



**TERRA
STATE
COMMUNITY
COLLEGE**

**2020 ANNUAL CAMPUS SAFETY,
SECURITY, AND FIRE SAFETY
REPORT**

REVISED 12/06/2020

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Terra State Community College Annual Campus Safety, Security, and Fire Safety Report

It shall be the policy of Terra State's Community College that the Annual Campus Safety, Security, and Fire Safety Report include crime statistics and prevention information to assist students in making decisions which affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes policy information for Terra State Community College as required by the Higher Education Opportunity Act of 2008. A copy of the report can also be obtained by contacting the Terra State Community College Campus Safety Department.

Terra State Community College is committed to providing environments that facilitate student learning in all of its forms, as well as promoting responsible decision-making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Terra State Community College. As a college, we are dedicated to providing students with the resources they need to be successful members of the community. This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Associate Dean of Students and the Campus Safety Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility.

Terra State Community College is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Terra State Community College learn what it means to be a responsible and respectful citizen in a community.

Policy: Clery Act Compliance and Reporting

It shall be the Policy of Terra State Community College to commit to promoting the safety and security of the campus community and provide an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Clery Act, is a federal law applicable to all universities and colleges in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby Terra State Community College campus or off campus locations used for certain educational activities. The purpose of the following policy is to provide guidance to the College community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

The Campus Safety Manager shall oversee and review the collection of data for the Annual Campus Safety, Security, and Fire Safety Report, (ASFR). Once reviewed and approved by the Director of Human Resources, the Campus Safety Manager shall complete the preparation, publishing, and distribution of the Annual Security Report to meet all Federal Regulations of the Clery Act.

The Annual Campus Safety, Security, and Fire Safety Report will be published by the Campus Safety Department annually. The Daily Crime Log will be maintained in the Campus Safety Office. The ASFR will be published on the Terra State Community College's website annually, as well as published on the Terra State Community College email network to all students, faculty, and staff. Notification of the report's availability will be published on the Terra State Community College website, email network to all faculty, and staff, on the Campus Safety Pamphlet updated annually, and at student orientation.

Contact Information

Emergencies

Campus Safety Department 419-559-2253 or 911 to reach county emergency services.

Non-emergencies

Campus Safety Department: 419-559-2253

Fremont, Ohio Police Department: 419-332-6464

Sandusky County Sheriff's Office: 419-332-2613

Campus Safety Department

About the Terra State Community College Campus Safety Department

The Campus Safety Department is a support service, charged with enforcing Terra State Community College policies and regulations while maintaining a safe and secure environment for the campus community. The department is staffed with a full time Campus Safety Manager, Lead Campus Safety Responder, and part time Campus Safety Responders.

The Campus Safety Office is located in the first floor of the Engineering Building office E-104. Campus Safety Department is staffed during normal business hours.

Campus Safety Responders are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual if the need arises.

The College encourages anyone who believes a crime or violation of the college policy has occurred to report it to either the Fremont Police Department at 419-332-6464, or Campus Safety Department, at 419-559-2253 or extension 2253.

The Campus Safety Department's responsibilities include, but are not limited to:

1. Securing campus buildings and facilities
2. Responding to any emergency on campus
3. Responding to and investigate any campus fire alarms
4. Providing student, faculty/staff escorts on campus
5. Reporting and responding to campus maintenance situations
6. Enforcement of the Terra State Community College policies and regulations
7. Maintaining a safe and secure environment for the campus community

Mission Statement

The Campus Safety Department at Terra State Community College provides a safe and secure environment for all members of the Terra State Community College family, including students, faculty, staff and campus visitors. The Campus Safety Department supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations.

Mutual Aid and Public Safety Partnerships

The Terra State Community College Campus Safety Department maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Fremont, Ohio Police Department, the Sandusky County Sheriff's Office, and the Ohio State Highway Patrol.

Additional services provided by Campus Safety Department

Motor Vehicle Battery Jump Starts

Campus Safety will provide motor vehicle jump starts should someone require this service. The individual must provide proper identification. The request can be made in person at the Campus Safety office room E-104, or by calling 419-559-2253.

Web Check Finger Print Background Checks

Fingerprinting for background checks can be done by Campus Safety Department. Appropriate identification, such as a state driver's license or other state or government- issued ID, must be provided as well as other pertinent information.

Fingerprinting may be done Monday through Friday when the Safety Department are available.

Key Control

Terra State Community College Campus Safety Department is assigned the key control of the College.

- Assignment of keys requires a written request via our School Dude software program.
- Request will include the individual's name, who the key is to be issued to and the room number said key is needed for providing access.

Lost and Found

Lost and found items can be recovered at the Campus Safety office. A log of all lost or found property is maintained as well. Items not claimed after 30 days will be disposed of in the proper manner. If you have lost any items, call Campus Safety Department at 419- 559-2253.

Emergency Response

Terra State Community College Campus Safety Department Responders respond to all reported emergencies. All Responders are certified in CPR and use of the AED defibrillator equipment.

Emergencies on Campus

Terra State Community College is proud to offer a state-of-the-art mass notification system that is called *Terra Alert*. The alert sends messages instantly and simultaneously to all registered users with text capable cell phones, PDA's, pagers, smartphones and satellite phones. The system can also send messages via email.

Students, faculty and staff are strongly encouraged to register for this free service. Once you register, Terra Alert can quickly send critical campus safety information directly to you. This

information includes school closing and other safety threats.

Family Emergency

In the event of an emergency, family members can call Campus Safety Department at 419-559-2253 during normal business hours. They may also call the main campus number toll free at 866-288-3772 and follow the voice prompts if it is after hours.

Emergency Phones

There are emergency telephones throughout Terra State Community College's Campus. The telephones are located in common hallways outside of classrooms, and in all buildings on campus.

Reporting Crimes on Campus

Crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies) should be reported promptly to Terra State Community College Campus Safety Department using any emergency hallway phone by just picking up the handset and dialing 2253 for Campus Safety Dept. All students, faculty and staff of Terra State Community College may also call 911 to connect with all outside emergency services. The Fremont, Ohio Police Department can be contacted 24/7 at 419-332-6464 to report any incident, crime, or emergency on campus.

Confidentiality

Ohio's public records law (Ohio Revised Code 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except counselors at the College, or under certain circumstances, to a physician or nurse at a hospital. Some off-campus reports also may be legally confidential - e.g. report to clergy or health care professionals.

To protect privileged relationships, reports to persons operating in the role of a professional counselor, medical professional, or pastoral counselor remain confidential in all but legally recognized exceptions and therefore are not included in the annual crime report.

False reporting to a police department is a criminal offense and a very serious matter. False reports unnecessarily create alarm in the community and direct police resources in inefficient ways, costing untold man hours.

Reporting to a Campus Security Authority (CSA)

Terra State Community College Campus Safety is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA). The list of designated CSAs can be found here and include but are not limited to: Jennifer Kin, Campus Safety Manager, Garien Hudson, Vice President of Student and Enrollment Services, and Dr. Ronald

Schumacher, President.

Missing Student Reporting

The College takes the report of a missing person seriously. All missing persons including all students, shall be reported to Terra State Community College Campus Safety Department. An investigation will immediately be initiated. If the student is determined to be missing from a location not within the jurisdiction of Terra State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction with the assistance of a Terra State Community College Campus Safety Responder. The law enforcement agency that has jurisdiction is the Fremont, Ohio Police Department. They can be reached at 419-332-6464, or the Sandusky County Sheriff's Office, 419-332-2613.

Students will have the opportunity to register an emergency contact person. The student may designate a confidential emergency contact person. In the event of a missing student, that confidential contact can be contacted by authorized campus officials and law enforcement only.

The Daily Crime Logs

The Daily Crime Log is maintained by the Terra State Community College Campus Safety Department in an effort to provide members of the campus community a record of all criminal incidents.

This log provides for both the most recent incidents as well as an archive listing of past incidents. The daily crime log is updated according to occurrence of criminal incidents and must have the most recent crime statistics from the last 60 days on the log. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within 2 business days.

Current crime logs as well as the logs from the last three years may be viewed on the campus web site or a copy may be obtained at the Terra State Community College Campus Safety office located in room E-104 of the Engineering Technologies Building.

Emergency Plans

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available to view on the Terra State Community College website <http://www.terra.edu/StudentLife/CampusSafety.html>

Closed Circuit Television Cameras (CCTV)

The College deploys closed circuit television cameras in parking lots, buildings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders. Video is also helpful during police investigations.

Education and Prevention

Terra State Community College is committed to creating an environment free from violence. One of the concerns on every campus is violence and the response to such an event. The college offers training in being alert for such indicators, communicating to authorities and various responses that may be needed in such an event. The presentation of “*Shots Fired on Campus*” is a tool potentially utilized in these training opportunities.

Other related educational materials available to Terra State Community College students are the Student Code of Conduct, and the Terra State Community College website. The College also offers support services at our Physical Support Services Counseling and Disability Center. The College is also in the process of improving current education programs related to sexual misconduct and alcohol abuse.

