The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. The law is tied to an institution’s participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The Clery Act requires colleges and universities to:

Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault, domestic violence, dating violence and stalking. The law requires that schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for sixty (60) days and, subsequently, made available within two business days upon request.

Disclose and provide to the U.S. Department of Education, crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities, including Greek housing and remote classrooms – The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities.” The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
Hate crimes must be reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and/or disability. In addition to the above-noted crimes, if the crime committed is classified as a hate crime, statistics are required for the following four additional crime categories:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The statistics for the following incidents must be reported in addition to those above:

- Domestic Violence
- Dating Violence
- Stalking

Institutions are required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees – Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes and incidents an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devises an emergency response, notification and testing policy – Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually.

Enact policies and procedures to handle reports of missing students – This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it’s believed that student has been missing for 24 hours. On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act, which included amendments to the Clery Act, affording additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking; it also added the last three crime to the list of crimes that must be reported. It also requires the University to provide policy statements addressing domestic/dating violence and stalking in addition to sexual violence, to have programs available addressing the prevention of and response to these crimes, and to establish the definitions that the University will use for classifying these offenses; this information is contained within this report.

The crime and fire statistics for the University of Nebraska-Nebraska College of Technical Agriculture are provided at the end of the Annual Campus Security and Fire Safety Report.

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 Nebraska College of Technical Agriculture in consultation with, information from and knowledge of the Dean, Associate Dean, Assistant Dean, Business Office and the Frontier County Sheriff’s office. The University of Nebraska prohibits any individual from intimidating, threatening, coercing or retaliating against anyone who is implementing this law.
Disclosure
In accordance with the Student Right to Know and Campus Security Act of 1990, 20 U.S.C. Section 1092, the University of Nebraska College of Technical Agriculture each year notifies students, faculty and staff by email and on the website ncta.unl.edu the Annual Campus Security, Crime Awareness and Fire Report.

Student Services Office
404 E 7th St, Curtis NE 69025
or by calling (308) 367-5240.

A link to this report is located on the employment webpage and the 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 two 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 the main academic divisions, Agriculture Production Systems, Agriculture Management Systems and Veterinary Technology Systems. NCTA is a community of approximately 500 students, employing 55 faculty and staff members. NCTA is located in the community of Curtis, Nebraska which has a population of approximately 939.

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, Student ADA-504 Coordinator/Advisor and Residence Life Manager, Maintenance Supervisor, Custodian/Security Supervisor, Human Resources and the Student Service Advisor. Other officials may be identified by additional policy generated by the campus.

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 campus crime and crime-related issues. These efforts include the following:

- Annual Report: An annual report of crime-related issues. These efforts include the following:

- Law Enforcement Authority/ Working Relationship with State and Local Police

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 at (308) 367-4411 for non-emergency needs and 911 in cases of an emergency. 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 at (308) 367-6331. Students who reside on-campus may contact the Resident Advisor on duty or the Residence Life Manager’s office at (308) 367-5247. With such information NCTA will 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.

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 campus crime and crime-related issues. These efforts include the following:
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 is not limited to fires, serious health outbreaks, bombs, terrorist incidents, armed individuals, explosions, civil unrest and severe weather conditions such as tornadoes, blizzards and earthquakes that are likely to impact the campus.

When determining whether to make this notification, NCTA will take into account any impact the notification could have on the victims, while taking into account the safety of the campus community.

When a member of the campus community believes a significant emergency or dangerous situation exists they should call 911 or notify the Frontier County Sheriff’s Office (308) 367-441, Residence Life Manager, (308) 367-5247, Associate Dean’s Office at (308) 367-5259. When these individuals receive reports they shall, without delay, investigate and confirm the facts of the situation.

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 expected to leave the building when the alarm sounds.

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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 evacuation has been completed. The re-entry plan will be implemented and work area reps and floor monitors will walk through buildings going door-to-door to notify occupants of the re-entry decision and order.

CRIME AWARENESS AND CAMPUS SECURITY POLICY

Reporting Crimes
Reports of crimes in progress, or those involving life-threatening circumstances, receive the highest priority response. If the crime is still in progress, do what you can to ensure your own safety first: if outside, get to a public area - an open store, a restaurant or other public location; if at home, in a residence hall or apartment, go to a safe area of the building or go outside.

When you call the FRONTIER COUNTY SHERIFF to report a crime, give the name of the victim; the date, time and location of the incident; what happened (including any suspects and what they look like); and anything else you think might be useful in an investigation.

