

2011-2012

Annual Campus Security, Crime Awareness And Fire Report

**University of Nebraska College of Technical
Agriculture**

Annual Security Report

This security and fire report, prepared by Matthew Allbright, Residence Life Manager introduces you to the Nebraska-College of Technical Agriculture (NCTA), its services, security measures, fire measures, policies and regulations that promote campus safety. Current crime statistics related to the campus are also provided.

Disclosure

In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092 the Nebraska College of Technical Agriculture each year notifies students, faculty and staff by post card of the Annual Campus Security, Crime Awareness and Fire Report. A web site is included with the notice directing them where to access the report. Copies of the report may also be obtained at the Office of Residence Life located in Aggie West Residence Hall at 404 E 7th St, Curtis NE 69025 or by calling (308) 367-5247. A link to this report is located on the employment webpage and the student admissions web page. Upon request, applicants for enrollment or employment will be given a copy of this report. NCTA also provides this information to the United States Department of Education. Crime statistics which reflect offenses reported to campus authorities during the 2 preceding school years are included in this report.

Campus Profile

The Nebraska College of Technical Agriculture is a state-supported institution of higher education comprised of four main academic divisions, Agriculture Production Services, Agriculture Management Services, Veterinary Technology and Horticulture. NCTA is a community of approximately 350 students, employing approximately 100 faculty and staff members. NCTA is located in the community of Curtis, Nebraska which has a population of approximately 750.

Although the area, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate, crime prevention and safety remains a high priority for the campus. NCTA does its part to ensure a safe, protected and orderly environment for its community by having a partnership with the Frontier County Sheriff's Office.

Campus Authority

Campus authority at NCTA is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This is to include but not limited to the Dean, Associate Dean, Residence Life Manager, Maintenance Supervisor, Custodian/Security Supervisor, Human Resources and the Ombudsperson. Other officials may be identified by additional policy generated by the Dean or his/her designee as deemed necessary and the university will maintain, revise, and disseminate procedures as required to effectuate this legislation. Professional mental health, pastoral, and other licensed counselors when functioning in that capacity are not considered campus security authorities, however, all members of the campus community including the above listed are encouraged to report crimes or criminal activity to the Frontier County Sheriff's Office.

Law Enforcement Authority/ Working Relationship with State and Local Police

The Nebraska College of Technical Agriculture contracts with the Frontier County Sheriff's Office, and works closely the Nebraska State Patrol. Although there are no written memoranda of understandings between the agencies all agencies actively assist each other as needed. Incidences that cross jurisdictions require additional personnel, or equipment beyond the campus's abilities will be conducted jointly with another agency. The Frontier County Sheriff's Office also responds to any off-campus incident involving students or student organizations.

Reporting of Criminal Activities and Emergencies

Faculty, staff, students and guests should report all crimes and public safety related incidents which happen on campus promptly to the Frontier County Sheriff's Office for further investigation. The Frontier County Sheriff's Office can be contacted by dialing (308) 367-4411 for non-emergency needs in cases of an emergency 911. If a student or employee is unsure who to report a crime to or would like assistance in the reporting process they may contact the after-hours campus security by dialing (308) 367-6331. Students who reside on-campus may contact the Resident Advisor on duty or the Residence Life Manager's office by dialing (308) 367-5247. With such information the university can also keep accurate records of the number of incidents involving students, determine where there is a pattern of crime and alert the campus community to potential dangers.

All incident reports involving NCTA students are forwarded to the Student Conduct Officer for review and potential disciplinary action. In the case of a sex offense and other crimes of violence, victims may wish to make reports anonymously to the Associate Dean (in cases involving students) or Human Resources (in cases involving employees). Regardless of how a report is made, it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved.

Crime Stats

The following criminal offenses were reported to designated campus authority or to local law enforcement agencies for campus owned, leased or controlled property and their adjacent streets. All years reflect a 12-month calendar year. The definitions for these crime categories are taken from the FBI's Uniform Crime Reporting Program.