Sex Offenders

The State of Ohio has a Sexual Offender Registry that contains the names of all persons convicted of Sex Offenses in the State of Ohio. The college recognizes that sex offender registries reflect convicted sex offenders, which are only a small percentage of actual sex offenders, and that most sex offenders commit assaults against people they know, rather than strangers. To locate an offender, click on the links below.

- Sexual Offender Registration and Notification
- Sandusky County Sheriff
- Ottawa County Sheriff
- Seneca County Sex Offender List
- <http://www.drc.ohio.gov/offenders/Search>

Violence against Women's Act - Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.

In 2013, President Obama signed into law the Violence Against Women Reauthorization Act imposing new obligations for colleges and universities as it relates to the reporting, education, services, and procedures in incidents of sexual assault, domestic violence, dating violence and stalking. At Terra State Community College, sexual misconduct and relational violence of any kind is not tolerated and many resources exist for the survivor should an incident occur. The College collects any reported incidents of dating violence, domestic violence, sexual assault, and stalking occurring within the College’s Clery geography and reported to a Campus Security Authority (CSA).

Education and Programs

All members of the College community play a role in preventing sexual misconduct and relational violence. The College is committed to delivering annual sexual misconduct and relational violence primary prevention and awareness training to all new students and employees to:

- Promote healthy and respectful behavior
- Increase awareness of what constitutes sexual misconduct and relational violence
- Prevent circumstances that may lead to sexual misconduct or relational violence and empower bystanders to intervene in potential situations when safe to do so
- Create an environment that promotes reporting and instills confidence in the community that the College will provide a supportive, consistent and fair response to reports
- Promote bystander intervention in sexual misconduct and relational violence situations

Terra State Community College will not tolerate sexual misconduct and relational violence of any kind. The College has resources for the survivor should any such incident occur.

Additional services are domestic violence shelter, community education, teacher in-service training, prevention programming, victim advocacy and Family Justice Centers. They can be contacted at:

Sandusky County Department of Family Services 419-334-3819

Mental Health Hotline 1-800-826-1306 Firelands Counseling and Recovery

Ohio Domestic Violence Network 1-800-934-9840

National Domestic Violence Hot Line 1-800-799-7233

Dating Abuse Hotline 1-866-331-9474

Pro Medica Fremont, Ohio Center for Mental Health and Well Being 419-334-6619

Zero Tolerance

The following activities and/or uses of computers will not be tolerated by the college in any form:

- Accessing, transmitting or otherwise making use of pornographic materials of any kind
- Any form of harassment activity, including but not limited to email transmissions
- Accessing, transmitting or otherwise making use of Hate-group or materials of any kind available over the Internet that may cause discomfort to any racial or ethnic group
- Illegal duplication or transmission of protected software
- Destruction or theft of computer equipment or software

Drug and Alcohol Policy

By resolution of the Board of Trustees on May 23rd 1989, Terra State Community College supports the Drug free Workplace Act of 1988. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Terra State Community College. To access additional information regarding these policies please log onto Terra State Community College's website under Terra College Policies and Procedures.

<http://www.terra.edu/StudentLife/CampusSafety/computerpolicies.html>

This notice is required under Section 1213 of the Higher Education Act of 1965 and contains the drug-free campuses requirements added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226).

Terra State Community College does not permit the possession, use, or sale on campus of alcoholic beverages or illegal drugs.

All Terra State Community College Students must abide by this statement:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College.

If a student engages in any of the above-prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college. Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial and appeal procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

If a student is convicted of a criminal drug violation, the student must notify the college. By law, the college, within 30 days of such notification must;

1. Take appropriate action against such student, up to and including dismissal, or
2. Require such student to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Drug Abuse Prevention Program

Terra State Community College provides referral counseling and conducts a drug abuse prevention program for all students and employees. Community resources for counseling and treatment of drug abuse problems are updated annually and liaison contacts maintained throughout the year. Periodic on-campus educational and information workshops are conducted for students, staff and the community. By resolution of the Board of Trustees (May 23, 1989), Terra State Community College supports the intent of the Drug-Free Workplace Act of 1988.

State Drug Laws

Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor and administering them to any person by force, threat or deception with intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possession of using a controlled substance and

permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or fine of up to \$1,000.00.

State Alcohol Laws

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor or furnishes false information in order to affect a purchase commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.00.

Federal law forbids the illegal possession of, or any trafficking in, controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000. And \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to 20 years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions.

In addition, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans for up to five years, ineligibility to receive or purchase a firearm and a civil penalty of up to \$10,000.

Definitions:

Awareness Programs: Information dissemination through the use of programs, training and professional development.

Bystander Intervention: Intervention conducted by a witness to assist another person.

Consent: Voluntary positive agreement to engage in sexual activity; past consent does not imply present or future consent; someone who is incapacitated cannot consent; according to Ohio law, consent cannot be provided by someone whose ability to consent is substantially impaired; the responsibility for obtaining consent lies with the person initiating or escalating sexual activity in an atmosphere free from coercion; consent should be obtained verbally throughout sexual interaction; silence does not constitute consent; consent may be withdrawn at any point during sexual activity.

Dating Violence: Committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined based on the reporting party's statement and by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purpose of this definition:
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Ohio law that indicates “no person shall knowingly cause or attempt to cause physical harm to a family or household member. No person shall recklessly cause serious physical harm to a family or household member. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member “[abbreviated]. The penalty for domestic violence is based on a several factors and can range from a 4th degree misdemeanor to a 3rd degree felony with mandatory prison sentence.

Ongoing Prevention and Awareness Campaigns: Repeated attempts to disseminate information to a group of people through the use of programs, training and professional development opportunities.

Primary Prevention Programs: Educational initiative aimed at preventing events or circumstances before they occur.

Risk Reduction: A systematic approach to identifying, assessing and reducing risks.

Proceeding: The process of appearing before a College Hearing Committee so a decision can be made regarding an argument or claim.

Rape: Defined by the Ohio Revised Code, as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

In Ohio, rape is a felony of the first degree and is punishable from 5 years to life imprisonment.

Relational Violence: Umbrella term that includes domestic violence, dating violence and stalking.

Result: The outcome of a formal or informal process.

Sexual Misconduct: Umbrella term for a spectrum of unwanted or unwelcomed conduct of a

sexual nature that may include sexual harassment, sexual assault or other forms of non-consensual sexual activity, or criminal forms of non-forcible sex offenses such as incest or statutory rape.

Sexual Assault: Umbrella term for actual or attempted sexual activity perpetrated upon a person without the consent of that person and against that person's will.

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

Reporting Sexual Misconduct, Relational Violence and Stalking

Terra State Community College strongly encourages any person with knowledge of a sexual misconduct or relational violence incident to immediately report the incident. In some cases, bulletins or alerts may be issued however the names of victims are not included.

Compliance Protection: Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking

In cases of alleged dating violence, domestic violence, sexual assault or stalking:

- Officials are properly trained and do not have a conflict of interest or bias for or against the accuser or the accused
- The accuser and the accused have equal opportunities to have others present, including an advisor of their choice
- The accuser and accused receive simultaneous notification, in writing, of the proceeding results and any available appeal procedure
- The proceeding is completed in a prompt time frame
- Accuser and accused are given timely notice of meetings
- Accuser and Accused are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings

Additional information may be found in the Student Code of Conduct.

Student Code of Conduct:

Terra State Community College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and College regulations; and to respect the rights, privileges and property of other people.

A student assumes the personal responsibility for upholding standards imposed by Terra State

Community College relevant to its missions, processes and functions. Foundational principles of academic integrity, personal honesty, tolerance, and respect for diversity, civility, and freedom from violence are examples of these standards

The College view the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one's responsibilities and privileges within the College environment. To this end, the student conduct process attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of the College and larger community. Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The student Code of Conduct is as follows:

Student Code of Conduct

This Student Code of Conduct is promulgated under the provisions of the Ohio Revised Code section 111.15, amplifies Chapter 3346.21 and modifies Ohio Administrative Rules 3367:4- 1-98 and 3357:4-52 as they apply to student behavior and conduct. The Student Code of Conduct is adapted from the Journal of College and University Law published by the National Association of College and University Attorneys and the Notre Dame Law School.

ARTICLE A: DEFINITIONS

The term "COLLEGE" means Terra State Community College.

The term "STUDENT" includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate, or non-credit studies and those who attend post- secondary educational institutions other than Terra State Community College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

The term "FACULTY MEMBER" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

The term "COLLEGE OFFICIAL" includes any person employed by the College performing assigned administrative or professional responsibilities.

The term "MEMBER OF THE COLLEGE COMMUNITY" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Associate Dean of Students.

The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

The term "ORGANIZATION" means any number of persons who have complied with the formal requirements for College recognition of sanctions.

The term “SHALL” is used in the imperative sense.

The term “MAY” is used in the permissive sense.

The term “STUDENT DISCIPLINE COMMITTEE” means any person or persons authorized by the Associate Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.

The term “STUDENT CONDUCT OFFICER” means a College official authorized on a case-by-case basis by the Associate Dean of Students to impose sanctions upon a student who has violated the Student Code. The Vice President of Student and Enrollment Services may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer, the sole member, or one of the members of the Student Discipline Committee. The Associate Dean of Students may authorize the same Student Conduct Officer to impose sanctions in all cases.