When you call the FRONTIER COUNTY SHERIFF, you can expect the following:
- a rapid response, especially in the case of immediate danger to the public
- a dispatcher who will ask you a series of structured questions
- the dispatcher’s best judgment about how to react to the situation based on the questions answered
- a follow-up phone call from a law enforcement officer

Conduct
The 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 the appropriate criminal offense.

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. The 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 the appropriate criminal offense.

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.

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.
The University of Nebraska staff also includes professional counselors. It is understood that per their role, they appear to be CSAs; however, when acting in an official capacity as a counselor to a student or employee that has been a victim, they are not required to have the victim report the crime, nor are they required to report the crime themselves. However, in order to help provide complete information for the ASR and to keep the campus community safe, the University, as policy, urges all of its professional counselors to encourage victims to report the crime to the sheriff’s office if and when the counselor feels it is appropriate. The counselors are instructed that when they feel it is suitable, they should discuss the procedures for reporting the crime with the victim, and inform the victim that they can report the crime on behalf of the victim on a confidential basis, simply so that the information can be included in the submission of the Clery statistics, if desired.

The Frontier County Sheriff should always be the first place a crime is reported, and victims or witnesses are asked to report incidents to an officer; it is their right to report to law enforcement. While the Frontier County Sheriff should always be the first point of contact, it is not the only place where an incident may be reported. Crimes may also be reported to individuals within the University such as:
- Residence Life Manager
- Student Services
- Resident Life Advisers

The University of Nebraska endeavors to investigate all allegations as presented without revealing identities, however, complete confidentiality simply cannot be assured.

Furthermore, the names of victims will not be included in any issued timely warning. Everyone is encouraged to provide their name and as much information as possible to allow for an expedient and thorough investigation, and if necessary, the appropriate disciplinary action. The University endeavors to investigate all allegations as presented without revealing identities, however, complete confidentiality simply cannot be assured.

The University of Nebraska is committed to protecting the privacy of the parties involved and the confidentiality of the information to the extent possible under the law. If the victim or reporter wishes to avoid revealing his/her identity and remain anonymous, every reasonable effort to abide by that wish will be made (he/she will be asked to sign a document confirming that anonymity has been requested). The victim/reporter must understand, however, that the University is required to balance such a request with protecting the safety of campus and has an obligation to investigate and document allegations of a crime and include them in its annual security report, however, any publicly available records, including Clery Act reports and disclosures, will never contain a victim’s personally identifying information (statistics only; names never included). In addition, the wish to remain anonymous may hamper the ability to take disciplinary action. Factors considered by the University in determining whether to disclose a report of sexual misconduct, a complaint, or the identity of the reporting party to the accused include: the seriousness of the alleged conduct; the reporter’s age; other complaints made about the same individual; and the accused’s rights to receive information about the allegations. To aid in maintaining confidentiality, victims will be asked to provide written permission prior to the releasing of any information. In addition, the records kept during any University judicial hearing remain strictly confidential and cannot be used in a manner which violates the privacy rights of any student, employee or other person.

In cases of police investigation, officers will discuss the definitions of information that is part of the public record and confidential, as well as the possibility of media coverage and the information that the media has access to regarding criminal sexual misconduct.

The University understands that people may be concerned about their name becoming public and so will protect the privacy of the parties involved and the confidentiality of the information to the extent possible under the law. If the victim or reporter wishes to avoid revealing his/her identity and remain anonymous, every reasonable effort to abide by that wish will be made (he/she will be asked to sign a document confirming that anonymity has been requested). The victim/reporter must understand, however, that the University is required to balance such a request with protecting the safety of campus and has an obligation to investigate and document allegations of a crime and include them in its annual security report, however, any publicly available records, including Clery Act reports and disclosures, will never contain a victim’s personally identifying information (statistics only; names never included). In addition, the wish to remain anonymous may hamper the ability to take disciplinary action. Factors considered by the University in determining whether to disclose a report of sexual misconduct, a complaint, or the identity of the reporting party to the accused include: the seriousness of the alleged conduct; the reporter’s age; other complaints made about the same individual; and the accused’s rights to receive information about the allegations. To aid in maintaining confidentiality, victims will be asked to provide written permission prior to the releasing of any information. In addition, the records kept during any University judicial hearing remain strictly confidential and cannot be used in a manner which violates the privacy rights of any student, employee or other person.

