Operations Team will secure the area and prevent unauthorized access to the threatened area.
- Assist Emergency Responders with any required actions deemed necessary.
- Arrange for temporary accommodations and relocations if necessary.
- A press release will be prepared if necessary.

J. Shelter in Place Procedures

If you are told to Shelter-in-Place, immediately do the following:

- Bring everyone into the building or room.
- Shut and lock the door(s).

- Ask students and visitors to stay, not leave.
- Unless there is an imminent threat, ask everyone to call or text their emergency contact to let them know where they are and that they are safe.
- If possible, change outgoing telephone messages to say that the college is currently closed, and employees, students, and visitors are remaining on campus until authorities advise it is safe to leave.
- Check to ensure that all windows, exterior doors, and other openings to the outside are closed.
- Close window shades, blinds, or curtains.
- Choose an interior room or rooms large enough to comfortably hold everyone in the immediate area. Avoid rooms with mechanical equipment such as ventilation pipes.
- If possible, select a room that contains a landline telephone.
- Use duct tape and plastic sheeting if available to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room in case you are asked to report it.
- Monitor emergency communication channels (LCC website, Twitter Alert, FH Tech | NC alerts, radio, television, etc.) for further instructions.
- Do not come out until you are told it is safe to do so.

K. General Evacuation Procedures

These procedures should be used as protocol for a total evacuation of campus buildings, not for fire evacuations.

- If an evacuation is ordered in Beloit, instructors should stay calm and escort all students in an orderly fashion to the NCK Wellness Center gym.
- If an evacuation is ordered in Hays, instructors should stay calm and escort all students in an orderly fashion to the open field west of the Dreiling Building.
- In the event of a main campus evacuation, occupants of FH Tech | NC additional locations, such as Hadley Center (Hays), Big Creek (Hays), Welding (Hays), and Heavy Equipment (Beloit), should remain at their facility until further notice.

L. Hazardous Materials Emergency Contingency Plan

Any material known to you to be hazardous OR any material that is unknown to you and you are not sure whether it is hazardous.

1. Possible danger?

- Contact FH Tech | NC Administration at (785) 738-2276 using a cell phone or outside line.
- Warn all people in the immediate area of the hazard.
- Evacuate if necessary.

2. Do not attempt to clean up a spill unless

- The spill is incidental; and
- You have been trained on the proper procedure and have the proper personal protective equipment (PPE).

3. Be aware of offensive or irritating odors or fumes resulting from spills.

- Be prepared to evacuate buildings and/or areas in order to avoid potentially dangerous fumes.

All laboratory and maintenance personnel should be prepared to assist in the assessment of spills within their areas but only if requested by local emergency personnel. Consult the Safety Data Sheet (SDS) of the spilled substance for proper PPE and clean-up procedures,

M. Utility Emergencies

If a utility problem is discovered, such as a gas leak, call 911 and FH Tech | NC Administration.

GAS LEAK

- **ACTIVATE EMERGENCY SHUT-OFF VALVE.**
 - Only personnel specifically trained in emergency shut-off (if there is one) procedures should attempt to shut off the gas in the building.
- **DO NOT**
 - Light matches;
 - Turn lights on or off.
 - Plug or unplug electrical devices.
- **EVACUATE** the building.
- **FOLLOW DIRECTIONS** given by first responders and FH Tech | NC administration.
- If possible, **OPEN** windows to allow ventilation

CRISIS PREPARATION CHECKLIST

1. Maintain telephone listings for all people who need to be notified through the Rave Alert system.
2. Maintain and update communication plans
3. Fire/Evacuation Procedures
4. Maintain current telephone listings, including fax, cellular, and home numbers for all key personnel for Emergency Operations
5. Plans for reaching those who are not easily accessible
6. Evacuation Plans
7. Campus Maps
8. Inventory of emergency supplies and equipment
9. Cellular phones and two-way radios
10. Emergency vehicles
11. Hard Copy of student phone numbers
12. Floor Plans

Business Continuity Plan

Fort Hays Tech | North Central Business Continuity Plan Beloit and Hays Campuses

This plan focuses on procedures to ensure essential functions continue during an emergency and its immediate aftermath.

DAMAGE ASSESSMENT AND RELOCATION

A. General - Critical Functions:

- The Emergency Operations Team will assist in the decision as to whether the Recovery Plan should be activated. If the plan is activated, college administration will have been trained and prepared to secure temporary facilities as needed, replace equipment and materials, and facilitate the relocation of key business operations.

B. Damage Assessment Responsibilities:

- The names and locations of all FH Tech | NC personnel will be provided to both management and employees who will be involved in damage assessment responsibilities.
- Identify the employees, resources, and functions affected by the emergency condition.

- Estimate the extent of the damage.
- Estimate the duration of impairment.
- Identify equipment and materials that need to be made available for the backup location.
- Recommend acquisition of additional or replacement equipment and personnel required for contingent operations.
- Determine the operational capability, if any, remaining at our existing local Beloit and Hays offices or capacity at other FH Tech | NC offices.
- Determine the status of the city's infrastructure, in an area-wide emergency, such as highways, access, and utilities, for both local offices and potential relocation sites.
- Arrange for transportation of equipment and supplies to the backup site.
- Arrange for telephones, hook-ups, and support for computer operations.

C. Relocation Responsibilities:

- The Emergency Operations Team will communicate with employees and give them information about the relocation site.
- Locate and prepare the backup site.
- Contact and inform couriers and mail operations of new delivery locations.

D. Fort Hays Tech | North Central recovery plan covers the following areas:

- FH Tech | NC will keep copies of important documents off-site, electronically in a cloud-based storage system or in a safe deposit box. These include lease agreements, contracts, financial records, insurance policies, etc.
- FH Tech | NC has developed emergency financial procedures.
- FH Tech | NC will arrange for alternative office facilities before the occurrence of a disaster.
- FH Tech | NC has developed methods for communicating with federal, state, and local services agencies and/or organizations.
- FH Tech | NC will obtain agreements with vendors and customers for post-disaster operations as needed.

BUSINESS RECOVERY LOCATION

- A.** FH Tech | NC will have a list of potential business recovery locations. We will conduct business operations at these locations following a disaster. Potential Beloit campus locations are the Hays campus, the City of Beloit Municipal Building, USD 273, Mitchell County Hospital Health Systems, North Central Regional Planning Commission, or the old school buildings in Jewell or Glen Elder. Potential Hays campus locations are the Beloit Campus, Big Creek Campus, the N.E.W Building, St. Johns in Victoria.
- B.** The recovery location could be at an alternate site, at a similar business through an MOU, employees' own homes, or at our primary place of business.
- C.** College administration will select the recovery location based on the accessibility to critical infrastructure.

EMPLOYEE RECOVERY

Since FH Tech | NC cannot resume operations unless employees can return to work, we will consider employees' immediate needs and continue payroll operations when feasible and appropriate.

- A.** FH Tech | NC will meet with our employees at least once a year to review emergency plans and to share information on disaster preparedness.
- B.** FH Tech | NC will keep a list of all employees who have certification in first aid, CPR, or as an Emergency Medical Technician (EMT), or if anyone is a ham radio operator.

BUSINESS KEY CONTACTS

The office of the Dean of Administrative Services will keep a list of key contacts. Key contacts include those relied on to administer our business, such as banks, creditors, insurance agents, accountants, etc.