The term “DISCIPLINE APPEALS COMMITTEE” means any person or persons authorized, by the Vice President of Student and Enrollment Services, to consider an appeal from a Student Discipline Committee’s determination as to whether a student has violated the Student Code.

The term “POLICY” is defined as the written regulations of the College as found in, but not limited to, the College catalog, student handbook, College web pages and computer use policy.

“LEVEL I” infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restriction, loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.

“LEVEL II” infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.

The term “CHEATING” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

The term “PLAGIARISM” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

Examples include: the submission of an assignment purporting to be the student’s original work which has been wholly or partly created by another person; the presentation as one’s own, another person’s ideas, organization, or wording without acknowledgment of sources; knowingly permitting one’s own work to be submitted by another student as if it were the student’s own; and the use of material from the World Wide Web, Internet,

videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “SEXUAL HARASSMENT” is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature that is unwelcome and which, because of its severity and/ or persistence, interferes significantly with an individual’s or a group’s work or education, or adversely affects an individual or group’s living conditions.

The term “SEXUAL EXPLOITATION” is defined as taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.

The term “NON-CONSENSUAL INTIMATE TOUCHING” is defined as one person engaging in the intimate touching of another person, against such other person’s consent, or after such other person has withdrawn their consent, except that such intimate touching does not include oral, anal, or vaginal penetration or the fondling or manipulation thereof. This includes non-consensual kissing, or stroking, or fondling of a non-sexual body part, in an intimate way.

The term “NON-CONSENSUAL SEXUAL CONTACT” is defined as the intentional touching, manipulation or fondling either of the victim by the perpetrator or when the victim is forced to touch directly or through clothing another person’s groin, genitals, breasts, thighs or buttocks or when a person is compelled to touch the above named parts of their own bodies for the sexual gratification of another, against another person’s consent or after such other person has withdrawn their consent.

The term “NON-CONSENSUAL SEXUAL INTERCOURSE” is defined as any form of sexual intercourse with a person, without his or her consent, or after consent is withdrawn. This includes non-consensual anal, oral, or vaginal penetration, whether by a finger, tongue, penis, or an inanimate object, as well as compelling an unwilling person to perform any of the above named acts.

The term “INTIMATE PARTNER VIOLENCE” (domestic violence and dating violence) is defined as violence by a current or former spouse, cohabitant, significant other, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

The term “STALKING” is defined as the repeated following of or communicating with another person with the intent to kill, injure, harass, or intimidate in a manner causing that person to be under emotional duress and/or in reasonable fear of death or injury to his/herself.

The term “COMPLAINANT” means any person who submits a charge alleging that a violation of this Student Code. When a person believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under

this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

The term “ACCUSED STUDENT” means any student accused of violating this Student Code.

ARTICLE B: STUDENT CODE AUTHORITY

The Vice President of Student and Enrollment Services shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each case.

The Vice President of Student and Enrollment Services is that person designated by the College President to be responsible for the administration of the Student Code. The Associate Dean of Students shall develop procedures for the administration of the student conduct system and rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Vice President of Student and Enrollment Services, shall be final, pending the normal appeal process.

A Student Discipline Committee may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

ARTICLE C: CONDUCT RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty, furnishing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Helping or attempting to help another student commit an act of dishonesty.
- Any form of academically unethical behavior involving misuse of College computers.
- Tampering with the election of any College recognized student organization.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/or other conduct that has the purpose or effect of unreasonably interfering with an individual’s work, academic performance, or creates an intimidating, hostile, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the

above-mentioned behaviors.

Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non- consensual intimate touching, non- consensual sexual contact, domestic violence, dating violence, stalking and non-consensual sexual intercourse.

Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.

Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of College premises.

Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College's website.

Violation of federal, state, or local law on College premises or at College- sponsored or supervised activities.

Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.

Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.

Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.

Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College-sponsored or supervised functions.

Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on College premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community.

Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or social media platforms without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom, public urination, and streaking.

Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or college official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the college computing system.
- Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.

Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
- Disruption or interference with the orderly conduct of a proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/ or after a student conduct proceeding.
- Harassment (verbal or physical), and/ or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Actions that endanger the student, the College or local community, or the academic process, or cause harm to self or others.

ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded.) The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct, and may initiate a grievance.

The Vice President of Student and Enrollment Services shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by- case basis, in his/ her sole discretion.

ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student and Enrollment Services.

Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental

representatives as they deem appropriate.

If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or *nolo contendere*”).

ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

Disciplinary Correspondence

All disciplinary correspondence will be sent to the student’s official Terra State Community College e-mail address listed with the Office of Student Records. The College reserves the right to use other reasonable means to notify students.

Filing Complaints

Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President of Student and Enrollment Services. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Vice President of Student and Enrollment Services will designate himself/herself or a Student Conduct Officer. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated may be an academic official such as an academic dean.

While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

Presumption of Non-Violation

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

Preliminary Investigation

When a Dean or designee receives information a student has allegedly violated College rules, regulations, local, state, or federal law, the Dean or designee shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Dean or designee may:

- Find no basis for the complaint and dismiss the allegation as unfounded, or
- Contact the student for a discussion and either:
 - Dismiss the allegation.
 - Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a student conduct meeting with the student(s).

- Identify if the alleged violation(s) is equated to a Level II infraction and schedule a hearing with the Student Discipline Committee.

Summoning a Student for a Student Conduct Meeting

A student conduct meeting is a meeting between a student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.

The Student Conduct Officer shall provide the student with:

- Written notice of the charge(s) and an outline of rights.
- Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.

Following receipt of the notice of charges, a student:

- May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a hearing, and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a hearing and accept the sanction is final and not appealable.
- May contest the charges and elect to proceed to a hearing. The hearing shall be scheduled not less than five (5) and no more than 15 calendar days from the student conduct meeting.

ARTICLE G: HEARING PROCESS

Hearings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the Vice President of Student and Enrollment Services. The Vice President of Student and Enrollment Services is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee hearing, not less than five (5) nor more than 15 business days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the Vice President of Student and Enrollment Services or designee.

Hearings shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

In cases in which the Student Discipline Committee has been authorized by the Vice President of Student and Enrollment Services to conduct a hearing, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Vice President of Student and Enrollment Services in determining and imposing sanctions.

Composition: The Student Discipline Committee is composed of six members, including two faculty appointed by the Vice President of Student and Enrollment Services, one staff member and one administrator appointed by the Director of Human Resources, and two students appointed by the Student Government.

Term of service: Members shall serve for one academic year and may continue to serve at the discretion of the Vice President of Student and Enrollment Services.

Student eligibility: All students, full- or part- time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.50 cumulative grade point average, are not currently on disciplinary probation, and have not been suspended from the College.

Training: All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.

Three members from the Student Discipline Committee will be chosen by the Vice President of Student and Enrollment Services to hear a proceeding. The hearing panel should consist of a faculty member, administrator or staff, and a student.

Hearings normally shall be conducted in private.

The complainant, the accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Discipline Committee hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Discipline Committee and/or the Associate Dean of Students, or designee.

In the case of Student Discipline Committee hearings involving more than one accused student, the Vice President of Student and Enrollment Services or designee, at his/ her discretion may permit the Student Discipline Committee hearings concerning each student to be conducted either separately or jointly.

The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearings before the Student Discipline Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The complainant, the accused student, and the Student Discipline Committee may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) business days prior to the Student Discipline Committee hearing. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the accused student and/ or Complainant to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witnesses directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in

consultation with the Vice President of Student and Enrollment Services or designee.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Vice President of Student and Enrollment Services.

All procedural questions are subject to the final decision of the Associate Dean of Students.

After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating.

The Student Discipline Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

Formal rules of process, procedure, and/ or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.

If the Accused Student, with notices, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. If the accused student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and both accused student and complainant be notified in writing.

The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

ARTICLE H: SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code:

WARNING—a notice in writing to the student that the student is violating or has violated institutional regulations.

PROBATION—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the

student is found to be violating any institutional regulation(s) during the probationary period.

LOSS OF PRIVILEGES—denial of specified privileges for a designated period of time.

LOSS OF ACADEMIC CREDIT—forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.

FINES—previously established and published fines may be imposed.

RESTITUTION—compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

DISCRETIONARY SANCTIONS—work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)

COLLEGE SUSPENSION—separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

COLLEGE EXPULSION—is permanent separation of the student from the College.

REVOCAION OF ADMISSION AND/ OR DEGREE—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

WITHHOLDING DEGREE—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation.

Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the hearing officer whether a loss of academic credit for the assignment or course should be sanctioned. The Vice President of Student and Enrollment Services maintains records of code of conduct offenses.

Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/ substance/inhalant abuse or violations are suspected. The College may contact parents/ guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.

Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become

part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Vice President of Student and Enrollment Services. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.

In situations involving both an accused student(s) (or group or organization) and student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.

In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. The Vice President of Student and Enrollment Services is not limited to sanctions recommended by members of the Student Discipline Committee.