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In cases of police investigation, officers will discuss the definitions of information that is part of the public record and confidential, as well as the possibility of media coverage and the information that the media has access to regarding criminal sexual misconduct.
allows the FRONTIER COUNTY SHERIFF to provide the most accurate information on criminal activity to the campus community. Accurate and prompt reporting of incidents helps make the campus a safer place and assists in maintaining accurate records for crime on campus.

Regardless of how a report is made, the University wants to ensure that all incidents are reported accurately and promptly so that the appropriate measures can be taken when necessary.

Reporting Potential Threats
The University and the FRONTIER COUNTY SHERIFF urge anyone to report troubling or threatening behavior as soon as possible. The FRONTIER COUNTY SHERIFF coordinates a campus-wide threat assessment unit (see later in report) to identify situations with potential of violence, significant harm to university property or disruptions to any university activities. This may include threats, stalking or other safety situations occurring to any university person whether on or off campus, demonstrations or protests, or acts of violence. Early warning or communication to the FRONTIER COUNTY SHERIFF is important to prevent situations from escalating. With your help we can continue to have a safe campus.

Report immediately to the FRONTIER COUNTY SHERIFF:

- Anything that raises suspicion or concern.
- Sighting or suspicion of firearms or other dangerous weapons.
- Harassing, following, or stalking behavior.
- Contact (letter, email, phone call, voicemail, face-to-face visit, or social media) that makes negative/hostile reference to a faculty, staff or student.
- Contacts that make any negative reference to a person’s safety or security.
- Open displays of agitation and disruptive behavior toward faculty, staff, a student, or within facilities, regardless of whether a threat is made.
- Subjects either engaging dangerous contact behavior or making reference to faculty, staff or students, while engaging in problematic or unusual behavior.
- Individuals who are stopped or observed within unauthorized areas or demonstrating suspicious behavior suggestive of surveillance, such as:
  - Photography or video of high-profile structures/procedures (e.g. stadium, research facility).
  - Interest in security measures or personnel, entry points, access controls, or perimeter.
  - Open displays of agitation and disruptive behavior toward faculty, staff, a student, or within facilities, regardless of whether a threat is made.
  - Harassing, following, or stalking behavior.
  - Contact (letter, email, phone call, voicemail, face-to-face visit, or social media) that makes negative/hostile reference to a faculty, staff or student.
  - Contacts that make any negative reference to a person’s safety or security.
  - Subjects either engaging dangerous contact behavior or making reference to faculty, staff or students, while engaging in problematic or unusual behavior.
  - Individuals who are stopped or observed within unauthorized areas or demonstrating suspicious behavior suggestive of surveillance, such as:
    - Photography or video of high-profile structures/procedures (e.g. stadium, research facility).
    - Interest in security measures or personnel, entry points, access controls, or perimeter.
    - Unknown persons or occupied vehicles loitering near a facility for an extended period.

If you are a victim of a crime, you should do the following immediately:

1. Call the FRONTIER COUNTY SHERIFF or 911 to report the crime. If the crime occurred off campus, the victim may still call the FRONTIER COUNTY SHERIFF, and upon request, the FRONTIER COUNTY SHERIFF will notify the appropriate agency to handle the report.

2. In cases of stalking, victims should preserve as much evidence as possible to provide to the police. This would include things such as texts, phone messages, letters and any other material that can be used as evidence of stalking when pursuing criminal action and/or protection orders.

3. Seek medical attention in an emergency room or from another medical provider. For sexual offenses, it is important to seek medical attention from a facility that performs legal sexual assault exams. In addition, for sexual assaults and incidents of dating or domestic violence, it is especially important that the victim not bathe, douche, change clothes, or apply medication in order to preserve evidence that can be used as proof of a criminal offense and aid in the acquiring of protection orders.

Local Hospital Emergency Rooms:
- McCook Community Hospital
- North Platte Community Hospital

Non-emergency care:
- Curtis Clinic
- McCook Clinic
- North Platte Name and Address
- Tri Valley Cambridge

Seek Support and Assistance
If you desire to press charges, the officer will continue to work with you until the case comes to its completion, or police intervention is no longer desired; upon request, he/she will help you report the incident to any other University officials as appropriate.

You may also choose to proceed through the University Discipline Process in addition to, or in lieu of, pressing criminal charges against the suspect. You should contact the appropriate office(s), Office of the Dean of Students or Human Resources, and make clear your desire to have the
**Consent to Sexual Activity (Neb. Rev. Stat. §28-318):**

“Consent” means agreement, approval, or permission as to some act or purpose, given voluntarily by a competent person.