- A.** FH Tech | NC will need to determine:
 - What happened to students/employees/customers?
 - Were they affected by the disaster?
- B.** After a disaster, it is important for FH Tech | NC to keep students/employees/customers informed about the status of classes, projects, or services, or to develop mutually agreeable alternative arrangements.
- C.** FH Tech | NC may choose various ways to communicate with students/employees/customers after a disaster, depending on what modes of communication are available. These include, but are not limited to, FH Tech | NC alerts, direct telephone calls, a pre-arranged 800 number for people to call, e-mail, or purchase announcements by radio or through a newspaper.

BUSINESS VITAL RECORDS FORM

- A.** Examples of vital records include employee data, payroll, financial records, strategic plans, customer/client lists, inventory lists, building plans/blueprints, leases and insurance records.
- B.** FH Tech | NC will store a copy of all vital information on-site and a second copy in a safe off-site location. FH Tech | NC will back up critical files regularly and keep inventory lists current.
- C.** FH Tech | NC will convert all vital records into electronic form by scanning them into Treneo or another online system.

COMPUTER EQUIPMENT AND SOFTWARE FORM

- A.** Access to data and information is a critical part of FH Tech | NC's business operations. Recovery and/or maintenance of these systems will be a priority in the event of a disaster.
- B.** Computer and network security will remain current at all times.
- C.** If an alternative site is needed, computer equipment and services may be leased or rented from an outside source.
- D.** When there is sufficient warning about a disaster, such as a tornado, critical equipment or software may be secured so that it can be utilized at our recovery location.
- E.** Employees who have a college-issued laptop should take it home with them nightly in the event that they must work from home.
- F.** In the event of a sudden disaster, FH Tech | NC employees will:
 - a. Keep a backup copy of the computer's basic operating system, boot files, and critical software, and be sure we have copies of our operations manuals.
 - b. Maintain an up-to-date copy of computer and Internet login credentials and passwords.
 - c. Make arrangements with computer vendors to quickly replace damaged vital hardware and software.
 - d. Request written estimates for rental or purchase, shipping costs, and delivery times, if relevant.
 - e. Elevate computer equipment normally stored on the floor, e.g., CPUs, and secure in place where flooding is a possibility.
- G.** FH Tech | NC will keep computer hardware and software licenses up to date.
- H.** If FH Tech | NC currently owns/leases the item, it is advisable to have an alternative vendor.

COMPUTER SYSTEMS

Restoring computer operations will require essentially the same activities, regardless of the type or extent of the disaster. FH Tech | NC will maintain the following:

- A. Lists of Equipment and Service Contracts-Kept in the IT Department**
 - Hardware (Computer Inventory)
 - Devices (Server, backup unit, etc.)
 - Manufacturers for each piece of equipment
 - Model/serial numbers
 - Wiring specifications
- B. Software Programs**
 - Name of the program and date of purchase
 - Vendors with phone numbers, e-mail addresses
 - Specifications for data backup: Nightly backup of all computer systems must be stored offsite.
 - Business-generated modifications to software
- C. Passwords (Supervisor and Server) & Vendor and Support Desk Phone Numbers**
 - Administration passwords should be kept in a safe and secure place.
 - Only the system administrator and manager should have access to these passwords.
- D. Back Up & Verify Computer Data at Regular Intervals**
 - This is the responsibility of each individual employee user to back up computer hard drives to an external hard drive or flash drive.
 - Wherever possible, FH Tech | NC will have all important documents scanned and put into electronic form. These documents include but are not limited to employment records, student records, financial/payroll records, and current student information system data.
 - FH Tech | NC has the student information system, account software, email system, and learning management system hosted offsite.

CRITICAL TELEPHONE NUMBERS

- A.** Seamless communications with employees, suppliers/vendors, students, key contacts, and customers following a disaster will be a priority.
- B.** Telephone and fax lines, and FH Tech | NC alerts are means of maintaining this communication.
- C.** FH Tech | NC will have telephone, fax, and internet connections rerouted to the alternative site in the event of a disaster.
- D.** In the case of a break in all phone service, including cell phones, FH Tech | NC will invest in two-way radios to assist with communication.
- E.** Efforts to restore the main phone line, perhaps at the alternative site, will be made.

VOICE/DATA COMMUNICATION

Examples of voice communications include modem, voicemail, FH Tech | NC alerts, and standard telephone.

Examples of data communications include cable, DSL, or dial-up for our Internet and e-mail access.

- A.** FH Tech | NC's communication with employees, vendors/suppliers, students, customers, emergency officials, and other key contacts will be a priority.
- B.** If FH Tech | NC goes to a recovery location, rent, lease, or purchase of new equipment may be necessary.
- C.** Internal and external communication will be restored as soon as possible to inform all constituents of the status of business operations.
- D.** The following should be considered in the event of a disaster:
 - Designate one remote voicemail number on which messages can be left for employees and other constituents.
 - Arrange for programmable call forwarding for the main business line.
 - FH Tech | NC will work with telecommunications engineers with requests to redirect phones, faxes, and data lines to backup locations.

- FH Tech | NC will consider alternative forms of communication should phones not be working.
- FH Tech | NC will communicate by email, postings on our website, social media, or FH Tech | NC alerts.
- Cell phone communications will be used as long as tower usage isn't excessive.
- FH Tech | NC will invest in battery backups for critical computers and servers. Surge protection for all computer and phone equipment will be implemented.

Medical Emergency Plan

A medical emergency includes any serious injury or illness that requires immediate medical attention. If a major medical emergency/illness occurs:

- A. CALL 911** for paramedic/ambulance assistance and, if possible, contact College Administration.
- B. STAY**, or have someone else stay, with the patient until help arrives.
- C. DO NOT** move the patient: keep the patient still and comfortable.
- D. PROTECT** the patient from injury by removing any potential safety threat, if possible.
- E. PROVIDE** first aid until help arrives, if you have appropriate training and equipment and it is safe to do so.
- F. SEND** someone outside to escort Emergency Responders to the appropriate location, if possible.
- G. STAY** out of the way unless assistance is requested once help arrives.
- H. INFORM** Emergency Responders of the following information:
 - Building or location where assistance is needed.
 - Specific location within the building.
 - Type of problem, individual's condition.
 - Medical history, if known.
 - Sequence of events.

If a minor injury/illness occurs:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.
- Provide first aid as appropriate. Each College department should have a first aid kit in accordance with the College's First Aid Kit Program.
- Notify families, if possible, and request that a family member/college administrator transport the student/employee to home, dorm, or health care provider.

If a serious injury/illness occurs:

- Call 911 or have someone else call 911 for an ambulance: State the specific location and the name and telephone number of the person placing the call.
- Call or have someone else call the President's Office.
- Remain with the victim, make the victim comfortable, and provide appropriate first aid.
- Keep the victim still.
- Loosen tight-fitting clothing.
- Avoid or overcome shivering by using blankets or covers, if available.
- Make sure the victim has adequate air. Give artificial respiration if necessary and get an AED.
- Control severe bleeding by applying pressure.
- If first aid is needed – apply only that which is essential before the arrival of medical assistance. Know the limits of your capabilities and do everything you can to avoid further injury to the victim.
- If the injury resulted from exposure to a chemical in the workplace or classroom, have someone locate the Safety Data Sheet (SDS). Follow the instructions and keep a copy available for emergency personnel.
- Seek additional information about the incident and the victim.

- Find out exactly what happened. Information may be obtained from the victim and from persons who were present and saw the accident, or saw the individual collapse in the case of sudden illness.
- Look for an emergency medical identification, such as a card or bracelet, which may provide a clue to the victim's condition.
- If the victim is conscious, obtain the name and contact information for a family member who should be contacted.
- If the victim is unconscious and has no sign of external injury, and if the above methods fail to provide identity, try to obtain identification from bystanders so that relatives can be notified. (It is advisable to have a witness when searching for identification).
- Provide all available information to emergency personnel when they arrive.
- The President's Office will arrange to contact the victim's family member.