A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias in a belief whether actual or perceived of the victims' race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

Campus Crime Report
August 1st, 2011 through July 31, 2012

Incidents shown in the "On-Campus Residential" category are also included in the statistics shown in the "On Campus" category.

Crime Classification	On Campus	On-Campus Residential	Non-Campus	Public Property
Murder	0	0	0	0
Manslaughter	0	0	0	0
Sexual Offenses				
Forcible	1	1	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Simply Assaults	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Larceny	0	0	0	0
Vandalism	1	1	0	0
Liquor-Law Violation				
Arrest	7	3	0	0
Disciplinary Referrals	3	3	0	0
Drug-Related Violations				
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possession				
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0

No hate crimes reported at the Nebraska College of Technical Agriculture in the Academic Year 2011-2012.

Campus Crime Report
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Sex Offenses				
Forcible	0	0	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Simply Assaults	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Larceny	0	0	0	0
Vandalism	0		0	0
Liquor-Law Violation				
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Drug-Related Violations				
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0
Weapons Possession				
Arrest	0	0	0	0
Disciplinary Referrals	0	0	0	0

No hate crimes reported at the Nebraska College of Technical Agriculture in the Academic Year 2010-2011.

Campus Notification

NCTA believes that dissemination of information is the key to educating our community about the occurrence of crime on campus. Efforts are made to advise members of the campus community on a timely basis about university crime and crime-related problems. These efforts include the following:

- Annual Report: An annual report of crime-related information is compiled. A postcard is sent each year to inform campus community members how to access the report

The release of information to the public shall be in compliance with all federal, state and local laws.

Immediate Notification/Safety Alerts

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, the campus authorities will immediately notify the campus community of the situation.

The definition of a significant emergency or dangerous situation involving an immediate threat is any situation which encompasses an imminent or impending threat to the campus. This includes but not limited to fires, serious health outbreaks, bombs, terrorist incidents, armed individuals, explosions, civil unrest and severe weather conditions such as tornados, blizzards and earthquakes that are likely to impact the campus.

When determining whether to make this notification the University will take into account any compromises the notification could make on their efforts to assist the victims or their ability to contain or respond to the situation taking into account the safety of the community.

When a member of the campus community believes a significant emergency or dangerous situation exists they should notify the Associate Dean's Office at (308) 367-5253, the Office of Residence Life at (308) 367-5247, or the Frontier County's Office at (308) 367-4411. Once one of the above individuals receives reports they shall without delay investigate and confirm the facts of the situation and determine who it will impact.

Release of any and all information shall be contingent upon the information not interfering with department operations, infringing on an individual's rights, or the violation of an existing law.

Evacuation Procedures

Building Evacuation

At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to predetermined assembly points, away from the building. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants. Faculty members are responsible for dismissing their classes and directing students to leave the building by the nearest exit upon hearing the alarm or being notified of an emergency. Designated essential personnel needed to continue or shut down critical operations while an evacuation is underway are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves. Contract workers will be made familiar with the procedure outlined herein and are expected to leave the building when the alarm sounds.

Evacuation Instructions –

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic or ignore the alarm.
- Dismiss classes in session and leave the building immediately, in an orderly fashion.
- Do not go back to your office or classroom area for any reason
- Do not use the elevators.
- Follow the quickest evacuation route from where you are
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Report to your Work Area Rep or Instructor at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all-clear signal. (Silencing the alarm does not mean the emergency is over.)

Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your office/classroom/ residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.

Supervisory personnel and course instructors are responsible for identifying and escorting individuals with disabilities located in their offices/classrooms to safety if possible. If they are not able to evacuate the individual they need to at a minimum get them to a stairwell and then notify rescue personnel.

If you are on a building floor WITHOUT exit doorways, and you hear a fire alarm, or are informed of an evacuation.