“Without consent” means:

- The person was compelled to submit due to the use of force or threat of force or coercion;
- The person expressed a lack of consent through words;
- The person expressed a lack of consent through conduct;
- The consent, if any was actually given, was the result of the actor's deception as to the identity of the actor or the nature or purpose of the act on the part of the actor.

The person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent; and

A person need not resist verbally or physically where it would be useless or futile to do so.

In the above text, the word “person” means the individual against whom a wrongful act was allegedly committed, and the word “actor” is the individual alleged to have committed a wrongful act. When the actor knew or should have known that a person was mentally or physically incapable of resisting or understanding the nature of his or her conduct, there is no consent. A person may be incapacitated due to intoxication, mental illness or deficiency or by physical illness or disability to the extent that personal decision-making is impossible. Surprise may also prevent resistance, as where a person is grabbed from behind.

There are some persons who the law presumes are incapable of consenting to sexual contact or penetration by an actor by reason of their age. Under Nebraska law an actor nineteen years of age or older may not subject a person under the age of sixteen years of age to sexual penetration, or a person under fifteen years of age to sexual contact.

**Dating Violence (Neb. Rev. Stat. §79-2.140):**

A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate/sexual involvement, whether casual (e.g., "friends with benefits"), serious, or long-term. A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse, to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate/sexual involvement, whether casual (e.g., "friends with benefits"), serious, or long-term.

**Sexual Assault (Neb. Rev. Stat. §28-318 through 320):**

Sexual penetration and/or sexual contact without the consent of the victim, regardless of either person's gender, including situations where coercion, force or the threat of force was used; situations where the perpetrator knew or should have known that the victim was mentally or physically incapable of resisting or evaluating the nature of his/her conduct (i.e. mentally challenged, disabled, drunk, etc.); or where the perpetrator is nineteen years of age or older and the victim is at least twelve but younger than sixteen. A victim must simply provide enough verbal or physical resistance to make the perpetrator aware of the lack of consent; victims do not have to show continued resistance when they feel as though further resistance would be futile. The following definitions apply:

**Force or threat of force:** The use of physical force which overcomes the victim's resistance; or the threat of physical force, expressed or implied, against the victim or a third person, where the threat places the victim in fear of their own death or serious personal injury, or that of a third person, and the victim reasonably believes that the perpetrator has the present or future ability to follow through with the threat.
Great bodily injury or disfigurement, extreme mental anguish or mental trauma, pregnancy, disease, or loss or impairment of a sexual or reproductive organ.

**Sexual contact:** The intentional touching of the victim's sexual or intimate parts, or the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact also means the touching, by the victim, of the perpetrator's sexual or intimate parts or the clothing covering the immediate area of the perpetrator's sexual or intimate parts, when this touching is intentionally caused by the perpetrator. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

**Sexual penetration:** Sexual intercourse in its ordinary meaning, cunnilingus, fellatio and anal intercourse. It also includes the intrusion, however slight, of any part of the perpetrator's or victim's body, or any object manipulated by the perpetrator, into the genital or anal openings of the victim's body. Sexual penetration **does not** require emission of semen.

**Sexual Harassment:**
Unwelcome conduct or behavior of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature. Conduct that is sufficiently serious to limit or deny student's ability to participate in or benefit from the University's educational program creates a hostile environment, and is prohibited. Examples of sexual harassment include, but are not limited to: (1) an exposure of an actor's genitals done with the intent to affront or alarm any person, and (2) viewing a person in state of undress without his or her consent or knowledge.

**Sexual Misconduct: (University Policy)**
Dating violence, domestic assault, domestic violence, rape, sexual assault, sexual harassment, and stalking.

**Stalking (Neb. Rev. Stat. § 28-311.03):**
Engaging in a course of willful harassment of another person, regardless of gender, or the family or household member of that person, with the intent to injure, terrify, threaten, or intimidate, or that would cause a reasonable person to fear for his/her safety or the safety of others, and cause a person substantial emotional distress. Actions include, but are not limited to, deliberately following, detaining, contacting, or harassing the person(s), or imposing any restraints on their personal liberty.

**Family or household member:** Regardless of gender, a spouse or former spouse of the victim, children of the victim, a person presently residing with the victim or who has resided with the victim in the past, a person who had a child in common with the victim, other persons related to the victim by a blood relationship or marriage, or any person presently (or in the past) involved in a dating relationship with the victim.