In the event of a death:

- Notify 911 and the President's Office.
- Personnel who are designated to make the death notification to the family should be provided pertinent information as to what occurred, what actions were taken in response, and where the student was taken. Initiate insurance documentation.
- Initiate media response protocol and statements in conjunction with the college policy.
- Provide information to staff, faculty, and students as available.
- Prepare a statement to send home with students explaining the situation.

Complete a Fort Hays Tech | North Central Accident Report as soon as possible for all injuries/illnesses that occur to employees, students, and visitors.

Location of AED's and First Aid Kits at Fort Hays Tech | North Central

Beloit Campus	Building/Department	Location of AED	Location of First Aid Kit	Faculty or Staff CRP Certified
	Heavy Equipment	Common's Area	Outside of Men's Restroom	
	Diesel Technology	Common's Area	Outside of Tool Room	
	Plumbing, Heating, and Air Conditioning		Outside of Classroom	
	Carpentry and Cabinetmaking		By the Hand Sinks	
	General Education	Common's Area		
	Automotive Technology		Shop area by the Water Fountain	
	Automotive Collision Repair Technology		Between the Restrooms	
	Welding		Outside of the Classroom	
	Agricultural Equipment Technology I	Common's Area	Student Computer Room	
	Agricultural Equipment Technology II		Between the Restrooms	
	CDL		Between the Restrooms	
	Nursing		Common's Area	
	Telecommunications		Classroom	
	Digital Marketing		Common's Area	

	Advanced Computer Information Technology	Common's Area	Classroom	
	Mears – Administration Building	Common's Area	Faculty Break Room	
	Electrical Technology & Automated Controls Technology		East wall in the Northwest Lab	
	Student Union	Common's Area in Wellness Center	Kitchen Restroom	
	Student Union	By Conference Room Door	Kitchen Restroom	
	Maintenance		Restroom	
	Campus Dorms	Laundry Room		
Hays Campus	Health Science Building	Common's Area	Allied Health Lab & Pharmacy Tech Classroom	
	Dreiling Business Occupations Building	Common's Area	Copy Room	
	Automotive Technology I	Common's Area	Shop Scrub Sink	
	Automotive Technology II	Common's Area	Shop Scrub Sink	
	Big Creek Technology Center	Common's Area	Shop Area	
	Nursing	Common's Area	Common's Area	
	Culinary Kitchen at the Hadley Center	First Floor Veteran's Association Clinic	Kitchen Scrub Sink	
	Welding – FHSU Campus – Center for Applied Technology & Sculpture	Social Café – Common's Area	Shop Area	

Maintenance conducts monthly AED safety checks on both campuses. The document includes:

- Location
- Pad Expiration Date
- Extra Pad Expiration Date
- Green Light ON Defibrillator
- Door Alarm Working when Opened
- Monthly initials of who conducted the assessment

Annually in August, AED Pads are ordered to replace pads that will be expiring before the next August. Kelly Roberts, Beloit Campus Administrative Assistant, places the order. First Aid Kits are checked periodically every semester with a safety supply company.

Emergency Preparedness Kit

The Emergency Preparedness Kit is kept in the receptionist area at the Beloit and Hays Campuses. Staff updates these kits during the first week of each semester.

These kits will serve as the portable “command center” for the designated Administrator during the first critical minutes of any crisis that requires evacuating the facility. The designated administrator shall take the kit wherever the building is evacuated. The information in the kit will allow the administrator to quickly integrate into the public safety response structure and provide critical information needed by

responding agencies. These kits should also be used during drills to maintain consistency with response protocols.

The **Emergency Preparedness Kit** should contain the following:

The Emergency Preparedness Kit should contain the following:

- A copy of the College floor plan for each building on College property
- A copy of the Emergency Operations Plan
- Flashlight and extra batteries
- Bullhorn and appropriate batteries
- Current list of college employee phone numbers and emergency response phone numbers
- Writing tablets and pencils
- Basic First Aid kit
- Gloves and masks
- Wrench and pliers to turn off utilities

Emergency Preparedness Kit Procedures:

- The kit should be quickly taken to the area where first responders will arrive.
- The President should assist the public safety incident scene commander, who is designated to be in charge of the scene.
- For legal, technical, and practical reasons, College officials should never attempt to assume the role of the public safety incident commander.

Cyber Security Plan

Multiple layers of security will be utilized to reduce possible threats. This will be accomplished as follows.

- ✓ Only give out appropriate rights to systems. Limit access to only business hours when possible.
- ✓ Don't share accounts to access systems when possible. Never share personal login information with co-workers.
- ✓ When employees resign, retire, or are disciplined, access to systems will be limited or removed.
- ✓ Physically secure computer assets behind locked doors or cabinets, so that only staff with appropriate needs can have access.

All users of the network must review and agree to FH Tech | NC's Information Systems Use Policy.

User accounts on company computer systems are to be used only for business of FH Tech | NC and are not to be used for personal activities. Unauthorized use of the system may violate the law, constitute theft, and may be punishable by law. Therefore, unauthorized use of FH Tech | NC computing system and facilities may constitute grounds for either civil or criminal prosecution. Users are personally responsible for protecting all confidential information used and/or stored on their accounts. This includes their login IDs and passwords and backing up their data files to a secure or offline location. Furthermore, they are prohibited from making unauthorized copies of such confidential information and/or distributing it to unauthorized persons outside of FH Tech | NC. Users shall not purposely engage in activity with the intent to: harass other users; degrade the performance of the system; divert system resources to their own use; or gain access to company systems for which they do not have authorization. Users shall not attach unauthorized devices to their PCs or workstations unless they have received specific authorization from FH Tech | NC's IT department. Users shall not download unauthorized software from the Internet onto their PCs or workstations.

Users are required to report any weaknesses in FH Tech | NC computer security, any incidents of misuse or violation of this policy to FH Tech | NC's IT department. The use of the Internet and local area network by employees, students and guests of Fort Hays Tech | North Central is permitted and

encouraged where such use supports the business and educational goals, objectives and policies of the Fort Hays Tech | North Central. Failure to comply may result in the interruption or termination of Information Systems use privileges and/or legal action without prior notification.

FH Tech | NC will provide Internet access to employees, students, and contractors who are connected to the internal network and who have a business need for this access. Employees, students and contractors must first review, agree and sign FH Tech | NC's Information Systems Use Policy prior to access. This signed policy will be kept on file in the IT department. The Internet is a business tool for FH Tech | NC. It is to be used for business-related purposes such as: communicating via electronic mail with suppliers and business partners, obtaining useful business information, educational resources, and relevant technical and business topics.

The Internet service may not be used for transmitting, retrieving or storing any communications of a discriminatory or harassing nature or which are derogatory to any individual or group, obscene or pornographic, or defamatory or threatening in nature for "chain letters" or any other purpose which is illegal or for personal gain. FH Tech | NC has the right and capability to monitor electronic information created and/or communicated by persons using company computer systems and networks, including e-mail messages and usage of the Internet. It is not FH Tech | NC policy or intent to continuously monitor all computer usage by employees or other users of FH Tech | NC computer systems and network. However, users of the systems should be aware that FH Tech | NC may monitor usage without notice, including, but not limited to, patterns of usage of the Internet (e.g. site accessed, on-line length, time of day access), and employees' electronic files and messages to the extent necessary to ensure that the Internet and other electronic communications are being used in compliance with the law and with company policy.