- Go to a stairwell immediately.
- Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
- Provide operator with your exact location, building name, floor and room numbers;
- Give phone number you are calling from;

- If possible remain by phone, police have radio contact with officers at scene and will keep you informed of the situation. (The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.)

Campus Evacuation

Responsibility for issuing evacuation orders rests with the Dean, his/her designee or by direction of the City of Curtis. When there is an immediate need to protect lives and provide for public safety, the on-scene commander can make the decision to evacuate. Individual responsibility should be taken by all faculty, staff, students and guests to ensure for their own safety.

Public Notification

Persons to be evacuated should be given as much warning time as possible. On slow moving events, pre-evacuation notice will be given to affected residents. All warning modes will be utilized to direct the affected population to evacuate campus. This will include use of the "Safety Alert" system to notify individuals by phone, e-mail and text message. NCTA will also post information on the campus web page. Wherever possible, the campus building evacuation plans will be implemented and work area reps and floor monitors will walk through buildings going door-to-door to notify occupants.

Movement

It is anticipated that the primary evacuation mode will be in private vehicle. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Movement instructions will be part of the warning and subsequent public information releases.

Transportation

The Emergency Management Coordinator will determine the need for special transportation, coordinate the use of transportation resources to support the evacuation and announce convenient centralized locations as assembly areas. There could be cases where elderly, infirm or handicapped persons in the evacuation area will not be able to get to the assembly point or would need a special type of transportation. Provisions will be made for vehicles to transport these individuals. The public will be instructed how to notify EOC of any special transportation problems.

Access Control

During times of evacuation, NCTA buildings will be locked down. In certain situations buildings will be pinned so that only authorized emergency personnel have access. A perimeter would be established and enforced by Campus Security. An access pass system would be established.

Re-entry

The re-entry decision and order will be made by the Dean or his/her designee after the threat has passed and the evacuated area has been inspected by all necessary safety personnel.

Conduct

NCTA respects and protects the dignity, integrity, and reputation of all its students and employees. Students and employees must comply with the regulations of the campus which are necessary to maintain order, protect people and property, and fulfill the purposes and responsibilities of a campus. The campus is responsible under state law for maintaining order and is empowered to exclude those who are disruptive. Individuals who violate campus policy, federal, state or local laws can be prosecuted through the court system and/or disciplined through the campus student conduct process or the employee disciplinary process. This includes incidents that occur off campus property and reported to outside law enforcement agencies.

Firearms and Weapons Policy

Possession of firearms, explosives, destructive devices, dangerous chemicals, fireworks or any other item defined by Nebraska state statute (Section 28, Article 12) as a deadly weapon is prohibited on property controlled by NCTA, in University vehicles and at events sponsored by the campus. This prohibition applies to all members of the general public, students, and campus employees. Exceptions to this policy may only be authorized by the Dean or his/ her designee. Any person violating this policy is subject to campus discipline up to expulsion/termination and/or may be charged with the appropriate criminal offense.

The possession of concealed weapons on property controlled by the University of Nebraska is prohibited (State statute 69-2441). This ban applies to University of Nebraska vehicles, and events sponsored by the campus. This prohibition applies to all members of the general public, students, and campus employees.

For the purpose of this policy, the term “property controlled by the University of Nebraska” shall mean and include all property owned by the University, all property leased by or licensed to the University.

Drug and Alcohol Policy

The illegal possession, use or distribution of drugs or alcohol by any persons is a violation of university rules as well as state and federal laws. Officials of NCTA cooperate with State and Federal agencies in the prevention of drug abuse. NCTA Authorities enforce all Nebraska laws and university policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs. These would include:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on university premises or while on university business or at university activities or in university vehicles either during or after working hours;
- Unauthorized use or possession or the manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. 28-410 et seq., on university premises, or while engaged on university business or attending university activities or in university vehicles either during or after working hours;
- Unauthorized use, manufacture, distribution, possession or sale of alcohol on university premises or while on university business or at university activities, in university supplied vehicles either during or after working hours;
- Storing in a locker, desk, vehicle or other place on university owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
- Use of alcohol off university premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;
- Possession, use, manufacture, distribution or sale of illegal drugs on university premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;
- Violation of state or federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substance or drug paraphernalia;
- In the case of employees, failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.
- In the case of students it is against the Student Code of Conduct to be in the presence of alcohol or drugs while on the university premises or at official university functions.