Most of the above definitions used in the execution of University policy are based on Nebraska State Statutes; they can be viewed as written at: [http://nebraskalegislature.gov/laws/laws.php](http://nebraskalegislature.gov/laws/laws.php)

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...
and no University officials will help to obtain and implement protection should be aware that the FRONTIER COUNTY SHERIFF and/or (changes must be reasonably available). In addition, victims date the requests to the extent that the University is able report the incident to the FRONTIER COUNTY SHERIFF or other

Victims are encouraged to contact University officials, as they will provide assistance and can take appropriate measures, even if the victim does not choose to have the crime reported to law enforcement or take legal action. Reports of any type of sexual misconduct should be directed to NCTA’s Title IX Coordinator, Jennifer McConville (308)367-5259, jmcconville2@unl.edu. NCTA Housing residents may also contact any Housing/Residence Life staff and employees may also contact the Office of Institutional Equity and Compliance at (402) 472-3417.

Whenever an incident of sexual misconduct is reported to a University official or the FRONTIER COUNTY SHERIFF by a student or employee, regardless of whether or not the offense occurred on or off campus, the individual shall be provided with a pamphlet that provides written notification of existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other available services, both within the University and the community. The pamphlet also provides written notification of the available options and assistance in requesting changes to his/her academic, living, transportation and/or working situations, as well as obtaining protective measures, along with an explanation of the student’s or employee’s rights and options. If the pamphlet is not provided, then the victim will be provided with all of the above information in writing in another format.

Students who are the victims of sexual misconduct have the right to request that the University changes their housing hall or room assignment and/or class schedules. Victims also have the right to request changes to their transportation and working situations if applicable. Requests for assistance in making the desired changes may be directed to the Title IX Coordinator, Jennifer McConville (308)367-5259, jmcconville2@unl.edu or the Housing Residence Hall Director, Erika Arambula, earambula@unl.edu, 308-367-5247 or any NCTA employee. These changes can be requested, even if the victim does not want to report the incident to the FRONTIER COUNTY SHERIFF or other law enforcement agency: every effort will be made to accommodate the victim with assistance from the University and the community. The pamphlet also provides written notification of existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other available services, both within the University and the community. The pamphlet also provides written notification of existing counseling, health, mental health, victim advocacy, visa and immigration assistance, student financial aid and other available services, both within the University and the community. The pamphlet also provides written notification of the available options and assistance in requesting changes to his/her academic, living, transportation and/or working situations, as well as obtaining protective measures, along with an explanation of the student’s or employee’s rights and options. If the pamphlet is not provided, then the victim will be provided with all of the above information in writing in another format.

Reports of any type of sexual misconduct will be forwarded to the University’s Title IX Coordinator (Jennifer McConville) 308-367-5259, jmcconville2@unl.edu, as required by law. Victims may also report the incident directly to the Coordinator at NCTA Campus, Ag Hall.

The following policies outline the reporting of alleged sexual misconduct and the subsequent actions that may be taken, as well as explain the University's disciplinary proceedings; all actions and proceedings will be the same, no matter the circumstances of the allegation:

**Sexual Misconduct:** [http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf](http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf)

**Student Sexual Misconduct:** [http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf](http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf)

**Employee Sexual Misconduct:** [http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf](http://ncta.unl.edu/about-ncta/Human-Resources/NU_Sexual_Misconduct_Policy_2014_0530.pdf)

The follow procedures and actions will take place upon the final determination has been made. At all times, the confidential information will be maintained to the extent that the maintenance of confidentiality does not impair the University’s ability to provide the accommodations and/or protective measures. Accommodations to minimize the burden on the student or complainant may include, but are not limited to:

- Change of an on-campus student’s housing to a different on-campus location;
- Assistance from the University in completing the relocation;
- Arranging to end a University housing contract and/or adjusting a student account balance for refund;
- Rescheduling an exam, paper, or assignment;
- Taking an incomplete in a class;
- Transferring between class sections;
- Temporary withdrawal;
- Alternative course completion options;
- Arranging to complete a course or lectures via distance education methods with the assistance of technology;
- Providing increased security at locations or activities.
There are a number of avenues that victims of sexual misconduct can take (he/she has a right to choose all or some of the actions): a report could be made to NCTA/FRONTIER COUNTY SHERIFF, a civil suit could be filed against the actor responsible for the sexual misconduct, a criminal charge could be filed as a result of a law enforcement investigation, and/or an administrative complaint can be made to the University's Title IX office to begin an investigation (Title IX will notify the FRONTIER COUNTY SHERIFF of the situation).
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 offence 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.

