EMERGENCY NOTIFICATION SYSTEM

WNCC has implemented a First Response system through which we can communicate urgent messages to students/faculty/staff via text message, automated voice communication and e-mail. To enable this system, you must inform us of your notification preferences. You may identify a wireless device such as a cell phone on which you can receive up to 1 text message. If you have a wired ‘land-line’ on which you wish to receive voice notifications, tell us that and identify it as a land-line. To update your notification information, log-on to your WNCC portal and click on My Bookmarks, and then go to the Update my Biographic Information.

All members of the WNCC community are required to notify the appropriate police department of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students and/or employees on campus. On all campuses, after calling 911, dial 0 to alert the college Emergency Notification Center of the situation. The primary Emergency Coordinator is David Groshans (308) 635-6105 and the Incident Commander for all three campuses is Todd Holcomb.

Campus Timely Warning Notice and Emergency Notification System

In the event of a substantiated serious safety concern, either on college property or in the near vicinity of the campus, numerous and diligent efforts are made to advise members of the campus community. The safety of the College Community is a priority at Western Nebraska Community College. As a result, information related to crime–related and other potentially threatening situations is provided in an accurate and timely fashion. The College will release information which can be used by students and other College community members as soon as the pertinent information is available.

A “Campus Timely Warning Notice” is specifically related to compliance with the federal Clery Act (34 CFR 668.46(e)), which requires colleges to notify students and employees whenever there is a threat that a serious crime is ongoing or may be repeated-- so that campus community members can protect themselves from harm. The Clery Act defines certain specific crimes that require a timely warning notice to be issued when crimes are reported to officials with significant responsibility for student and campus activities, campus security, or the local police AND the reported crime(s) are believed to have occurred on campus, in or on non-campus buildings or property, or on public property contiguous to the campus.

Types of incidents or situations that constitute a campus timely warning being sent are:

- All Clery Act Crimes which represent a serious or continuing threat to the person and/or property of students and employees. Examples include but are not limited to:
  - Criminal Homicide
  - Sex Offenses
  - Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes

- Emergency situations that are life threatening. Examples include, but are not limited to:
  - persons with weapons with intent to use
  - threat of violent crime
  - situations where suspect is not known
  - assault (physical or sexual)

- Any act or immediate threat of interpersonal violence. Examples include, but are not limited to:
  - domestic or relationship situations
  - hate crimes
  - consistent pattern of violent behavior

- Serious acts or threats to campus-owned or personal property

Criteria, Timing and Content for a Campus Timely Warning Notice:

- The Clery Act does not define what “timely” is. However, the warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

- The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

- Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include information about the crime that triggered the warning and include all information that would promote safety and that would aid in the prevention of similar crimes.


Decision to Issue Campus Timely Warning Notice – Responsibility:

- All members of the WNCC community are required to notify the appropriate police department of any situation or incident on campus that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, faculty, staff and visitors on campus.
The decision to issue a Campus Timely Warning Notice is made in coordination and consultation with WNCC’s Incident Command Team and the Incident Commander for all three campuses, President Todd Holcomb.

In an extreme emergency, the notification process will be implemented at the sole discretion of the College’s President or designated team member set forth in team protocol.

How Campus Timely Warning Notices are issued:

- Campus Timely Warning notices will be issued to students, faculty and staff upon the confirmation of a significant emergency, dangerous situation, incident or crime, impacting the campus community and/or the surrounding area. WNCC has implemented a First Response System through which we can communicate urgent messages to students/faculty/staff using one or more of the following means depending on the nature of the incident:
  - Automated voice communication
  - electronic mail messages
  - text messages
  - public announcements
  - public address system
  - public postings
  - WNCC’s website
  - Other methods deemed necessary that may be used in the information dissemination process.

Notification Preferences:

To enable the first response system, you must inform us of your notification preferences. You may identify a wireless device such as a cell phone on which you can receive at least one (1) text message. If you have a wired ‘land-line’ on which you wish to receive voice notifications, tell us that and identify it as a land-line. To update your notification information, log-on to your WNCC portal, click on My Bookmarks, and then go to the Update my Biographic Information.