A fundamental component of our Cyber Security Policy is controlling access to the critical information resources that require protection from unauthorized disclosure or modification. Access control means assigning permissions to individuals or systems authorized to access specific resources. Access controls exist at various system layers, including the network. Access control is implemented through login IDs and passwords. At the application and database level, other access control methods can further restrict access. The application and database systems can limit the number of applications and databases available to users based on their job requirements. All users will be required to have a unique login ID and password for access to systems. The user's password should be kept confidential and **MUST NOT** be shared with management or supervisory personnel and/or any other employees. All users must comply with the following rules regarding the creation and maintenance of passwords:

- Passwords must not be found in any English or foreign dictionary. That is, do not use any common name, noun, verb, adverb, or adjective. These can be easily cracked using standard "hacker tools".
- Passwords should not be posted on or near computer systems or otherwise be readily accessible in the area of the computer systems.
- Passwords should be changed at minimum every 180 days.
- User accounts will be suspended after 3 to 5 failed logon attempts for a minimum of 5 minutes.
- Login IDs and passwords will be suspended without use or after termination of employment.

Users are not allowed to access password files on any network infrastructure component. Password files on servers will be monitored for access by unauthorized users. Copying, reading, deleting or modifying a password file on any computer system is prohibited. Users will not be allowed to log in as a System Administrator. Users who need this level of access to production systems must request a Special Access account as outlined elsewhere in this document. Employee Login IDs and passwords will be deactivated as soon as possible if the employee is terminated, suspended, placed on leave, or otherwise leaves the employment of FH Tech | NC. Supervisors / Managers shall immediately and directly contact the FH Tech | NC IT Manager to report a change in employee status that requires terminating or modifying employee logon access privileges.

Employees who forget their password must call the IT department to have it reset or a new password assigned. The employee must identify himself/herself by name and department to the IT department. Employees will be responsible for all transactions occurring during Login sessions initiated by use of the employee's ID and password. Employees shall not log in to a computer with their personal account ID and password and then allow another individual to use the computer.

System Administrators, network administrators, and security administrators will have full access to host systems, routers, hubs, and firewalls as required to fulfill their job duties.

All system administrator passwords will be changed after any employee who has access to such passwords is terminated or otherwise leaves the employment of FH Tech | NC. Special access accounts are provided to individuals requiring temporary system administrator privileges in order to perform their job. These accounts are monitored by FH Tech | NC and require the permission of the college's IT department. The college's IT department monitors special access accounts.

"Third-party" refers to vendors, consultants, and business partners doing business with FH Tech | NC, and other partners that have a need to exchange information with FH Tech | NC. Third-party network connections are to be used only by the employees of the third-party, only for the business purposes of FH Tech | NC. The third-party company will ensure that only authorized users are allowed to access information on the FH Tech | NC network. The third-party will not allow Internet traffic or other private network traffic to flow into the network. The network connection will terminate upon completion, and the third-party will be subject to standard company authentication rules.

This policy applies to all third-party connection requests and any existing third-party connections. If existing third-party network connections do not meet the requirements outlined in this document, they will be redesigned as needed. All requests for third-party connections must be made by submitting a written request and be approved by the College's IT department.

Only authorized devices may be connected to FH Tech | NC private network(s). Authorized devices include PCs and workstations owned by FH Tech | NC that comply with the configuration guidelines of FH Tech | NC. Other authorized devices include network infrastructure devices used for network management and monitoring. Users shall not attach to the private network(s) with any computers not controlled or managed by FH Tech | NC IT. Users are specifically prohibited from attaching personal devices to FH Tech | NC's private network. All non-company, personal computers or devices are **ONLY** permitted to connect to FH Tech | NC's public network.

NOTE: Users are not permitted to attach any device that would alter the topology characteristics of the Network or add any unauthorized access points, routers, switches or other network devices.

Only authorized employees may remotely access FH Tech | NC's networks. Remote access is provided to those employees, contractors, and business partners of FH Tech | NC that have a legitimate business need to exchange information, copy files or programs, or access computer applications. Authorized connections can be from a remote PC to the network or from a remote network to the company network. The only acceptable method of remotely connecting to the internal network is using a secure ID.

The attachment of networking equipment, repeaters, etc. to a user's PC or workstation that is connected to FH Tech | NC LAN is not allowed; FH Tech | NC's IT staff are the only users allowed to alter FH Tech | NC's networks. Additionally, users may not install personal software designed to provide remote control of the PC or workstation. This type of remote access bypasses authorized, highly secure remote-access methods and threatens the security of the entire network.

The term "security incident" is defined as any irregular or adverse event that threatens the security, integrity, or availability of the information resources on any part of the FH Tech | NC network. Some examples of security incidents are:

- Illegal access to an FH Tech | NC computer system. For example, an unauthorized user logs onto a production server and copies the password file.
- Damage to an FH Tech | NC computer system or network caused by illegal access. Releasing a virus or worm is one example.
- Denial of service attack against an FH Tech | NC web server. For example, an unauthorized user initiates a flood of packets against a Web server designed to crash the system.
- Malicious use of system resources to launch an attack against other computers outside of the FH Tech | NC network. For example, the system administrator notices a connection to an unknown network and a strange process accumulating a lot of server time.
 - These security incidents will be reported to the college's IT department for further investigation and may be reported to the college's President for possible disciplinary actions.
- Ransomware, malware, spyware, Trojan, or virus infections that compromise FH Tech | NC's networks or connected systems.
 - Compromised system(s) will be removed from FH Tech | NC's network and repaired if possible or securely erased by FH Tech | NC's IT department. If the compromised system is securely erased and reloaded, FH Tech | NC will attempt to restore an employee's personal data files from backups. However, because employees are responsible for regularly backing up their personal data files to a safe, secure, and, if possible, offline storage source, their data files will be restored to the newly loaded system if available. If the employee has neglected to make regular backups of their data, no data will be restored.

Any employees, who believe their computer system(s) may have been subjected to a security incident, or has otherwise been improperly accessed or used, should report the situation to the FH Tech | NC's IT department immediately. The employee shall not turn off the affected computer or delete suspicious files. The employee will promptly disconnect the computer from the college's network and leave it in the condition it was in when the security incident was discovered, which will help identify the source of the problem and determine the steps the IT department should take to remedy it.

FH Tech | NC takes the issue of security seriously.

FH Tech | NC will establish basic security practices and policies for employees, such as requiring strong passwords, and establish appropriate Internet use guidelines that detail penalties for violating college cybersecurity policies. FH Tech | NC will establish rules of behavior describing how to handle and protect college information. All policies, trainings, and practices are posted on our Intranet.

FH Tech | NC will keep machines clean: keeping security software, web browsers, and operating systems up to date is the best defense against viruses, malware, and other online threats. The College will set antivirus software to run scans automatically and install other key software updates as soon as they are available.

A firewall is a set of related hardware and software programs that prevent outsiders from accessing data on a private network. The College will make sure the operating system's firewall is enabled. If employees work from home, they must ensure their home systems are protected by a firewall.

Mobile devices can create significant security and management challenges, especially if they hold confidential information or can access the corporate network. The College will require users to password-protect their devices, encrypt their data, and install security apps to prevent criminals from stealing information while using public networks. Employees must report any lost or stolen equipment.

Employees should regularly back up computer data. Critical data includes word processing documents, electronic spreadsheets, databases, financial files, human resources files, PowerPoint presentations, and accounts receivable/payable files. Users should back up data automatically if possible, or at least weekly, and store the copies either offsite or on a portable hard drive.