Conviction for violations of these laws could result in fines, loss of driver's license and imprisonment. Students who violate the Student Code of Conduct will be subject to the process and sanctions as outlined by the code; separate from any legal sanctions they may receive. Sanctions may range up to and include suspension or expulsion from either University housing and/or the institution. Employees who violate the drug free workplace policy will undergo corrective action according to established university procedure; separate from any legal sanctions they may receive. Corrective action up to and including dismissal may occur and may include requiring the employee to successfully participate in a drug rehabilitation program at the employee's expense.

Many physical and psychological health risks are associated with the misuse and abuse of alcohol and other substances, including but not limited to the following:

- Accidents due to impaired judgment and coordination
- Unwanted sexual activity
- Difficulty with attention and learning
- Physical and psychological dependence
- Damage to the brain, pancreas, kidneys, liver, heart and lungs
- High blood pressure, heart attacks, strokes, and ulcers
- Birth defects
- Diminished immune system
- Death

Missing Persons Policy

For purposes of this policy, a student may be deemed a “*missing person*” if the university is notified a person is missing for more than 24 hours without any known reason or which is contrary to his/her usual behavioral pattern or within the 24 hour period if there is unusual circumstances.

Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing. This individual will further be updated as to the progress of the investigation into the missing person. This designated *emergency contact* will remain in effect until changed or revoked by the student. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at (308) 865-8519 or at their office located at 2615 11th Avenue, Conrad Hall. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contact they have listed.

The purpose of this policy is to establish procedures for the Nebraska College of Technical Agriculture in response to and assist with reports of missing students. This policy applies to students who reside in campus housing.

Reporting a Student as Missing

- A. Any person may report a student as missing by filing a report with the NCTA Residence Life Manager. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.
- B. For purposes of this policy, a student is missing when the student’s whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student’s plans, habits or routines.

Institutional Response

- A. Upon receipt of a missing student report, student services staff will promptly attempt to locate the student on campus or at other sites controlled by the university.
 1. Initial efforts to contact students will involve telephone or other electronic communications.
 2. If unable to contact the students by electronic means, NCTA personnel will attempt to contact the students at their lodgings on the campus or in the Curtis City Limits.
 3. If students who reside in NCTA residence halls do not respond to electronic contacts or to

- knocking on their doors, residence hall personnel may enter the students' rooms in order to assess the condition of the room and to look for visible personal property (wallet, keys, cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by local law enforcement, they will either request that residence hall staff enter student rooms or they will obtain search warrants.
4. NCTA personnel may pursue such additional or other investigative activities as are reasonable under the circumstances.
 - B. If NCTA personnel determines that the student has been missing for a period of twenty-four hours, or if it cannot locate the student and it determines that the student appears to be missing, NCTA will immediately notify local law enforcement agencies that the student is missing.
 - C. When NCTA notifies local law enforcement agencies, it will also notify such persons as the student may have designated that the student is missing. In the case of un-emancipated students under the age of 18, NCTA or law enforcement will notify the students' custodial parents or legal guardians.
 - D. NCTA will determine whether circumstances suggest that others living, working or participating in activities at NCTA may be in danger, and if it determines that such a danger may exist, it will warn the campus.

Sexual Misconduct Policy

NCTA is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. NCTA will not tolerate any form of sexual misconduct.

Sexual activities should be explicitly agreed upon by all parties involved in the act. Verbal communication of non-consent, nonverbal acts of resistance or mental impairment of the victim will constitute lack of consent. Sexual assault includes sexual penetration or sexual contact by intentional touching another's intimate parts or the clothing covering these parts.