EMERGENCY EVACUATION

Students should learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. WNCC does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of various designated gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WNCC Emergency Staff, WNCC Staff and/or Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residence Life Staff members are trained in these procedures as well and act as an ongoing
resource for students living in residential facilities. WNCC conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. WNCC coordinates announced and unannounced evacuation drills each year, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. WNCC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

SEVERE WEATHER

If there is a risk of severe weather you will need to pay attention to the TV or radio. College staff will inform you also of the weather conditions.

TORNADO WATCH: weather conditions will support the formation of a tornado.

TORNADO WARNING: Tornado has actually been sighted or has been indicated by radar and may strike your vicinity. Take action to protect yourself from being blown away, struck by falling objects, or injured by flying debris.

SEVERE THUNDERSTORM WARNING: Winds in excess of 60 mph and hail a penny size or larger.

LIGHTNING: Need to stop any outdoor activity and move into a safe building.

TORNADO PLAN:

Make sure that your weather radio works for your building. If it does not please bring this to the attention of your supervisor and the Environmental Health and Safety (EHS) Coordinator.

All building employees will monitor a weather alert radio for severe weather information. In the event of a tornado WARNING in Scottsbluff, the Information Center staff will: a) sound the alarm; b) notify affected sites by phone, runner, or the mass notification system. The Incident Commander will take the two-way radio to their designated shelter area.

Procedure for Tornado Warning

In the event of a WARNING issued by the National Weather Service, students, visitors, and employees will be required to seek shelter and to assemble at our designated tornado shelter until danger has passed. When the siren sounds, immediately move to the designated tornado shelter area within the building you are in. Listen for instructions from the Zone Coordinator at all times during the warning. You will need to move in a calm and orderly fashion to the designated shelter area.

When and where College activities are in locales other than a WNCC Campus, WNCC event coordinators, sponsors, chaperones or other College representative, responsible for the
supervision of participants in said events are directly responsible for acquiring appropriate tornado shelter information in advance, leading the participants to the most appropriate shelter, and caring for participants while in the shelter during the tornado event, until the event has ended.

When the “ALL CLEAR” is given all persons may resume their normal activities and classes.

**Taking Shelter**

When taking shelter you need to sit with your back against the wall and put your head between your knees and cover your head with your hands. If you have blankets or jackets cover your head with the items to help protect yourself from flying debris.

**REMEMBER: STAY AWAY FROM WINDOWS AND DOORS WITH GLASS!**

Do not approach power lines that have come in contact with the ground, or touch electrical equipment until it has been dried and tested.

Our buildings and their safest places are as follows: Please note FIRE meeting points are in RED and TORNADO SHELTER AREAS are in BLUE.

### Scottsbluff Campus

<table>
<thead>
<tr>
<th>Building/Zone</th>
<th>Zone Coordinators</th>
<th>Evacuation Route &amp; gathering area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conestoga Hall</td>
<td>Megan Wescoat RA</td>
<td>West side of building Main level hallway, bathroom, kitchen, laundry</td>
</tr>
<tr>
<td>Pioneer Hall</td>
<td>Molly Bonuchi RA</td>
<td>Front of Williams building Lower level, bathrooms</td>
</tr>
<tr>
<td>Pioneer Addition</td>
<td>Molly Bonuchi RA</td>
<td>Front of Williams Building Laundry room and stairwell</td>
</tr>
<tr>
<td>Williams Building</td>
<td>Janet Cravens Ce Merrigan</td>
<td>Grassy area north of building Interior bathroom, &amp; offices</td>
</tr>
<tr>
<td>Applied Tech Building</td>
<td>Aaron Gayman</td>
<td>South toward main building Bathroom</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>Shelly Hoagland</td>
<td>To north of building Hallways, bathrooms</td>
</tr>
</tbody>
</table>