Following the Student Discipline Committee hearing, the Vice President of Student and Enrollment Services shall simultaneously advise the accused student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the student's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

ARTICLE I: APPEALS

A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Discipline Appeals Committee within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student and Enrollment Services.

Composition: The Discipline Appeals Committee is composed of three members: (a) the president of the Terra Faculty Association; (b) an administrator appointed by the President; and (c) the president of the Student Government.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of

the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:

- To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and evidences presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of these allegations.
- To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
- To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/ or facts were not known and could not have been known to the person appealing at the time of the original hearing.

If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).

In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.

In cases involving appeals by persons other than student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

Following the appeal, the Vice President of Student and Enrollment Services shall simultaneously advise the Accused Student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing.

ARTICLE J: EXCEPTIONAL PROCEDURES

Interim Suspension

In certain circumstances, the Vice President of Student and Enrollment Services or designee may impose a College suspension prior to a student conduct meeting or a hearing before the Student Discipline Committee. Interim suspension is an action requiring a student immediately leave the campus and College property.

Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the student shall be denied access to the campus (including

classes) and/ or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student and Enrollment Services or designee may determine to be appropriate.

Voluntary Withdraw Agreement In certain cases where a student's behavior and continued enrollment may adversely affect his or her well- being or the College, the Vice President of Student and Enrollment Services or designee and the student may agree to discontinue his or her attendance at Terra State for a specified period of time and agree to conditions for re-admittance to the College. In such instances, the Vice President of Student and Enrollment Services or designee and the student will sign a written withdrawal agreement.

Temporary Restriction from Personal Contact

The Vice President of Student and Enrollment Services or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third- party contact with another person pending an investigation and/or hearing whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

Withdrawal Prior to Student Conduct Proceedings

The student who withdraws or fails to return to the College while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The College reserves the right to formally restrict individual(s) from the campus grounds while such action is pending.

ARTICLE K: INTERPRETATION AND REVIEW

Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student and Enrollment Services for final determination.

The Student Code will be reviewed every three years under the direction of the Vice President of Student and Enrollment Services.

Written Explanation of Reporter's Rights and Options

Scope: All employees and students of the College

Policy Statement: It is the policy of Terra State Community College to provide a positive, discrimination-free educational and working environment. We are committed to a policy of non-discrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

To help ensure that employees and students are not subjected to illegal harassment/bullying, and

in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law.

Sexual misconduct in the work or academic setting will not be tolerated. The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional.

Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion. This policy and its procedures shall be the only internal college forum of resolution for harassment, sexual harassment, and/or sexual misconduct complaints.

College community members or others who feel that they have been victims of harassment, sexual harassment, and/or sexual misconduct in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all Terra State Community College students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.

College Administration will develop procedures related to this policy.

Terra State Community College Clery Reportable Crimes

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Fondling	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Incest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Robbery	2017	0	0	0	0
	2018	1	0	0	0
	2019	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2018	1	0	0	0
	2019	0	0	0	0
Burglary	2017	0	0	0	0
	2018	0	0	0	0
	2019	2	2	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arson	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

VAWA OFFENSES

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Domestic Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Dating Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	2	2	0	0
Stalking	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

ARREST AND REFERRALS

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Arrests: Weapons	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Disciplinary Referrals: Weapons	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arrests: Drug Violations	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Disciplinary Referrals: Drug Violation	2017	0	0	0	0
	2018	1	1	0	0
	2019	8	7	0	0
Arrests: Liquor Law Violations	2017	0	0	0	0
	2018	1	1	0	0
	2019	1	1	0	0
Disciplinary Referrals: Liquor Law Violation	2017	0	0	0	0
	2018	0	0	0	0
	2019	1	0	0	0

UNFOUNDED CRIMES

2017: No unfounded crimes.

2018: No unfounded crimes.

2019: No unfounded crimes.

HATE CRIMES

Terra State Community College strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Terra State community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/ bias crime.

HATE CRIMES

Category of Bias for crimes reported in 2017 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2017 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2017 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2018 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2018 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2018– Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL FIRE SAFETY REPORT 2019

Fire Statistics

Fire Safety Systems in the Campus Housing Facility

The Landings is a fully alarmed Residence Hall. The Fire Alarm system is equipped with individual room detectors. There are fire extinguishers and pull stations located on every floor at the Landing. The pull stations direct connects to the alarm company which will then notify the Fire Department. The ADA (Americans with Disabilities Act) compliant rooms are directly connected to the main operating system which is directly connected to the notification system for the City of Fremont. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department is notified. The estimated time of their arrival is between 3-4 minutes. The residential unit falling under this system include the following:

	Physical Location	Special Notes
The Landings	3070 Terra Way, Fremont, Ohio 43420	Sprinkler Units: Room/Floor

The City of Fremont Fire Department conducts yearly walk-through inspections during the Fall Semester.

Plan for Improvement to Fire Safety

The College does not have any planned improvements in fire safety at this time.

Fire Safety Education and Training Programs Provided to Students and Employees

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted twice each fall and spring semester on the on-campus residence hall. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in an on-campus residence hall. The College also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires.

Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, Terra State Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Terra Safety Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Terra State Community College Safety Department (419) 559-2253 (office) or (419) 307-1087 (cell)
- Terra State Community College Facilities Office (419) 559-2100

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Fire Log

The crime and fire logs are the daily records of all crimes and fires that have been reported to Terra State Community College Safety Department. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Terra State Community College Safety Department. Requests can be made in person at the Safety Office located in the Engineering Technologies Building E-104 during normal business hours.

Each year, Terra State Community College Safety Department files its annual safety and security report. While crime logs provide a daily breakdown and detailed information about each crime that is reported to Campus Safety, the annual report provides a final count of all of the incidents of crime and fire that were reported to Campus Safety each year as well as a highlight of the measures that the Terra State Community College Safety Department takes in order to keep the Terra community safe and secure.

FIRE SAFETY STANDARDS

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called.
3. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
4. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
5. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
6. Know the location of all fire exits, fire alarms, and fire extinguishers.
7. Use only metal wastebaskets. You should empty your basket frequently.
8. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
9. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is **ILLEGAL** to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
10. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
11. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
12. Candles (used or unused), incense burners, Scents Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.

Health and Safety Inspections

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited item found within the student handbook.

Summary of Fires On-Campus: 2017-2019

Facility	Address	2017	2018	2019
The Landings	3070 Terra Way, Fremont, Ohio 43420	N/A	0	0

IMPORTANT CONTACTS and EMERGENCY NUMBERS

EMERGENCY NUMBERS

Ambulance	911 or 419-332-4131
Fire	911 or 419-332-4131
Highway Patrol	419-625-6565
ProMedica Memorial Hospital	419-332-7321
Fremont Police Department	911 or 419-332-6464
Sheriff	419-354-9001
Dean of Students Office.....	419-559-2360
24 Hour Emergency Hotline.....	1-800-613-4456
Campus Safety Phone	419-559-2253
Campus Safety Manager.....	419-559-2388
Firelands Counseling and Recovery	419-332-5524
Wood County Victim’s Advocate	419-354-9250
Title IX Coordinator	419-559-2360
Director of Facilities	419-559-2393

Statistics & Related Information Regarding Fires in Residential Facilities

Residential Facility	Address	Total Fires in Each Building 2019	Total Fires in Each Building 2018	Total Fires in Each Building 2017	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	N/A	0	N/A	0	0	0

Total Number of Fire Drills Held in each Residential Facility

Residential Facilities	Addresses	Total Fire Drills in Each Building 2019	Total Fire Drills in Each Building 2018	Total Fire Drills in Each Building 2017
The Landings	3070 Terra Way, Fremont, Ohio 43420	3	1	N/A

EMERGENCY MASS NOTIFICATION SYSTEMS

In the event of an incident that requires mass notification to the campus community, the following modes of mass communication will be utilized. The Campus Safety Department or his designee will determine the notification level after considering factors such as type of incident (weather, criminal, accident etc.), speed of incident, effect on and /or proximity of incident to the College.

Type of Mass Notification System (s) TSCC will utilize a combination of the following notification systems as appropriate for the determined level of crisis and the specific incident: Campus Terra Alert Mass Notification System, WENS, Web site (Terra State Community College homepage, College email, (student portal), social media (Facebook), mass media (Radio/TV). Campus Safety Department will notify the Sandusky County offices through the Wens Notification system and direct radio communications via Campus Safety radios. Each building has designated building coordinators assigned that will be wearing neon safety vests and direct all personnel to the designate areas for the emergency at hand.

EVACUATIONS FOR FIRE

In the event of fire in any of the buildings on campus please move outside to the designated yellow rally point signs in each parking lot. Building coordinators will give the all clear from Campus Safety Responder when The Fremont Fire Department has given the approval to re-enter the building.