The College will try to prevent access or use of business computers by unauthorized individuals. Laptops can be easy targets for theft or loss, so employees should lock them when unattended. Each employee has a user account, and strong passwords are required. Only trusted IT staff and key personnel should have administrative privileges.

FH Tech | NC's IT staff manages all networks, wired and wireless, and changes wireless keys regularly.

The College will limit employees' online college purchases to authorized personnel only.

Employees have access only to the data systems they need for their jobs. Employees must use unique, strong passwords and change them at least every 180 days. Students or guests should not be able to install any software on college computers.

Those people who use the technology and information resources of FH Tech | NC must be aware that they can be disciplined if they violate this policy. The specific discipline imposed will be determined by the college's President on a case-by-case basis, taking into consideration the nature and severity of the violation of the Cyber Security Policy, prior violations of the policy committed by the individual, state and federal laws, and all other relevant information. Discipline which may be taken against an employee shall be administrated in accordance with any appropriate rules or policies of FH Tech | NC. In a case where the accused person is not an employee of FH Tech | NC (student or visitor), the matter shall be submitted to the college's President. The college's President may refer the information to law enforcement agencies and/or prosecutors for consideration as to whether criminal charges should be filed against the alleged violator(s). **Upon violation of this policy, an employee or student of FH Tech | NC may be subject to discipline up to and including termination and/or possible legal action.**

General Safety Plan

Fort Hays Tech | North Central GENERAL SHOP & WORK AREA SAFETY PLAN

A. GENERAL SHOP & WORK AREA SAFETY PLAN

- Accepted safety and health precautions will be practiced by Fort Hays Tech | North Central in the use of general shop machines, fixed and portable power tools, and other handheld equipment so that all employees using such equipment will be protected against personal injury.
- It is also Fort Hays Tech | North Central's policy to institute practices that will minimize the danger of injury to non-operators or user personnel who will be in the area and to minimize the risk to visitors.

B. EMPLOYEE RESPONSIBILITIES

- Fort Hays Tech | North Central's supervisors will recognize those factors in the workplace with accident potential.
- The supervisor will provide frequent inspections of job sites, work methods, and materials/equipment used.
- Any unsafe equipment/material will be tagged and rendered inoperative or physically removed from its place of operation.
- The supervisor will permit only qualified personnel to operate equipment and machinery according to safe work practices.

C. INSTRUCTORS RESPONSIBILITIES

- Ensuring safe working conditions
- Providing necessary protective equipment

- Ensuring that required guards and protective equipment are provided, used, and properly maintained.
- Ensuring that tools and equipment are properly maintained and used.
- Planning the workload and assigning students to jobs that they are qualified to perform. Fort Hays Tech | North Central ensures students understand the work to be done, the hazards they will encounter, and the proper procedure for doing the work safely.
- Taking immediate action to correct any violation of safety rules observed or reported to them.
- Ensuring students, employees and guests that are exposed or potentially exposed to hazardous chemicals/materials have access to appropriate Safety Data Sheets (SDS).
- A shop or any area where fixed or portable powered or non-powered machines and tools are located is responsible for being familiar with all procedures for safe use and guarding of machines, personal protective equipment required, and shielding against possible injury to other students, employees, or visitors. Fort Hays Tech | North Central enforces safe practices.
- Trains new students by providing and requiring manuals to be studied, personally instructing and requesting the assistance of veteran employees already familiar with required safety precautions.
- Posts signs indicating the use of powered machines by "Authorized Personnel Only" and requires the employees under his/her supervision to assist in the enforcement of this policy.
- Ensures that no one can use fixed or portable powered shop machines or welding equipment without sufficient training to the instructor's satisfaction.
- Is the person responsible for general management of the shop area and identifies his/her name in the course syllabus.
- Is the qualified person to be responsible for each major fixed, powered machine or tool, and posts the name in the course syllabus.
- Coordinates, plans, and conducts safety meetings with students as often as needed and warranted.
- Provides appropriate marking of shop floor areas to identify restricted work areas or "approved operator only" yellow floor lines.
- Makes periodic inspections of shop areas and other industrial areas. Notes all deficiencies and initiates corrective actions.
- Ensures that all painting, wood finishing, or other operations are conducted in ventilated areas. Instructors determine appropriate protective equipment and respirators based on OSHA requirements.

D. Staff Responsibilities:

- Fort Hays Tech | North Central employees will be thoroughly trained in the use of protective equipment, guards, and safeguards for chemicals and safe operation of equipment, machines, and tools they use or operate. This training will be provided by the instructors of the department where the equipment is housed.
- Only employees who have been trained and those undergoing supervised on-the-job training (OJT) will be allowed to use shop equipment, machines, and tools.
- Complies with OSHA standards, Fort Hays Tech | North Central policies, and good safety practices when using fixed and portable power tools, equipment, and handheld equipment.
- Cleans up when finished using equipment.
- Maintains the tools, equipment, and work area in an orderly and safe manner.
- Properly trains new users of equipment for which he/she is responsible.
- Shares responsibility with the supervisor for identifying and marking shop floor areas.
- Will not use or permit use of defective equipment or tools in disrepair. Report and repair malfunctioning equipment and damaged hand tools before using them. If repairs are not possible, discard the equipment or tools.

E. SAFETY AND HEALTH MANAGER:

- Ensures OSHA standards, Fort Hays Tech | North Central policies, and good safety practices are carried out.
- Assists instructors and staff in defining hazards and designating safe practices.
- Conducts routine and periodic inspections of shop areas for compliance with OSHA standards and NIEHS policies.
- Conducts periodic inspections of employees' hand tools and portable power tools.
- Assists the instructors in planning and conducting safety training and assessments.

F. SHOP PROCEDURES WORK AREA SAFETY

- All portable and fixed powered shop machines and tools will be equipped with approved guarding devices. Guards must remain in place while using the machine. Equipment will also be properly electrically grounded before use.
- Proper personal protective equipment will be provided by Fort Hays Tech | North Central or will be an expectation for the student to provide (safety glasses, goggles, and shields) and used during grinding or other work that will produce flying particles (e.g., drill press, power saws, etc.).
- Fort Hays Tech | North Central approved dust respirators will be used for work that produces airborne dust particles. Eye protection is required during electrical or electronic hardware repair, installation, and/or open front operation.
- Approved face, eye, and body protection will be used during any burning or welding operation. Sufficient shielding will also be used to protect others in the immediate area.
- Flammable materials (paints, solvents, chemicals, etc.) will not be stored by Fort Hays Tech | North Central within the immediate area of any burning or welding operation. Store flammable materials in OSHA- and Fort Hays Tech | North Central-approved cabinets.
- Any employee or student using portable fixed tools (drill press, jig, or band saw, etc.) will not wear loose clothing.
- Anyone with long hair will tie back their hair or wear acceptable hair protection while operating equipment.
- All stock will be clamped down (attempting to hold stock with hands will not be permitted).
- Before any Fort Hays Tech | North Central's employee or student performs service or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment will be made safe. This is accomplished by locking out and tagging out energy-isolating devices, and otherwise disabling the machines or equipment.
- Clean up after using powered equipment or hand tools will be done immediately following use of the power tool.
- Before any work is started in an area designated as "Restricted" (e.g. high hazard, carcinogens, etc.,) the area will be inspected by the Safety and Health Manager and permission to proceed, given to the supervisor.
- Everyone burning or performing welding operations outside the shop area requires a Hot Work permit from Fort Hays Tech | North Central's Safety and Health Manager.
- Good housekeeping will be maintained in the shop area. Material will be stored in such a manner that there is no danger from sliding, falling or presenting a hazard by striking against or cutting.
- Scrap stock will be cleaned from the floor and the workbenches following each job or at the end of each day.