**SCOTTSBLUFF MAIN BUILDING**
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A pod &amp; Online Learning</td>
<td>Jennifer Pedersen</td>
<td>Grass area between main and ATB or front grassy area. Hallway by gym or interior hall of A pod</td>
</tr>
<tr>
<td></td>
<td>Brian Croft</td>
<td></td>
</tr>
<tr>
<td>B pod and interior offices</td>
<td>Guy Wylie</td>
<td>Grass area between main and ATB or front grassy area. Hallway by gym or interior hall of B pod</td>
</tr>
<tr>
<td></td>
<td>Amy Winters</td>
<td></td>
</tr>
<tr>
<td>C pod and labs</td>
<td>Lorin King</td>
<td>Grass area between main and ATB or front grassy area. Hallway by gym or interior hall of A or B Pod</td>
</tr>
<tr>
<td></td>
<td>Kail Bowman</td>
<td></td>
</tr>
<tr>
<td>D pod labs and office areas</td>
<td>Bill Spurgeon</td>
<td>Grass area between main and ATB or front grassy area. Interior hall of any pods or classrooms/locker rooms b gym</td>
</tr>
<tr>
<td></td>
<td>Heidi Jackson</td>
<td></td>
</tr>
<tr>
<td>East lower gym level</td>
<td>Tom Tylee</td>
<td>Grass area between main and ATB or front grassy area. Stay in your area</td>
</tr>
<tr>
<td>(Student Life, IT, ACEL offices)</td>
<td>Joe Deer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>James Hashley</td>
<td></td>
</tr>
<tr>
<td>West lower gym level</td>
<td>Rich Riddick</td>
<td>Grass area between main and ATB or front grassy area. Move to tornado shelter or office by bathroom</td>
</tr>
<tr>
<td>(Cougar Den &amp; Bookstore)</td>
<td>Kathy Gentry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Janie Blaha</td>
<td></td>
</tr>
<tr>
<td>East upper gym level</td>
<td>Scott Winters</td>
<td>Grass area between main and ATB or front grassy area. Move to tornado shelter in lower hallway by gym</td>
</tr>
<tr>
<td>(Business Division office, &amp; College Relations)</td>
<td>Tom Robinson</td>
<td></td>
</tr>
<tr>
<td>West upper gym level</td>
<td>Ryan Burgner</td>
<td>Grass area between main and ATB or front grassy area.</td>
</tr>
<tr>
<td>(Athletics, journalism &amp; art)</td>
<td>Scott Schaub</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dave Nash</td>
<td>Move to tornado shelter in lower hallway by gym</td>
</tr>
<tr>
<td>Learning Resource Center</td>
<td>Doug Avis</td>
<td>Grass area between main and ATB or front grassy area. Move to tornado shelter in lower hallway by gym</td>
</tr>
<tr>
<td>(Library)</td>
<td>Deb Kildow</td>
<td></td>
</tr>
<tr>
<td>Business Office and Administrative Services</td>
<td>Michelle Coolidge  Bill Knapper</td>
<td>Grassy area between main and ATB or front grassy area.  Move to business office area</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Educational Services</td>
<td>Hallie Feil  Candi Grasmick</td>
<td>Grassy area between main and ATB or front grassy area front of main building.  Move to business office area</td>
</tr>
<tr>
<td>Student Services</td>
<td>Sheila Johns  Jennifer Araujo</td>
<td>Grassy area between main and ATB or front grassy area.  Move into offices</td>
</tr>
<tr>
<td>President’s Office &amp; HR</td>
<td>Kathy Ault  Dave Groshans  Susan Verbeck  Jenny Keener</td>
<td>Grassy area between main and ATB or front grassy area.  Stay in offices</td>
</tr>
<tr>
<td>Music area (M5, practice rooms &amp; office)</td>
<td>Nat Johnson  Imgyu Kang</td>
<td>Grassy area between main and ATB or front grassy area.  Move into music hallway and rooms</td>
</tr>
<tr>
<td>Speech/Theatre (theatre, green room &amp; offices)</td>
<td>Robert Thompson</td>
<td>Grassy area between main and ATB or front grassy area.  Move to hallway with music</td>
</tr>
</tbody>
</table>