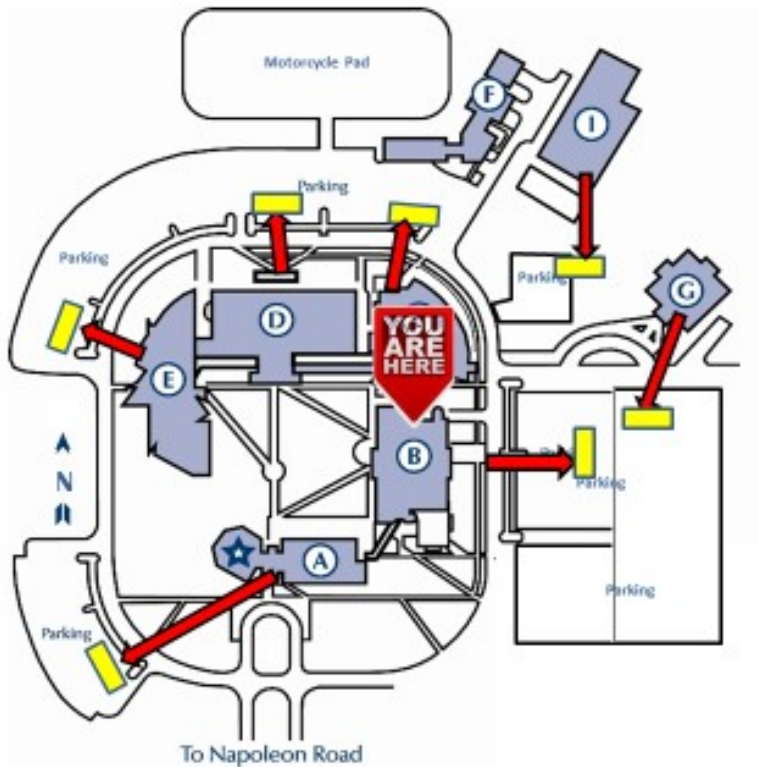
(A) If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.

(B) When exiting building proceed to designated yellow rally points. **(SEE MAP BELOW.)**

(C) Elevators should never be used during a fire alarm.

(D) Persons with mobility issues should wait at the stairwell until emergency personnel will assist them to the ground floor. An attempt should be made to notify Campus Safety of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.

(E) Possible fire emergency(s) shall be reported to Campus Safety Department. Campus Safety Department will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.



Designated Evacuation Rally Point For Each Building

**DURING EVACUATION – LEAVE BUILDING THE NEAREST EXIT
ONCE OUTSIDE, REPORT TO THE DESIGNATED RALLY POINT**

 **Evacuation Rally Point**

BUILDING EVACUATIONS TO ANOTHER BUILDING

All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the Terra Alert/Alert System (WENS campus emergency notification system) upon notification by Campus Safety Responder or College Personnel. Individuals are asked to take all personal items with them when they leave.

When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.

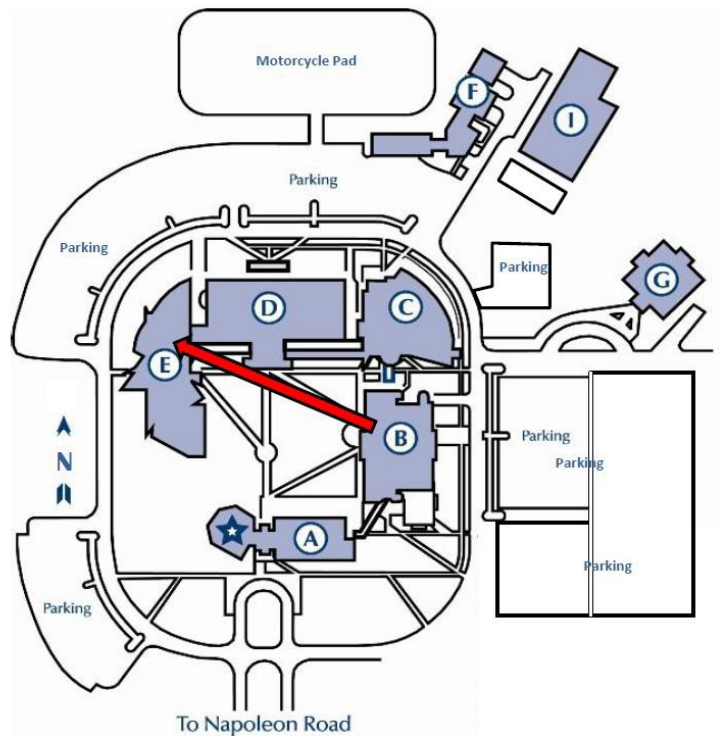
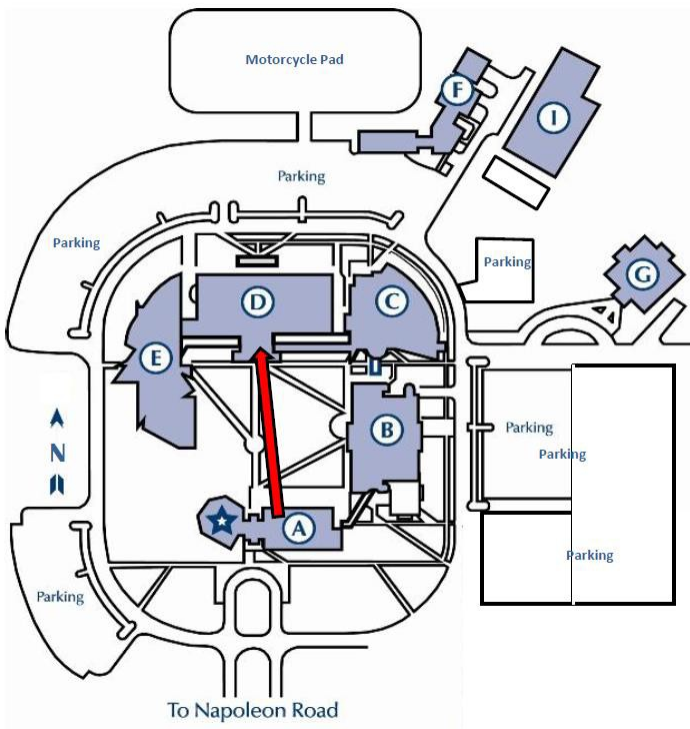
Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus

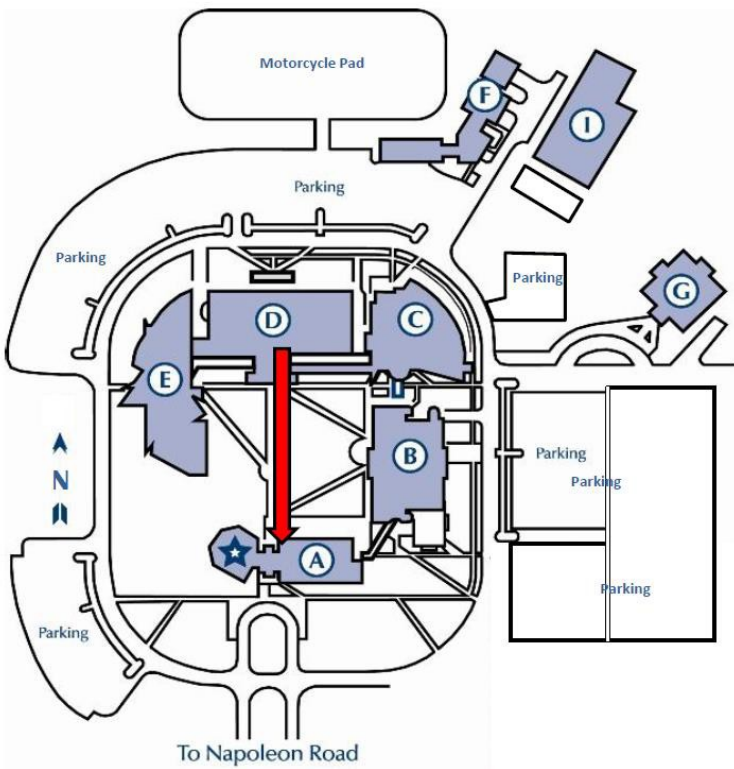
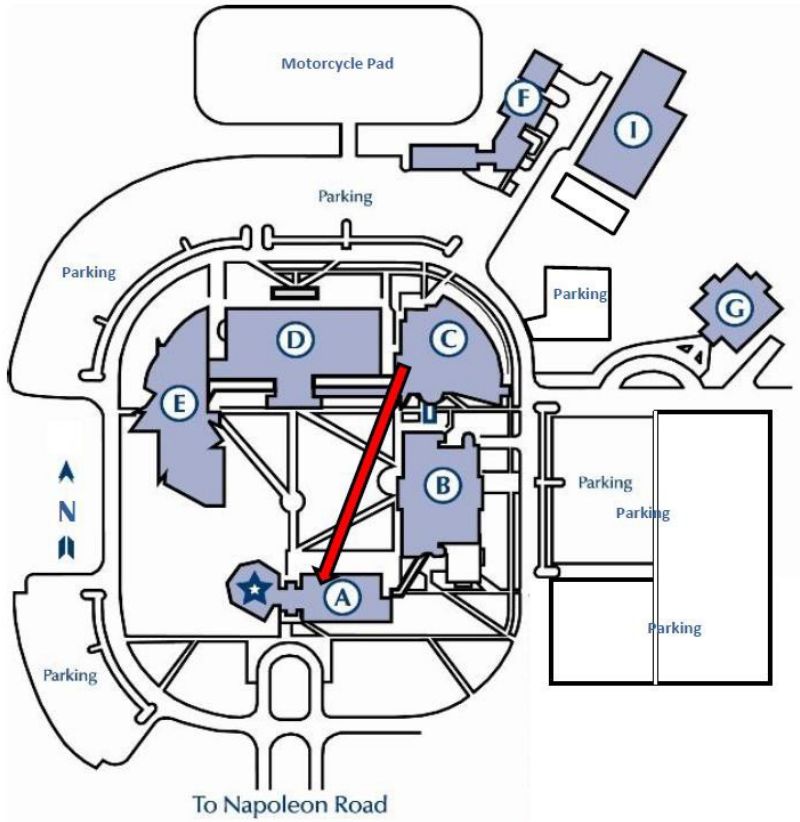
Safety Department immediately and identify the person and their location. Campus Safety Responders will facilitate their evacuation if necessary.