G. PERSONAL PROTECTIVE EQUIPMENT

- (PPE) Personal protective equipment is not a substitute for engineering controls or feasible work or administrative procedures.
- B. While these controls are being implemented, or if control methods are determined to be infeasible, personal protective equipment is required whenever hazards can cause bodily harm through absorption, inhalation, or physical contact.
- C. This equipment includes respiratory and hearing protective devices, special clothing, and protective devices for the eyes, face, head, and extremities.
- All PPE will be of a safe design and constructed for the work to be performed and will be maintained in a sanitary and reliable condition.
- Eye protection is required when there is a possibility of injury from chemicals or flying particles. Examples of operations requiring the use of eye protection include, but are not limited to:
 - Chipping, grinding, and impact drilling.
 - Breaking concrete, brick, and plaster.
 - Welding or helping with welding of any type.
 - Cleaning with compressed air.
 - Tinning or soldering lugs or large joints.
 - Riveting, grinding, or burning metals.
 - Handling chemicals, acids, or caustics.
- Face shields will be thoroughly washed with soap and water before being worn by another person.
- Appropriate hearing protection will be used where employees are in designated hazardous noise areas with operating noise sources, or using tools or equipment that are labeled as hazardous noise producers.
- The Safety and Health Manager will be contacted for noise level surveys and guidance on the type of hearing protection required.
- Appropriate hand protection will be used where employees are in designated hazardous areas.
- Rubber protective gloves are worn by personnel working in battery shops or where acids, alkalis, organic solvents, and other harmful chemicals are handled.
- Electrical workers' gloves are designed and will be used to insulate electrical workers from shock, burns, and other electrical hazards. These gloves will NOT be the only protection provided and will never be used with voltages higher than the insulation rating of the gloves.
- Multi-use gloves will be worn to protect the hands from injuries caused by handling sharp or jagged objects, wood, or similar hazard-producing materials.
- These gloves are usually made of cloth material with chrome leather palms and fingers or a synthetic coating. All-leather gloves are also acceptable.
- Foot protection: non-skid shoes will be worn where floors will be wet or greasy. Where there is reasonable probability of foot or toe injury from impact and compression forces, safety footwear will be worn.
- Respiratory Protection is necessary with various airborne hazards, e.g., organic vapors, particulates, fumes, etc., that personnel will encounter and respiratory protection will be required. The Safety and Health Manager will be consulted for guidance on the type of protection required.
- All personnel or students working below other workers and in areas where sharp projections or other head hazards exist will wear head protection and/or hard hats.
- Aprons will normally be worn with acid sleeves and gloves for greater body protection against skin injuries.
- Insulated matting will be used by workers for additional resistance to shock where potential shock hazards exist, such as:
 - Areas where floor resistance is lowered due to dampness.
 - Areas where high voltage (above 600 volts) will be encountered.
 - Areas with electrical repair or test benches.

- Shop supervisors (Instructors) will ensure that students, faculty, staff and visitors use the protective clothing and equipment that will protect them from hazards of the work they perform or the work being performed around them.
- It is the responsibility of workers to keep their PPE in a clean, sanitary state of repair and use the equipment when required.
- Workers will keep their hands and face clean, change clothes when they are contaminated with solvents, lubricants, or fuels, and keep their hands and soiled objects out of their mouths.
- No food or drink will be brought into or consumed in areas exposed to toxic materials, chemicals, or shop contaminants.
- Workers will wash their hands before eating or smoking after exposure to any contaminant.
- Workers will not wear rings, earrings, bracelets, wristwatches, or necklaces in the vicinity of operating machinery and power tools.
- Additionally, long full beards, unrestrained long hair, and loose clothing can become caught in tools or machinery and cause serious personal injury.
- Highly combustible garments or coveralls made of material such as nylon will not be worn in or around high-temperature equipment or operations such as boiler operations, welding, and any other work with open flame devices.

H. SHOP LAYOUT SAFETY PLAN

- Fort Hays Tech | North Central will provide proper layout, spacing, and arrangement of equipment, machinery, passageways, and aisles, which are essential to orderly operations and to avoid congestion.
- Equipment and machinery will be arranged by Fort Hays Tech | North Central to permit an even flow of materials. Sufficient space will be provided to handle the material with the least possible interference from or to workers or other work being performed.
- Machines will be placed so it is not necessary for an operator to stand in a passageway or aisle.
- Additionally, machine positioning will allow for easy maintenance, cleaning, and removal of scrap.
- Clear zones will be established and will be of sufficient dimensions to accommodate typical work.
- Marking of machine clear zones will be yellow or yellow and black hash-marked lines, 2 to 3 inches wide.
- Machines designed for fixed locations will be securely anchored. If pieces of stock exceed the workplace/clear zone floor markings, rope/stanchions will be used to temporarily extend the workplace.
- Machines with shock mounting pads will be securely anchored and installed per manufacturer's instructions.
- Passageways/aisles will be provided and marked to permit the free movement of employees bringing and removing material from the shop. These passageways are independent of clear zones and storage spaces. They will be clearly recognizable.
- Where powered material handling equipment (forklift) is used, facility layout will provide enough clearance in aisles, on loading docks, and through doorways to permit safe turns.
- Aisles will be at least 3 feet wider than the widest vehicle used or most common material being transported.

I. ILLUMINATION SAFETY PLAN

- Adequate illumination will be provided to ensure safe working conditions:
- Portable lamps will have UL-approved plugs, handles, sockets, guards, and cords for normal working conditions.
- For work in boilers, condensers, tanks, turbines, or other grounded locations that are wet or will cause excessive perspiration, a low-voltage lighting system will be used, either from a battery system or a low-voltage lighting unit. Where these lighting systems are not available, a vapor-proof 110-volt lighting system will be used.

- Flashlights for use near energized electrical equipment and circuitry will have insulated cases.
- At least 50 foot-candles of illumination will be provided at all work stations. However, fine work will require 100 foot-candles or more. This can be obtained with a combination of general lighting plus supplemental lighting.

J. EXITS AND EXIT MARKINGS SAFETY PLAN

- Every exit will have "EXIT" in plain legible letters not less than 6 inches high with the strokes of the letters not less than three-quarters of an inch wide.
- Doors, passageways, or stairways that are neither exits nor ways to an exit (but will be mistaken for an exit) will be clearly marked "NOT AN EXIT" or by a sign indicating their actual use, for example: "STORAGE ROOM" or "BASEMENT."
- When the direction to the nearest exit will not be apparent to an occupant, an exit sign with an arrow indicating direction will be used.
- Exit access will be arranged so it is unnecessary to travel toward any area of high hazard potential to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).
- Fort Hays Tech | North Central's exit signs will be clearly visible from all directions of egress and will not be obstructed at any time. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs will be suitably illuminated by a reliable light source.
- A door from a room to an exit or to a way of exit access will be the side-hinged swinging type. It will swing out in the direction of travel if 50 or more persons occupy the room or the exit is from an area of high hazard potential.
- Areas around exit doors and passageways will be free of obstructions. The exit route will lead to a public way.
- No lock or fastening device will be used to prevent escape from inside the building.
- There will be at least two means of exit remote from each other where occupants will be endangered by the blocking of any single exit due to fire or smoke.
- Exits, exterior steps, and ramps will be adequately lighted to prevent mishaps. Separate lighting will not be required if street or other permanent lighting gives at least one foot-candle of illumination on the exit, steps, or ramp.