**HATC & ESU 13**

<table>
<thead>
<tr>
<th>Harms Center (HATC)</th>
<th>Patrick Leach  Judy Amoo  Doug Mader</th>
<th>Exit to north parking lot lawn  Move to tornado shelter in lower level</th>
</tr>
</thead>
<tbody>
<tr>
<td>HATC Lower level</td>
<td>Katie Fiscus  Peg Wolf  Kat Tylee  Jim Schmucker</td>
<td>Exit to north parking lot lawn  Move to tornado shelter area in lower level</td>
</tr>
<tr>
<td>ESU</td>
<td>George Schlothauer</td>
<td>Exit to north parking lot lawn  Move to tornado shelter area in lower level</td>
</tr>
</tbody>
</table>
### Sidney Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person(s)</th>
<th>Exit/Move Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms and office</td>
<td>Rob Ommen, Paula Abbot, Yavette Prater, Michael Hausmann</td>
<td>Exit to west lawn of campus&lt;br&gt;Move to tornado shelter in main office hallway</td>
</tr>
<tr>
<td>Cosmetology (salon, spa areas, and offices)</td>
<td>Alice Macht, Pam Leever</td>
<td>Exit to west lawn of campus&lt;br&gt;Move to tornado shelter in main office hallway</td>
</tr>
<tr>
<td>LPN/RN Nursing (offices and classrooms)</td>
<td>Kelly Dean</td>
<td>Exit to west lawn of campus&lt;br&gt;Move to tornado shelter in main office hallway</td>
</tr>
<tr>
<td>Aviation (main facility and hanger)</td>
<td>Jon Leever, Michael Mitchell</td>
<td>Exit building to designated area&lt;br&gt;Move to tornado shelter area in bathrooms</td>
</tr>
<tr>
<td>Housing A and B</td>
<td>RA</td>
<td>Exit to west lawn of campus&lt;br&gt;Move to tornado shelter in main office hallway</td>
</tr>
</tbody>
</table>

### Alliance Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person(s)</th>
<th>Exit/Move Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms and offices</td>
<td>Ellen Dillon, Tammy Dubray, Robyn Iossi</td>
<td>Exit to lawn&lt;br&gt;Move to tornado shelter in lower level</td>
</tr>
<tr>
<td>Powerline Facilities (pole lab and shop)</td>
<td>Edward Salazar</td>
<td>Exit to west parking lot – stay clear of emergency vehicles&lt;br&gt;Move to the bathrooms</td>
</tr>
</tbody>
</table>

### Shelter-in-Place Procedures

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to danger. Thus, to “shelter-in-place” means
to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

**Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, including the local police department, Residence Life staff members, other College employees, the federal or Nebraska State government, or other authorities utilizing the College’s emergency communications tools.

**How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed to the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without window or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation system as you are able. (College staff will turn off the ventilation system as quickly as possible).
6. Make a list of the people with you and ask someone to call Residence Life Staff, faculty, or other staff so they know where you are sheltering. If only students are present, one of the students should call in the list to Residence Life Staff.
7. Turn on radio or TV if available and listen for further instructions.
8. Make yourself comfortable.
FIRE SAFETY

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics.

Additionally, federal financial aid programs require eligible institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the U.S. Department of Education.

The purpose of this information is to provide prospective and current students information regarding the policies, procedures, and fire safety conditions that are present at Western Nebraska Community College.

FIRE SAFETY DEFINITIONS

Cause of fire is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of intentional or unintentional action, mechanical failure, or act of nature.

Fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person (1) is killed as a result of fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

Value of property damage is the estimated value of the loss of the structure and contents, in terms of cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to
the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

The following charts provide information pertaining to any fires that have occurred at WNCC on-campus housing facilities for the 2012, 2013 and 2014 calendar years, along with information describing the fire safety system in each on-campus student housing facility and the number of fire drills held during the previous calendar year:

**Fire Safety**

<table>
<thead>
<tr>
<th>WNCC Residence Halls</th>
<th>Total Fires</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th># of injuries requiring treatment at a medical facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conestoga</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Pioneer Tower</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Pioneer Addition</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sidney</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WNCC Residence Halls</th>
<th>Fire Alarm Monitoring Done on Site</th>
<th>Full Sprinkler System*</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evac Plans and/or Placards</th>
<th># of Fire Drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conestoga</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>Pioneer Tower</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
</tr>
</tbody>
</table>
RESIDENCE HALL POLICIES:

CANDLES/INCENSE/PLUG-INS

Because of the potential fire hazard, candles and incense and plug-in type air fresheners may not be used in the residence halls.

ELECTRICAL EQUIPMENT AND APPLIANCES

Students may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriters Laboratory) approved. Because of the fire hazard involved, hot plates, indoor grills, space heaters and all other electrical equipment with open coils are not permissible. Permission to have any electrical appliance, other than TV, radio, stereo, computer, printer, microwave, small refrigerator, hair equipment, etc. must be obtained from the Residence Life Staff.

A fire safety training program is provided annually for the residence halls. The training is approximately one (1) hour and covers severe weather and fire safety.