If you are a victim of a sexual offense:

- Get to a safe place.
- Seek medical and counseling assistance.
- Report the incident to the Frontier County Sheriff's Office at (308) 367-4411 or 911 in a timely manner.
- Time is a critical factor for evidence collection and preservation. An individual who has been sexually assaulted should not shower, bathe, or douche. If possible do not urinate. Do not eat, drink liquids, take any medications, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed place clothes in a paper bag. DO NOT clean any clothing garment.
- Do not destroy any physical evidence. If the crime occurred in the victim's home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.

Following an incident, victims are encouraged to make a report to campus or local police. If an individual needs assistance in notifying authorities campus officials will assist them in doing so. Filing a police report does not obligate prosecution but does provide the opportunity for the collection of evidence, investigation in to the allegations and makes legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported the easier it is to collect valuable evidence.

NCTA Code of Conduct action, employee disciplinary action, criminal prosecution and civil suits are all options available to victims of sexual assault. To begin the university conduct process, the campus authority or victim should contact the Title IX Coordinator, the Associate Dean NCTA Student Conduct Officer or the Human Resources office. During campus conduct proceedings, both the victim and accused may be present and may have a counselor, attorney and/or an advisor present to provide support and advice. Both the victim and accused will be informed of the results of the proceeding. Victims of other types of crimes of violence or a non-forcible sex offense will be notified on the results of any disciplinary proceeding upon written request. If the alleged victim is deceased as a result of such crime or offense the next of kin shall be treated as the alleged victim. Sanctions for sexual misconduct may range up to and include suspension or expulsion from campus housing and/or the institution and or termination. Whenever a victim reports an alleged sexual misconduct students enrolled at NCTA may be eligible for assistance in changing their academic and/or living arrangements after an alleged sexual assault or any other crime of violence. If the victim requests changes and such changes are reasonably available, they will be accommodated.

Sex Offender Registry and Access to Related Information

Incarceration may remove a sex offender from the streets temporarily but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may be able to obtain information provided by the state concerning registered sex offenders. It also requires sex offenders already registered in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers' services or is a student.

To access this information you can go to the Nebraska State Patrol sex offender web site at <http://www.nsp.state.ne.us/sor/index.cfm>

Crime Prevention

A variety of programs are offered by Police and Parking Services continually throughout the year and upon specific request. During new freshman orientation and transfer days, parents are informed of services offered to the students by multiple departments. Often a program is designed to respond to a specific problem or request and is generally handled through the Residence Life Manager that serves as a resource for addressing issues of safety and prevention. For additional information, please contact (308) 367-5247. The following is a list of crime prevention programs and projects employed by NCTA:

1. *Sex Signals* – Students attended an interactive program teaching students about making proper choices during a relationship. Role playing allowed students to see hear and understand the signals that could be misunderstood in a sexual encounter.
2. *Save-A-Life Tour* – Students are put into simulators where they are put into situations where they imitate that they have been drinking. Through the simulators the students learn about the consequences of drinking and driving and texting while driving.

Access to Campus Facilities

During business hours, the university will be open to students, parents, employees, contractors, and guests. The areas of university academic, research, public service, and administrative buildings of the university used for classrooms, laboratories, faculty and staff offices, and areas of university student residence buildings used for student living quarters are not open to the general public.

Persons who are not students, staff, tenants, licensees, agents or contractors of the university, or their employees, guests shall not be permitted on university property between the hours of 11:00 pm to 6:00 am. Other than normal business hours, all buildings shall be locked in order to maintain building/content security. Some areas within the buildings also need to remain secure; therefore they will be locked with only authorized personnel allowed access. Appropriate Facilities, Police and Parking Services and Residence Life staff will have keys to all areas to provide immediate repair, maintenance and emergency response.