K. AISLES AND PASSAGEWAYS PLAN

- Fort Hays Tech | North Central in all shops, yards, buildings, and mobile equipment will maintain good housekeeping. Instructors and maintenance staff are responsible for good housekeeping in and around the work they supervise.
- Material will not be placed where anyone might stumble over it, where it might fall on someone, or on or against any support unless the support can withstand the additional weight.
- Aisles and passageways will be kept clear of tripping hazards.
- Nails will be removed from loose lumber or the points turned down.
- In areas where it is cold enough for ice to form, ice will be removed from all walkways and work areas where it will create a hazard or interfere with work to be done. If ice cannot be removed readily, sand or other approved materials will be applied.
- Trash and other waste materials will be kept in approved receptacles. Trash will not be allowed to accumulate and will be removed and disposed of as soon as practicable, at least once per shift (or more often if needed).
- Disconnect switches, distribution panels, or alarm supply boxes will not be blocked by any obstruction that will prevent ready access.
- Machinery and equipment will be kept clean of excess grease and oil and (operating conditions permitting) free of excessive dust.
- Pressure gauges and visual displays will be kept clean, visible, and serviceable at all times.
- Drip pans and wheeled or stationary containers will be cleaned and emptied at the end of each shift.

L. FIRE PREVENTION SAFETY PLAN

- All Fort Hays Tech | North Central's shop services personnel will receive fire prevention training as part of their general training.
- Supervisors in charge of operations where fuels, solvents, or other flammable liquids are used will be constantly alert for hazards and unsafe acts.
- Fuels such as gasoline will never be used to clean floors or clothing, and open solvent or gasoline containers will not be kept near electrical equipment.
- The use of low flashpoint petroleum solvents will be avoided whenever possible.
- Open flames, open-element heaters, equipment not properly grounded, and no explosion-proof electrical equipment used in the presence of flammable or combustible liquids will be avoided.
- Fire extinguishers of at least 20 BC or greater rating will be installed in shop areas. The number of extinguishers depends upon the size and layout of the facility. Fire extinguishers will meet the following OSHA requirements:
 - Be kept fully charged and in their designated area.
 - Be located along normal paths of travel.
 - Not be obstructed or obscured from view.
 - Be visually inspected at least monthly to ensure that they:
 - *Are in their designated places.
 - *Have not been tampered with or actuated.
 - *Do not have corrosion or other impairments.
 - *Are accessible and not obstructed.
 - *Be visually inspected at least monthly to ensure that they meet OSHA requirements.
 - *Be examined at least yearly and/or recharged or repaired to ensure operability and safety.
 - *Be hydrostatically tested.
 - *Be placed so the maximum travel distance, unless there are extremely hazardous conditions, does not exceed 75 feet for Class A or 50 feet for Class B locations.
- Fort Hays Tech | North Central's supervisors will ensure that employees remove construction debris and rubbish from the job site upon completion of the job, or daily if extended beyond one day.
- Hazardous materials will not be left at job sites unless properly stored. Work being performed on job sites will not endanger building occupants (e.g., exits blocked, fire alarm devices disconnected, etc.).

M. MATERIAL STORAGE SAFETY PLAN

- Fort Hays Tech | North Central will avoid all unnecessary accumulation of materials and supplies in the shop area.
- The presence of unnecessary material in the shop could cause such incidents as tripping, falling, or slipping. This could be especially hazardous around equipment that is in operation.
- The only material in the shop area will be that used in shop work.
- The only place materials will accumulate in quantity is in storerooms and material holding areas.
- The storage of materials will not, of itself, create a hazard.
- Materials stored in tiers will be stacked, strapped, blocked or interlocked, and limited in height so they are stable and secure against sliding or collapse.
- Storage racks will have sufficient capacity to bear the loads imposed on them.
- Stored materials will not obstruct fire extinguishers, alarm boxes, sprinkler system controls, electrical switch boxes, machine operations, emergency lighting, first aid or emergency equipment, or exits.
- Heavy materials and equipment will be stored low and close to the ground or floor to reduce the possibility of injury during handling.

- All passageways and storerooms will be maintained clean, unobstructed, dry, and in sanitary condition. Spills will be promptly removed.
- Where mechanical handling equipment, such as lift trucks, is used, safety clearance will be provided for aisles at loading docks, through doorways, and wherever turns or passages will be made. No obstructions that could create a hazard are permitted in aisles.

N. USE OF TOOLS SAFETY PLAN

- Incidents at the job site involving hand tools are usually the result of misuse. Hand tools are precision tools that can do many jobs when used properly. Fort Hays Tech | North Central's prevention of incidents involving hand tools on the job site depends on good instruction, adequate training, and proper use.
- Hand tool safety requires that the tools be of good quality and adequate for the job. Qualified personnel will keep all tools in good repair and maintain them.
- Racks, shelves, or toolboxes will be provided for storing tools that are not in use.
- When personnel or students use hand tools while they are working on ladders, scaffolds, platforms, or work stands, they will use carrying bags for tools that are not in use. Workers will not drop tools.
- Fort Hays Tech | North Central's instructors and staff will frequently inspect all hand tools used in the operation under their supervision. Defective tools will be immediately removed from service.
- When handles of hammers, axes, picks, or sledgehammers become cracked, split, broken, or splintered, they will be immediately replaced.
- Tool handles will be well fitted and securely fastened by wedges or other acceptable means.
- Wedges, always used in pairs, will be driven into the handle when repairing a sledgehammer or maul, to prevent the head from accidentally flying off if the handle shrinks.
- Files, wood chisels, and other tools with tangs will be fitted and used with suitable handles covering the end of the tang. Ends of the handles will not be used for pounding or tapping.
- Cold chisels, punches, hammers, drift pins, and other similar tools have a tendency to mushroom heads from repeated pounding. They will be dressed down as soon as they begin
- When dressing tools, a slight bevel of about three-sixteenths of an inch will be ground around the head. This will help prevent the heads from mushrooming.
- When tool heads mushroom, the material is highly crystallized and, with each blow of the hammer, fragments are likely to break off.
- Portable power tools increase mobility and convenience but are frequently more hazardous to use than their stationary counterparts.
- Fort Hays Tech | North Central's personnel and students who are required to use portable power tools in their work will be thoroughly trained in safe operating practices.
- Safe operating procedures will be set up for each type of tool consistent with the manufacturer's instructions.