FIRE EVACUATION PROCEDURES FOR RESIDENCE HALL STUDENTS

State law requires the College to observe every precaution to prevent the threat of fire and to provide adequate protection to detect and fight fires. The fire detector system and fire extinguishers have been installed for the residents’ protection in compliance with the law.

If there is a FIRE:

When the fire alarm sounds, it will alert you with an alarm and flashing strobe light. The fire alarm is located on the wall and is red with a clear glass cover for the strobe light. You will evacuate in an orderly fashion through the nearest EXIT. If the EXIT is blocked you will need to move to the next closest EXIT. We ask that you take the time to get familiarized with the EXIT in your area. Once you get outside you will need to move to about 150 feet from the building, be clear of vehicle traffic, and check in with a WNCC employee or other authority. Students are not allowed to get in their vehicle and leave campus until the “ALL CLEAR” is given by the Incident Commander.
NOTE: This is the fire/tornado alarm siren. FIRE is WITH strobe light. Tornado siren is the same but with NO light.

When an alarm sounds, follow these guidelines:

Close all windows

a. Unplug electrical appliances (if time permits)
b. Grab coat and towel
c. Turn off overhead light and exit (if your doorknob is not hot!)
d. Keep low to avoid smoke inhalation
e. Leave door open
f. Remain 150 feet away from the building until clear signal is given (by College or fire official)

FOLLOW ALL DIRECTIONS FROM COLLEGE PERSONNEL IN THE EVENT OF A FIRE

Residence Assistants/Directors will check all rooms and restrooms, turn off overhead lights and close doors. Residence Staff will locate the problem and call authorities.

If you turn in (pull) the alarm, please notify Residence Life Staff immediately. Remember to keep low to avoid smoke inhalation.

The College views UNAUTHORIZED USE AND TAMPERING WITH FIRE EQUIPMENT (EXTINGUISHERS AND ALARMS) AS A SERIOUS OFFENSE. The interference with the operation of smoke detectors or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

FIRE LOG

WNCC maintains a fire log that includes a listing of all fires that occur in an on-campus student housing facility. The log may be viewed at the Student Services Office.

REPORTS THAT A FIRE OCCURRED

To report fires that have occurred in on-campus housing, please contact the Dean of Students at 308-635-6123 and the following:

Sidney: Sidney Fire Department
MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE

In accordance with the Higher Education Opportunity Act of 2008 (34 CFR 668.46(h)), Western Nebraska Community College has implemented Missing Person Notification Procedure to respond to reports of a missing student.

1. **Notification of Missing Person:** If a member of the WNCC community has reason to believe that a student who resides in on-campus housing has been missing from campus for 24 hours, he or she should immediately notify:
   - **Scottsbluff Campus:** Director of Student Life (308) 635-6186;
   - **Sidney Campus:** Sidney Campus Director (308) 254-7404 or Student Services Coordinator (308) 254-7441.
   - **For all campus locations:** WNCC Dean of Students (308) 635-6050.

2. **Report:** He or she will notify the Vice President of Student Services and initiate an investigation.

3. **Action:** The Vice President of Student Services or designate shall immediately notify local law enforcement of the missing person report received by the College regardless of how long the student is believed to have been missing:
   - **For Alliance campus:** Alliance Police Department 512 Niobrara  
     P.O. Box D Alliance, NE (308) 762-4955
   - **For Scottsbluff campus:** Scottsbluff Police Department 1801 Avenue B  
     Scottsbluff, NE 69361  
     (308) 630-6261 during Business Hours M-F 7am-4pm; and  
     (308) 632-7176 after Business Hours
   - **For Sidney campus:** Sidney Police Department 1715 Illinois Street  
     Sidney, NE 69162  
     (308) 254-5515
4. **Contact Procedure:** If the missing student is **under the age of 18 and is not an emancipated** individual, WNCC will notify the student's parent or legal guardian immediately after the College has determined that the student has been missing for more than 24 hours, in addition to any additional confidential contact person designated by the student.

**Contact Information Form:**

In addition to registering an emergency contact, every student who lives in on-campus housing, regardless of age, has the option to identify confidentially, an individual to be contacted by WNCC in the event the student is determined to be missing for more than 24 hours. The contact person can be anyone chosen by the student. If a student has identified such an individual, WNCC will notify that individual no later than 24 hours after the student is determined to be missing.