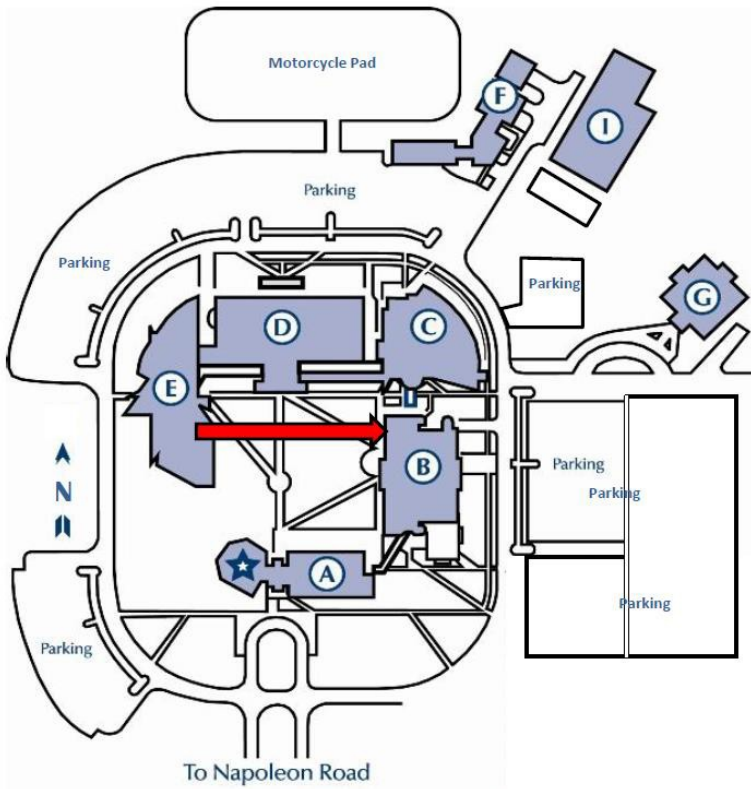
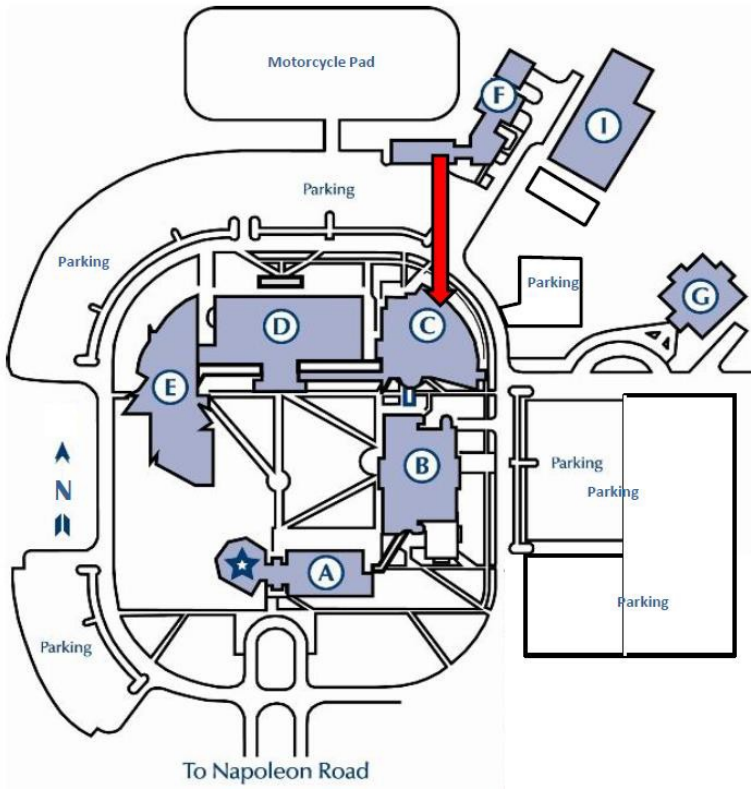
Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Safety Department.

Once outside, proceed to the designated evacuation area. **(SEE MAPS FOLLOWING PARAGRAPH (F) OF THIS SECTION.)**

DO NOT return to an evacuated building until you are notified that the building is reopened.







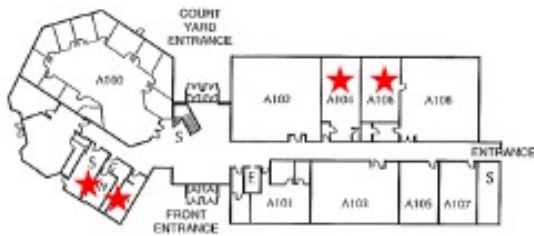
EVACUATIONS FOR TORNADO WARNINGS

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the TerraAlert/Alertus (WENS emergency notification system) or by personal notification by Campus Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.
- (E) People should remain in their shelters until the all clear is given by Campus Safety Department Campus Safety Responders will go through the buildings to make sure everyone is informed of the all clear.

SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.

Storm Shelter Locations

Locations marked with a ★



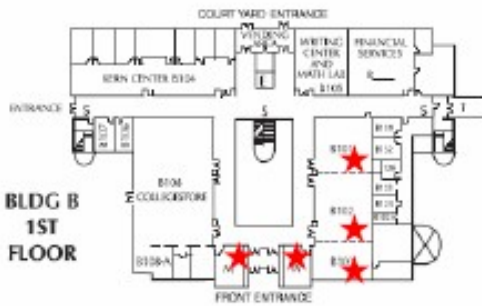
A-Building

- Room 104
- Room 106
- Restrooms (First Floor Only)



D-Building

- Room 102
- Room 104
- Restrooms (First Floor Only)

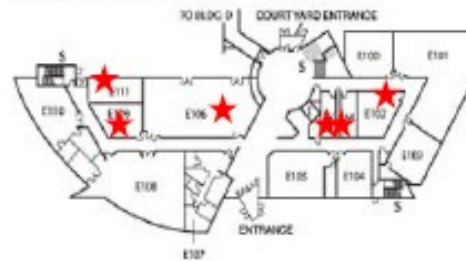


**BLDG B
1ST
FLOOR**

B-Building

- Room 101
- Room 102
- Room 103
- Restrooms (First Floor Only)

BLDG E-1ST FLOOR



E-Building

- Room 102
- Room 109
- Room 110
- Room 111
- Restrooms (First Floor Only)

**BUILDING C, Student Activities Building (SAC)
Bldg C-1st Floor**



- Restrooms (First Floor Only)
- Room C-114



I-Building

- Room 103
- Restrooms



- Restrooms

WEATHER EMERGENCIES

- (A) The College President will make the determination on closing campus for weather emergencies.
- (B) An emergency call list will be prepared, maintained, and utilized for the determination and notification of closings. Notification through the TerraAlert/Alertus (WENS emergency notification system) will be utilized to notify the faculty, staff and students who have signed up to receive these message alerts.
- (C) The College President will cause notifications to be made to the public through the media (television, radio, and newspaper) as well as the college web site.
- (D) In case of snow emergencies, the Director of Facilities and the Campus Safety Manager will coordinate for snow removal.
- (E) In cases where a snow emergency requires closing the school after the day has begun, the college will try to make the decision to close the college before roads become dangerous.
- (F) Plans will be established for caring for people trapped on campus by snow emergencies. These plans will include feeding and sleeping shelter arrangements on campus.

CAMPUS ARMED INTRUDER RESPONSE

If you witness any armed individual on campus (other than Police or Campus Safety Responders), or if an individual is acting in a hostile or belligerent manner, immediately contact Terra State Community College Campus Safety Department at extension 2253 from any campus telephone, or 419-559-2253 from a cell phone. Fremont Police Department can be called by dialing “9-911” from a Campus telephone or “911 [Send]” from a cell phone. Try to talk calmly and slowly and give as much detail as you can. Campus Safety will notify the Fremont Police Department as well. Terra State Community College Campus Safety Department will help the police as much as possible, but the police will dictate the response.