Some outside doors to residence halls will be unlocked from 7:00 am to 11:00 pm to allow access to entryways. However all residence living quarters will have 24 hour key access. During extended breaks, the doors of all residence halls will be secured around the clock. Those resident halls not housing students will have the door locks adjusted so that regular keys issued to resident students will not work.

Employees needing access to buildings after hours may request a building key through the Business Office by completing a key request form and getting the proper authorized signatures. Students needing access to buildings after hours need to get prior written approval through the Division chair or building supervisor.

Maintenance and Security of Campus Facilities

- The campus facilities employees lock exterior doors on campus buildings each evening. Operating deficiencies to the doors and security hardware are also reported to Facilities Management and Planning.
- Campus Facilities members trims shrubbery, trees and other vegetation on campus on a regular basis.

Annual Fire Safety Report

Fire and Evacuation Procedures: At the sound of the Emergency Alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the predetermined assembly points, away from the building. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants. If you find evidence of a fire that has been extinguished, and you are not sure whether it has been reported, call NCTA After Hours Security at (308) 367-6331 or the Residence Life Office at (308) 367-5247 to report the matter.

Evacuation Instructions

Whenever you hear the building alarm or are informed of a general building emergency:

- Do not panic or ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use the elevators.
- Follow the quickest evacuation route from where you are
- Do not go back to your room for any reason
- Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
- Call *911* if a fire exists. If no fire exists, notify the NCTA After Hours personnel.
- Report to your RA at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
- Return to the building only after emergency officials or building monitors give the all- clear signal. Silencing the alarm does not mean the emergency is over.

While evacuating, proceed as follows:

- Keep low to the floor if smoke is in your room
- Before opening the door:
 - Feel the door knob. If it is hot, do not open the door
 - If the knob is not hot, brace yourself against the door and open slightly (fire can create pressure strong enough to push a door open if it is not held firmly.) If heat or heavy smoke is present in the corridor, close the door and stay in the room.

If you cannot leave the room:

- Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
- Seal cracks around the door with towels or bed clothing to keep out smoke
- To attract attention if you are trapped, hang an object out the window, such as a sheet, jacket, shirt, or anything that will attract attention. Shout for help.

If you leave the room

- Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.
- Go to the nearest exit or stairway. **DO NOT USE THE ELEVATORS.**
- If the nearest exit is blocked by smoke, heat or fire go to an alternative exit.
- If all exits for a floor are blocked, go to the stairwell landing if safe if not go back to your room, close the door, open the window.
- After leaving the building, stand clear and follow directions from emergency personnel.

- Helping individuals with physical disabilities
- Any person unable or who needs assistance to evacuate should proceed to the nearest stairwell. If it is unsafe to do so remain in your residence. Emergency evacuation personnel will check stairwells and ensure emergency response and rescue personnel are notified if someone has taken refuge there.
- Supervisory personnel are responsible for identifying and escorting individuals with disabilities located in their buildings to safety if possible.

In any emergency requiring evacuation, do not panic, proceed as follows:

- If you are on a building floor WITHOUT exit doorways, and you hear a fire alarm, or are informed of an evacuation.
- Go to a stairwell immediately.
- Inform or ask someone, a building occupant or a floor monitor in particular, to alert the first arriving emergency responders of your presence and location.
- Call 911 to ensure rescue personnel are notified of your location and your need for assistance to evacuate.
- Provide operator with your exact location, building name, floor and room numbers;
- Give phone number you are calling from;
- If possible remain by the phone, police have radio contact with officers at scene and will keep you informed of the situation.
- The information you provide to the emergency operator will be relayed to emergency and rescue personnel arriving at the scene, who will assist in your safe evacuation, if circumstances warrant.

Fire Evacuation Drills and Training Programs: Residence halls conduct bi-annual fire/evacuation drills. These drills are conducted both announced and unannounced. During this same time the building evacuation plans are reviewed, updated and sent out. Each year Residence Life staff and custodial staff that work in these buildings are trained on fire procedures and fire extinguisher training.