Students who wish to identify a confidential contact may do so by contacting the Dean of Students at (308) 635-6050.

**Security Awareness Programs for Students and Employees**

During new student orientation and in the residence halls students are informed of safety and security measures and ways to maintain personal safety including residence hall security. Periodically throughout the academic year the Residence Life staff present crime prevention awareness sessions on sexual assault, theft, vandalism and general sessions on personal safety on campus and in the residence halls. These programs are generally focused on helping students and employees be more aware of their responsibility for their own safety and security and of others.

**Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

WNCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the offense or crime.

**WNCC Policy – Offense Against Persons**

Any student who commits one or more of the following acts shall be held responsible for an offense against a person:

Clause 1 Assault – An attempt, through threat or violence, to do bodily harm to another person, whether or not the attempt is consummated. This would include, but is not limited to, assaults of a sexual nature.

Clause 2 Abuse – Threats, physical harm or abuse, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person on College property or at College sponsored events.
Clause 3 Detention – The detention or confinement of another person against her/his will.

Clause 4 Harassment – Any action or conduct which creates or in part creates a hostile, abusive, or intimidating environment.

**Sexual Offender Information**

Western Nebraska Community College is committed to creating a community free from violence and fear. To assist in this effort, the following information is being made available to the campus community.

Nebraska State Statute, §29-4002 declares that sex offenders present a high risk to commit repeat offenses and the efforts of law enforcement agencies to protect communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses, and who live in their jurisdiction. Because of that, the Legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies. As provided by the Sex Offender Registration Act. This information may be accessed at the web site of the Nebraska State Patrol: [www.nsp.state.ne.us](http://www.nsp.state.ne.us).

At this web site, you will be given the opportunity to search by last name, first name, city, county, or zip code. This information is to be used to provide public notice and information about a registrant so a community can develop and construct a plan to prepare themselves and their families. Sex offenders have “always” been in our communities. The notification process will remove their ability to act secretly. Sex offender registry information will not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and may result in arrest and prosecution.

**Campus Facilities – Security and Access – Scottsbluff Campus**

Normal operating hours for the Scottsbluff campus of Western Nebraska Community College is 8 a.m. – 5 p.m., Monday through Thursday and 8 a.m. – 4 p.m. on Friday. Depending on the building and its requirements, physical security mechanisms include locks and keys and/or card entry systems, electronic alarms on doors are in place as well as closed-circuit security camera systems.

WNCC contracts with an outside company for security guards on the Scottsbluff campus. The guards work Monday – Sunday. Two guards are on duty each night and sit at each front desk in the two residence halls from 11:00 p.m. – 7:00 a.m. – except while making required rounds. They can be called at 308-641-0351 during the times they are on duty.

The living areas of the residence halls are secured 24 hours a day – accessed by a proximity device. Visitation hours are from 10 a.m. – midnight Sunday – Thursday and 10 a.m. – 2 a.m. Friday and
Saturday. All visitors must sign in after 9 p.m. and are asked to leave when visitation hours are over.

Campus Facilities – Security and Access – Sidney Campus

Normal building hours on the Sidney campus are 8:00 a.m. – 10:00 p.m. Monday through Thursday and 8:00 a.m. – 4:00 p.m. on Friday, some Saturdays from 8:00 a.m. – 5:00 p.m. There are no security guards on the Sidney campus. Depending on the building and its requirements, physical security mechanisms include locks and keys, electronic key system and alarms are in place as well as closed-circuit security camera systems.

The living areas of the residence halls are secured 24 hours a day – accessed by a proximity device. Visitation hours are from 10 a.m. – midnight Sunday – Thursday and 10 a.m. – 2 a.m. Friday and Saturday. All visitors must sign in after 9 p.m. and are asked to leave when visitation hours are over.

Campus Facilities – Security and Access – Alliance Campus

Normal building hours on the Alliance campus are 8:00 a.m. – 9:00 p.m., Monday through Wednesday, 8:00 a.m. – 8:00 p.m. on Thursday, 8:00 a.m. – 4:00 p.m. on Friday and every other Saturday from 9:00 a.m. – noon. There are no security guards on the Alliance campus. Depending on the building and its requirements, physical security mechanisms include locks and keys, and alarms are in place as well as close-circuit security camera systems.