What to Report:

- Has anyone been hurt or killed?
- Is the shooting still going on?
- Have you heard any gunshots?
- Have you heard any explosions separate from gunshots?
- Specific location of shooter (s)
- Do you recognize the shooter?
- What’s his or her name?
- Your location
- Number of assailant (s)
- Race and Gender of assailant (s)

- Their clothing color and style
- Their physical features – height, weight, facial hair, glasses
- Type of weapons being used or carried (rifle/shotgun, handgun)
- Are they carrying a Backpack?

If the subject begins shooting you must take action quickly. Almost every active shooter situation in America has lasted less than 10 minutes. In almost every case, the killing was over before the first police officer arrived.

YOU will have to take immediate action to save yourself or others. You must quickly assess your options and act.

Your Options?

Remember one word: OUT!

Get Out (Evacuate (Run)) - If there is a reasonably safe escape route.

Your best option may be to run, get out, and get away. Think in advance about how you'd get out, including the possibility of breaking out windows and jumping.

Keep Out (Lock down) - If locking the room is practical and evacuating is not safe.

If you can't get out, then lock or barricade the door. Make sure the barricade stays in place, holding it from a safe position if necessary.

Hide Out (Play Dead) - If you're not able to get out, find a safe place to hide.

If there's no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you're a victim or a shooter. Identify yourself and follow their instructions.

Take Out (Attack the Attacker!)

Blind-side him/her, use an aggressive attack using anything within your reach as a weapon. Hit him/her hard and fast and hit until he stops being a threat. Don't worry about hurting him/her.

Fight or Flight? Running, getting out, may be your preferred option, but if flight is removed as an option, your only choice may be to fight back, and to try to stop the shooter.

Attacking the shooter may be your only option. Use whatever you can to hit him/her. Hit him/her hard, fast, and until he stops moving and stops being a threat.

Call Out (Take care of your safety first.)

Run first, hide first, barricade or lock the door first, then call 911. If it's safe, stay on the line and give the police the best continuing information you can.

Armed Intruder on the Campus

- (A) When a person(s) is shooting people or threatening to shoot people, the following procedures are recommended:
- (B) Instructors need to try to remain as calm as possible and guide their students to a proper response. Establish a “rally point”, a safe place outside where the class can meet and account for everybody if an evacuation is necessary. Bear in mind that the responding police officers may take control of your actions and you might not all be able to get to your rally point.
- (C) If possible, Campus Safety Responders will attempt to notify all people on campus and evacuate or lock down the areas. They will coordinate a response with the Fremont Police Department.
- (D) Run away from the threat if you can do so safely, leading others if possible.
- (E) If it is obvious that the armed individual is a safe distance away you may decide to leave the building in the opposite direction. Move quickly, ducking low as you run. Do not run in a straight line but “zigzag” back and forth periodically (harder target to hit). Try to get large objects (trees, light poles, cars) between you and the suspect for more protection. Run with your body low and your hands open, fingers spread apart, and at about head level. If police officers see you running towards them, it will be obvious that you do not have a weapon in your hand and do not pose a threat to them. Don’t do anything the police might interpret as threatening.
- (F) As soon as you are clear and in a safe location, call for help and warn others. Call 911 and Campus Safety. You can call the Fremont Police Department by dialing 9-911 on any campus phone or “911 [Send]” on your cell phone. Practice this (with your phone off) so you can do it under stress. You can call the Campus Safety Office by dialing “2253” on any campus phone. If you are using a cell phone call 419-559-2253. If Campus Safety are not in their office the calls will be automatically forwarded to their cell phone.
- (G) If getting out is not a safe option, the instructors should place everyone in the nearest safe classroom, lock the door, or barricade the door. Many doors open out into the hall and cannot be barricaded from inside. Most Terra State Community College classrooms can’t be locked without a key and without going into the hallway so you will need to find an alternative way to keep the door closed or prevent entry. You can pile desks, tables, chairs, etc. in front of the door opening. Use any available large or heavy items to barricade or block the doorway. If entry is too difficult the intruder may give up and move on to easier targets.
- (H) Turn off all lights.

- (I) Turn off all audio and video equipment and silence all cell phones. Be as quiet as possible. Try to calm and re-assure panicky students.
- (J) Get everyone on the floor and out of the line of sight and the line of fire. Stay away from windows and doors. If the subject is outside the building, sit with your back against the wall on the side below the windows so you will not be visible from the outside. If the subject is inside your building, sit with your back against the wall along the hallway side of the building so that you are not visible through door windows. Placing something over the doorway window leading into the hallway will prevent him/her from seeing inside as well.
- (K) Cards are placed in each class room's windows, facing the outside, indicating the room number (ex. "A-316") so emergency personnel can locate your room easily from the outside.
- (L) Do not sound the fire alarm. A fire alarm will result in people leaving their classrooms and offices, causing them to enter the danger zones instead of escaping them. It may place others in further danger from the shooter. It will also cause more confusion when the Police do come in to stop the violence.
- (M) If you are caught in an open area such as a hallway or atrium area, you must decide what action to take. One option is to run away as explained above. You can try to hide, but make sure you pick a well-hidden space or you may be found if the intruder moves through the building searching for victims.
- (N) Use common sense. If hiding or fleeing is impossible, one option is to try to be as inconspicuous as possible. Do not draw attention to yourself. If the person(s) is causing death or serious physical injury to people around you and you cannot hide or flee you may want to "play dead" if other victims are on the ground around you. The subject might not go back if he thinks you are already dead. Some victims have saved their lives this way, and others have been killed anyway. There are no guarantees.
- (O) If people are being shot and killed around you, your only option to survive might be to attack him/her. When they get close enough hit them hard, hit them fast, and keep hitting them until they stop being a threat. This is a dangerous chance to take but it might be your only chance to live. Remember that waiting for rescue may be waiting your turn to die. Do not be concerned about hurting them. You are fighting to survive!
- (P) If you have decided to "**shelter in place**", do not leave your secure area until notified by Campus Safety or the Police Department. If people are injured you may have to cover the wounds with a cloth and hold pressure on them to slow the bleeding.
- (Q) Once the Police arrive, obey all their commands and let them know what you observed. You may be searched or even handcuffed until the Police figure out what is going on. For your safety in this very tense and dangerous situation do not resist or argue with the Police. Do not make any moves towards the arriving Police that they might interpret as

threatening. Remember they are under a lot of stress also, and at this point they don't know who the "good guys" or the "bad guys" are.

Police Response

- (A) When the Police come in they will be moving to stop the shooter. That has to be their first priority. The police will probably pass you by if the shooting is still going on. It may seem like they're ignoring your injuries or your need to find safety. Until the threat is stopped they cannot stop to treat the injured or begin your evacuation. They are not ignoring you. They are stopping the shooter. You may need to explain this to others in an attempt to calm them.
- (B) Do exactly what you are told by the Police. Don't argue! Don't do anything threatening. Try to breathe slowly and deeply to help calm yourself and lower your heart rate.
- (C) Once the shooter has been stopped, officers will begin treatment and evacuation. Safety corridors will be established. This may be time consuming but they will help you as soon as they possibly can.
- (D) Remain in secure areas until instructed otherwise.
- (E) Be careful not to make any unnecessary changes to the scene of the incident since law enforcement authorities will investigate the area later as a crime scene.
- (F) You may be instructed by police to keep your hands on your head or up in the air. Don't argue or make any moves that might seem threatening. They don't know who is who yet. As far as they know, you might be a "bad guy". Remember, they are in a very stressful situation as well.
- (G) You may be searched and handcuffed.
- (H) You will be escorted out of the building by law enforcement personnel.
- (I) You will probably be questioned as to what you saw. At first you may not remember everything but tell them what you can. You will probably remember more details after calming down, getting some rest and some sleep. This is a natural phenomenon. As you begin to remember more don't be afraid to correct or add to what you first told the Police. Any information you can give will help their investigation.

Be responsible for your own safety and that of those around you.

- (A) Always be aware of threats, verbal or otherwise. Take any threats seriously!
- (B) Be aware of your surroundings and anybody who seems to be following you or stalking you. Never be afraid or embarrassed to ask Campus Safety or other students or staff to walk you to your car, day or night.

- (C) Pass along your fears or concerns to those in authority. Problems off campus could follow you to campus as well.
- (D) If the worst happens, do whatever is necessary to survive.
- (E) Once it is over, and you have survived physically, seek counseling from mental health professionals so you can recover emotionally as well. Terra State Community College will try to provide mental health counseling, and “crisis debriefing” sessions. Take advantage of them. You have survived physically; make sure you survive emotionally as well.

Warning Signs

If you come into contact with any person(s) on campus that causes you alarm or fear, please do not hesitate to contact the Campus Safety Department, or any staff or Instructor for assistance. Terra State Community College has instituted a “Behavioral Intervention Team” (BIT) program to identify possible threats and handle them before any violence occurs.

Some warning signs (certainly not an all-inclusive list) might be:

- (A) Someone who threatens harm or talks about killing or hurting other students, faculty, or staff. These could be overt or veiled threats. These threats could show up in reports and papers submitted to the instructors. Don’t assume they are harmless.
- (B) Someone who starts or participates in fights or who tries to physically or verbally intimidate others.
- (C) Someone who loses temper and self-control easily
- (D) Inappropriate language or actions.
- (E) Someone who swears or uses vulgar language most of the time, especially in an intimidating situation.
- (F) Someone who possesses or draws artwork that depicts graphic images of death or violence or reports and writings of a similar nature.
- (G) Someone who assaults others constantly physically or verbally, including their family members.
- (H) Someone who illegally possesses weapons on campus (firearms or edged weapons) or someone who has an unusual preoccupation with them.
- (I) Someone who becomes frustrated easily and converts frustration into uncontrollable physical violence or verbal outbursts.