Fire Log: Institutions must keep a fire log that states the nature of any fires, the date, time and general location of each fire in on-campus student housing facilities. The Nebraska College of Technical Agriculture complies with this rule by including all fire-related incidents in the daily crime and fire log. To view this log go to the Residence Life Office located in Aggie West Residence Hall , Monday through Friday 8:00 am to 5:00 pm.

Fire Protection Equipment/Systems: As of July 31st, 2012 NCTA has 2,348 beds of those 1,222 were sprinkled. All other residence halls have central panels in public areas and hard wired room smoke detectors. All residence Halls are also equipped with fire extinguishers.

Future Improvements: UNK is proceeding with sprinkling all residence Halls. Centennial Towers East and West are scheduled to be completed by July of 2014, Carbon monoxide detectors will be installs in several residence facilities over the next year and the off campus Greek Housing will have sprinklers installed by 2017.

Health and Safety Inspections: Periodic health and safety inspections are conducted by the Residence Life Staff. The intent of these inspections is for preventative and corrective action. Students are given a 24 hour notice prior to the inspections. If their room does not meet minimal health and safety standards, they will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated.

Fire Policies for On-Campus Student Housing Facilities:

- 1. Falsely Activating an Alarm or Failure to Evacuate:** It is an extremely serious offense to falsely activate the fire alarm or tamper with the alarm equipment (heat detectors, pull stations, fire extinguisher, exit/emergency lights, and sprinkler heads) or smoke detectors and is a federal, state and local violation of the law. Failure to evacuate during an alarm will subject the student to campus disciplinary action and/or civil action.
 - No fuel-powered motor vehicles or associated parts are permitted within the residence halls for use, maintenance, repair, or storage.
 - Restitution and/or immediate eviction may be imposed for any of the following: failure to evacuate during a fire alarm, activated false alarms in residence halls, propping open fire doors, creating a fire hazard, malicious burning, or tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, valves, emergency exit signs, etc.).
 - A \$50.00 fine per violation may be imposed for not abiding by the received citation or verbal instructions of the inspector or University staff regarding the correction of fire hazards.
- 2. Fire Equipment:** To ensure that fire equipment is in operating condition at all times, the use of fire extinguishers, fire hose, fire blankets, etc. should be immediately reported to the Residence Life Office at 367-5247.
- 3. Exits and exit access:** Exits or exit access shall not be obstructed at any time in any manner with furniture, storage, displays, vending machines, etc.
 - Fire doors on stairwells, unless arranged to close automatically in the event of fire, shall be maintained in the closed position at all times
 - Exit signs shall be properly illuminated at all times. Such signs shall not be obstructed or blocked from view at any time
 - Exits and exit access doors shall not be locked at any time unless equipped with panic hardware or other approved means to permit emergency egress by building occupants
- 4. Portable Electrical Appliances:** Only items with enclosed heating and lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but not limited to: toaster ovens, toasters, "George Foreman" – style grills, electric skillets, electric grills, halogen lamps, microwave ovens, convection ovens, and window mounted air conditioning units (except in East & West Traditional Halls).
 - Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.
 - Please note that the electrical system in University housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy duty extension cords are recommended.
- 5. Smoking:** All residence halls are smoke-free. Smoking areas are located outside each residence hall, and residents and their guests must dispose of smoking materials in the receptacles provided. Smoking is limited to designated perimeters, ten feet or beyond the buildings, including entrances. The Residence Hall Association may designate a certain outside area as smoking only.

- 6. Open Flames (Candles and Incense):** Due to potential fire hazards, candles (Decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated. Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

Preparation of Annual Security Report

The preparation and disclosure of the annual Crime Awareness and Campus Security Report and campus crime statistics is compiled yearly and distributed by October 1 by the Office of Residence Life in consultation with, information from and knowledge of the Dean, Associate Dean, Business Manager and the Frontier County Sheriff's office. The University prohibits any individual from intimidating, threatening, coercing or retaliating against anyone who is implementing this law.



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