O. USE OF COMPRESSED AIR SOURCES SAFETY PLAN

- Compressed air has the appearance of a relatively harmless gas. However, use compressed air correctly to avoid accidents.
- The improper or inadvertent connection of items not designed for shop air pressure, i.e., equipment, storage vessels, or containers, to a shop air supply will cause serious personal injury and more than likely will damage the item being connected.
- The maximum air pressure approved for general use in the shops and laboratories is 30 psi (pounds per square inch). This pressure is sufficient for most shop and laboratory operations and is not significantly hazardous.
- Use discretion and good judgment when using compressed air, even at this low pressure.
- The following rules and practices are suggested to avoid personal injury, equipment damage, and potential environmental impact:

- All personnel assigned to shops with air compressors will be familiar with compressor operating and maintenance instructions.
- Compressed air is not to be used to blow dirt, chips, or dust from clothing.
- Air compressors will be maintained strictly in accordance with the manufacturer's instructions.
- Do not use compressed air to transfer materials from containers when there is a possibility of exceeding the safe maximum allowable working pressure of the container.
- The maximum working pressure of compressed air lines will be identified in psi.
- Pipeline outlets will be tagged or marked showing maximum working pressure immediately adjacent to the outlet.
- Do not use compressed air to transfer materials from standard 55-gallon drums. Use a siphon with a bulk aspirator on a pump.
- Never use compressed air where particles can be accelerated by the air stream.
- Do not use compressed air to clean machinery or parts unless necessary.
- Where possible, use a brush. If necessary, use a minimum pressure and provide barriers or clear the area of personnel. Wear goggles to protect your eyes.
- Never apply compressed air to any part of a person's body.
- Do not use a compressed air line that does not have a pressure regulator to reduce the line pressure.
- Keep the hose length between the tool housing and the air source as short as possible.
- Where possible, attach a short length of light chain between the hose and the housing on air-operated tools. This keeps the hose from whipping if the hose-tool coupling separates.
- Inspect air supply and tool hoses before using. Discard and label unfit hoses. Repair hoses where applicable.
- Turn valve off and vent pressure from a line before connecting or disconnecting it. Never work on a pressurized line.
- Do not connect air supply respirators or supplied-air suits to the compressed air supply system of any building. Such compressed air is unsafe to breathe.
- Do not attach pneumatic tools, process, or control instruments to breathing airlines. The potential contamination to personnel and systems is hazardous.

WARNING: IT IS DANGEROUS TO PRESSURIZE ANY CONTAINER NOT DESIGNED FOR THAT PURPOSE.

P. ROOFTOP WORK AREA SAFETY PLAN

- If the rooftop is to be worked on and there is no adequate guardrail, none of Fort Hays Tech | North Central's employees will come within 10 feet of the roof's edge without wearing a lifebelt or harness securely attached to a securely anchored rope or line, and the entire system can support a minimum dead weight of 5,400 pounds.
- No employee will work on the rooftop if the wind speed exceeds 20 miles per hour.

Q. SHORING AND TRENCHING SAFETY PLAN

- The walls and faces of excavations and trenches over 5 feet, where workers will be exposed to danger, will be guarded by a shoring system, sloping of the ground, or some other equivalent means.
- Trenches less than 5 feet deep with hazardous soil conditions will also be effectively protected.
- Appropriate trench boxes and/or shields will be used in lieu of shoring or sloping.
- Tools, equipment, and excavated material will be kept 2 feet or more from the lip of the trench.
- Where Fort Hays Tech | North Central's employees are required to be in or work in trenches 4 feet deep or more, an adequate means of exit such as ladders or steps will be provided within 25 feet of travel and used.

- Daily inspections will be made of trenches and excavations by the supervisor in charge to ensure adequate slopes, shoring and bracing, and that there is no evidence of possible slides or cave-ins.
- More frequent inspections will be necessary as work progresses or after inclement weather conditions, such as rain, or where loose, compacted, or unstable materials are present.
- Workers will take extra care when hand excavating near utilities to preclude interruption of services, personnel injury, and/or equipment damage that can result from breaking electrical, gas, and steam lines.

R. BARRICADES SAFETY PLAN

- Whenever a common area is disturbed by maintenance, repair, or construction operations and presents a hazard to personnel working in or near, or traveling through the area, Fort Hays Tech | North Central will warn these personnel and other service personnel of the potential hazard.
- Appropriate barriers will be erected around excavations, open manholes, open electrical panels, etc., whenever they are to be left unattended.

Clery Act Crime Statistics – Beloit Campus

Fort Hays Tech | North Central is committed to assisting all members of the college community in providing for their own safety and security. The annual security and fire safety compliance document is available on the Fort Hays Tech | North Central website at www.FHTechNC.edu.

To receive the combined Annual Security and Fire Safety Report, which includes this information, stop by the Fort Hays Tech | North Central administration office and request it from the Dean of Student Services, or call 785-738-9008. The website and document contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by Fort Hays Tech | North Central in cooperation with local law enforcement agencies. The following is a report of the Crime Statistics for the previous three years:

Beloit Campus Crime Statistics – 3 years of Data

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Murder / Non-Negligent Manslaughter	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Negligent Manslaughter	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Rape	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Fondling	2025	0	0	0
	2024	0	0	0

	2023	0	0	0
Incest	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Statutory Rape	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Robbery	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Aggravated Assault	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Burglary	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Motor Vehicle Theft	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arson	2025	0	0	0
	2024	0	0	0
	2023	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Domestic Violence	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Dating Violence	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Stalking	2025	0	0	0
	2024	0	0	0
	2023	0	0	0

Offense	Year	On-Campus Property	On-Campus Housing	Public Property Adjacent to Campus
Arrests: Weapons: Carrying, Possessing, Etc.	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2025	0	0	0
	2024	2	2	0

	2023	0	0	0
Arrests: Drug Abuse Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Arrests: Liquor Law Violations	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Disciplinary Referrals: Liquor Law Violations	2025	7	7	0
	2024	3	3	0
	2023	2	2	0
Unfounded Crimes	2025	0	0	0
	2024	0	0	0
	2023	0	0	0
Hate Crimes	2025	0	0	0
	2024	0	0	0
	2023	0	0	0

Fire Safety Report

Fire safety procedures for the general campus are addressed in the Crisis Management Plan outlined earlier in this report. The Crisis Management Plan is reviewed annually with the instructors and staff at in-service. Each department chairperson reviews fire evacuation procedures with students at the beginning of each school year.

Campus Housing Fire Safety Policies and Procedures

Fort Hays Tech | North Central has 8 Campus Housing facilities on the Beloit Campus. Each housing facility has 4 apartments. The main entrance to each building is open 24 hours a day /7 days a week. Each apartment has 2 entrances/exits for fire safety. In the event of a fire, the College expects all campus housing residents to use their judgment to determine whether they can extinguish the fire with the fire extinguisher provided in the apartment. If, in their judgment, the fire cannot be extinguished safely, they are to evacuate by the nearest exit, closing doors as they leave. Once safely outside the building, call 911 and the Dean of Student Experience (785-534-4148), and notify students in the other apartments in that building to evacuate. If the smoke alarms sound, students should locate the fire and determine whether they can extinguish it with the provided fire extinguisher. If not, they must evacuate from the building, closing doors as they leave. Then call 911 and the Dean of Student Experience to make sure other students are not in danger of the fire spreading.

Each apartment includes one fire extinguisher and three smoke alarms (1 in the living room and 1 in each bedroom) to protect students. Any tampering with this equipment will result in disciplinary action, and the cost of replacing the equipment will be billed to the responsible student. The Director of Maintenance is responsible for ensuring smoke alarm batteries are replaced every 6 months and that the fire extinguisher is operational. The Kansas Fire Marshall inspects the Campus Housing annually to determine fire hazards. Fort Hays Tech | North Central has had a good report the last three years. The Dean of Student Experience inspects the apartments regularly to ensure egress hallways are kept clean and unobstructed for ease of egress in case of a fire, and to identify prohibited items in the apartments that may be fire hazards.

No flammable materials, liquid or otherwise, of an explosive or combustible nature shall be kept in or around the premises of any Fort Hays Tech | North Central Campus Housing unit. Candles, incense, or any other open-flame decoration are considered fire hazards and are prohibited. Fireworks are also not allowed. Small electrical appliances are allowed if they are in good condition and do not pose a fire threat. Students in the Campus Housing should report all fires, no matter how small, and even if they are extinguished, to the Dean of Student Experience (785-534-4148).