- (J) Someone who seems extraordinarily preoccupied with violent music, entertainment or violent video games. (Of course, very few people who play violent video games will ever become violent but most of our active shooters and school murderers have been active “gamers” and “acted out” their games on campus to achieve a higher “body count” than the last one to hit the news.)
- (K) Someone who wears a long, heavy trench coat type outer garment when the temperature does not require it. Someone who refuses to take off a long coat when it not needed might be concealing weapons.
- (L) These warning signs are certainly not a sure indicator that someone may cause a violent incident on campus but it might be a warning that such a threat is possible. So do not be afraid to bring it to the attention of the Campus Safety Department, or any staff or Instructor. They will take it from there.

BOMB THREAT

1. If a bomb threat is received by telephone, alert the nearest administrator in some way, **BUT TRY TO KEEP THE CALLER ON THE LINE** until such time as information is gathered to assist the appropriate administrator in determining the extent and location of the threat. The majority of bomb threats are received by telephone. This places a great importance on the first and possibly the only contact that will be had with the bomber. It is imperative that the person receiving the call obtain as much information as possible.
2. Never disregard any call relative to a bomb scare. A threat is often used to disrupt normal activities but the danger involved is too great to discount any threat.
3. Attempt to record details of the conversation using the attached check list (Appendix A), especially if the caller is willing to reveal the placement and type of bomb. Use responses such as “I’m sorry, there is some noise behind me. Would you repeat your message?”
4. In addition to the conversation, listen for background noises that might provide a clue as to the origin of the call.
5. If possible, listen to the caller’s voice for quality, accents, speech impediments and any other indicators of the caller’s identity.

Persons receiving a phone call bomb threat should remain calm and ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why did you place the bomb?

- Where are you calling from?
- What is your name?
- What is your address?

The more detailed and specific a threat is the more likely the threat is real.

Keep talking to the caller as long as possible and try to ascertain and record the following:

- Exact Time of call.
- Age and sex of caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.
- If you have caller ID, record the displayed number.
- Exact wording of the threat

Post Bomb Threat Phone Call Procedures

Hang up only **after** the caller hangs up.

Immediately notify the Campus Safety Office by dialing "2253".

Remain at your reported location until the arrival of Campus Safety.

Make note of the caller's exact words and other observations.

Follow the Building/Campus bomb threat procedure.

6. A person receiving a bomb threat call should immediately inform the nearest administrator and Campus Safety and give them the notes jotted down regarding the threat.
7. The administrator and/or Campus Safety Department will evaluate the threat and inform the President of the situation. If there is even the slightest possibility that a bomb exists the President or designee shall direct Security to :
 - a. Call the Police, and /or Fire Department (calling 911 will notify both)
 - b. Conduct an orderly evacuation if needed.
8. The President will cause notifications to be made to Department Heads and Building Coordinators.
9. Depending on the nature of the threat the decision will be made by the College President or her designee as to the appropriate response after consulting with emergency personnel (Police and Fire).

10. Some options are: Occupant team search: perform a low key “covert” search using campus personnel assisting the trained emergency responders. Doing a search with campus personnel has the advantage of the fact that they are familiar with which items should and should not be present. Suspicious items may be apparent to Terra State Community College Personnel where they might not be to Police and Fire. Designated College officials shall be available to provide assistance as requested. Campus Safety personnel shall provide needed items to searchers such as a two way radio, and pass keys. Keep in mind that two way radios could possibly set off an explosive device. If the caller indicates a detonation time, the search will be called off 30 minutes prior to that time and all personnel evacuated.

or

11. Conduct an immediate evacuation by activating the Terra Alert (WENS emergency notification system.) Instruct evacuees to take all personal items with them when leaving the building. Be aware of the fact that if an actual explosive device is being used that that odds of a secondary device in the parking lot is great. Open areas would be safer than the cars in the parking lots. People should be directed to stay at least 400-600 feet from the building (beyond the parking lots).
12. If a bomb or suspicious item is discovered **DO NOT TOUCH IT OR ATTEMPT TO MOVE IT UNDER ANY CIRCUMSTANCES!** At that point all personnel will be evacuated and the Police will request an Explosive Disposal Unit to handle it.
13. Notify those persons who are attempting to enter the target facility of the threat. No one other than emergency personnel should enter. See notification form to be posted on all entrances. If possible secure and lock all entrances to prevent anyone from entering.
14. Once evacuations are made, no one shall be allowed to re-enter the buildings unless instructed to do so by a college, Fire, or Police Official. After the all clear is given, building re-entry will be approved by the President or her designee.
15. Terra State Community College Campus Safety and other personnel will assist the Fremont Police to investigate thoroughly all incidents of actual or attempted bombing incidents and/or terroristic threats
16. In the case of a bomb threat employees are requested to make a cursory inspection (brief look around) of their area for suspicious objects and to report the location to Campus Safety. **DO NOT TOUCH ANY SUSPICIOUS OBJECT!**
17. Do not close doors to offices or classrooms! If there is an actual explosive device, leaving doors and windows open will minimize the damage due to blast overpressure waves. They should not open drawers, cabinets unless these are areas under their sole control and they know for a fact that there is nothing out of the ordinary in them. If so, leaving them open will facilitate the search procedure. Do not turn lights on or off, leave them as they are.
18. Campus Safety Department will forward a report to the President once the incident is resolved.

CRIMINAL OFFENSES OR MEDICAL EMERGENCIES

1. Report all crimes or emergencies to the Campus Safety Department at ext. 2253
2. If you observe a crime in progress, a suspicious person on campus, a medical emergency or any other emergency immediately notify Campus Safety Department.
3. Campus Safety Responders will respond to the scene and investigate. They will render whatever assistance is needed. If necessary they will notify the following in the order in which they appear:
 - a. Fremont Police Department or Sandusky County EMS if appropriate
 - b. The Coordinator of Campus Safety
 - c. Assistant Vice President for Student and Enrollment Services, **ext. 2350**, or designee. This person will contact the President.

In the event of a serious incident, the first responding Campus Safety Responders may immediately call Fremont Police for assistance prior to the above notifications. Any incidents requiring an official police report must be reported to the Fremont Police Department.

Reports will be completed for all campus emergencies using the forms provided by the College. Copies will be maintained in the Security Dept. Copies of incident or medical reports will be forwarded to the Vice President for Student and Enrollment Services, Associate Dean of Students, Director of Human Resources and Director of Campus Operations.

Injuries and Medical Emergencies

1. Employees will follow universal precautions for blood borne pathogens when responding to injuries /illnesses on campus.
2. In the event an employee, student or visitor is injured on College property, Campus Safety personnel shall be called at once. If on campus, the Campus Safety Manager shall be called. If he/she is unavailable, the nearest Administrator shall be summoned.
3. First aid kits and Automatic Electronic Defibrillators (AEDs) shall be placed in strategic areas of the College. The employee shall be familiar with the locations of the first aid kits nearest to his/her work area.
4. If further medical attention is needed, the injured party must obtain it through his/her personal physician, or at the nearest hospital.
5. If the injury or illness is severe and requires emergency care or cardiopulmonary resuscitation (CPR), it shall be administered only by a person who is trained and qualified in first aid and/or CPR.

6. Employees who are trained and qualified to administer immediate first aid and/or CPR, and their work schedule and or location shall be registered with Campus Safety Manager.
7. In case the injury or illness is severe, an ambulance (Sandusky County EMS) shall be contacted to administer treatment or transfer the person to the nearest hospital emergency room.
8. An Incident Report form must be completed and signed by the injured person at the time of the accident. If the injured person is unable to complete the report, a Campus Safety Responders or the nearest College employee may do so, with both the injured party and the employee signing the report form. The completed form shall be given to the Campus Safety Manager.
9. Incident Report forms are available in the main office, on Terra State Community College's intranet web site and from the Coordinator of Campus Safety.

Emergency Telephone Numbers:

- **9-911**
- **Campus Safety Dept. Dial 2253 (campus phone) or 419-559-2253 (any cell phone)**
- **Fremont Police Communications 9-911 or 9-419-332-6464**

Timely Warning Procedure

Campus Safety Dept. will prepare a campus crime alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty and staff. Alerts provide details of the crime, a description of the suspect if known and information on whom to contact with information, and safety tips.

Campus crime alerts will be sent via the TerraAlert notifications system as quickly as possible to faculty, staff and students, distributed throughout the campus, and posted on the College website.

Whenever the Fremont, Ohio Police Department issues a news release about an off campus crime that represents a serious or on-going threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Timely warnings are usually issued for the following classifications of crimes:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Criminal homicide
- Motor vehicle theft
- Sex offenses
- Any other crimes deemed necessary