Sexual Assault, Domestic/Dating Violence and Stalking Awareness, Prevention and Counseling Programs

The University maintains many educational programs and conducts activities throughout the year to raise awareness of sexual offenses, domestic/dating violence and stalking on campus; they are for incoming students and employees, as well as the current campus community. Specific awareness and training programs are available through the Women’s Center and the Frontier County Sheriff. These programs and campaigns focus on primary prevention and awareness. Resources are also available for those who have been victims of these crimes.

Staff, faculty and students (both current and incoming) are required to complete an on-line training that addresses awareness and the prevention of sexual misconduct. Called “Speak Up: Understanding and Preventing Sexual Violence,” the training comes in one version for students and one for employees, and takes approximately 45 minutes to complete. The system provides completion information to ensure the training is taken as required. This training program provides:

- Basic overview of gender discrimination and sexual harassment;
- Realistic scenarios of harassment in the educational and workplace settings;
- State-specific definitions;
- Steps students and employees can take to prevent sexual misconduct;
- Personal safety tips and bystander intervention techniques;
- Warning signs of abuse and steps to take if the viewer or someone he/she knows has been abused;
- Contact information for campus and local resources;
- Consequences for people who violate the University’s policy;

Crime Prevention

A variety of programs are offered 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.

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
The Frontier County Sheriff should always be the first place a crime is reported, and victims or witnesses are asked to report incidents to an officer; it is their right to report to law enforcement. While the law should always be the first point of contact, it is not the only place where an incident may be reported. Crimes may also be reported to individuals within the University, defined as ‘Campus Security Authorities’ (CSAs).” Examples of a CSA include:

- A dean of students who oversees student housing, a student center or student extracurricular activities.
- Residence Life Manager
- A student resident advisor or assistant.
- A counselor in a campus counseling center.

The role of the CSAs is to be there for students as someone to whom they can report crimes, look to for guidance if they have been victims of a crime, or ask if they simply need advice as to whether or not they should report an incident. CSAs are not responsible for taking any action regarding suspected perpetrators, nor are they to make any judgments as to whether or not a crime took place or try convince victims of a crime to contact the police if no police involvement is desired; CSAs are simply available as a resource. It is important to be aware that the Clery Act requires universities to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is the CSA,” which means that CSAs are required to relay the type of crime reported and its location to the Frontier County Sherriff for statistical purposes. This does not mean that law enforcement must be involved or charges filed, as this is up to the victim, and no names will ever be provided by the CSA without prior approval of the reporting party. To ensure CSAs adequately understand their responsibilities, they are provided with training.

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<thead>
<tr>
<th>Member</th>
<th>Name</th>
<th>Office Phone</th>
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</thead>
<tbody>
<tr>
<td>Residence Life Manager</td>
<td>Erika Arambula</td>
<td>308-367-5247</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>Jennifer McConville</td>
<td>308-367-5259</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>Kenny Russell</td>
<td>308-367-6447</td>
</tr>
<tr>
<td>Custodial/Security Supervisor</td>
<td>Rebecca Currie</td>
<td>308-367-5289</td>
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<tr>
<td>Frontier County Sheriff</td>
<td>Dan Rupp</td>
<td>308-367-4411</td>
</tr>
<tr>
<td>Student Services Representative</td>
<td>Kevin Martin</td>
<td>308-367-5217</td>
</tr>
</tbody>
</table>

Questions can be directed to
Jennifer McConville
Associate Dean
308-367-5259
jrittenhouse@unl.edu

Our school has a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the local law enforcement agency. Even if you are not sure whether an ongoing threat exists, immediately contact the local law enforcement agency.
A. Standards of Conduct for Employees and Students Regarding Alcohol and Drugs

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The Board of Regents of the University of Nebraska has directed officers of the University to cooperate with State and Federal agencies in the prevention of drug abuse. See Board of Regents of the University of Nebraska, Minutes, Vol. 29, pp. 90-91 (September 12, 1967). In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the University has formulated standards of conduct for both its employees and its students which prohibit the following acts:

1. 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 supplied vehicles either during or after working hours;
2. unauthorized use or possession or 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. §§ 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
3. 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;
4. storing in a locker, desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
5. 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;
6. possession, use, manufacture, distribution or sale of illegal drugs off University premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
7. violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;
8. alcohol or other drug abuse.

II. LEGAL SANCTIONS

Local, state, and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violation of such laws are criminal offenses. Sanction and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods. For further information, please contact the Nebraska Human Resources Institute at 402-472-3477.

III. HEALTH RISKS

Drug abuse is a major health problem in the United States. College-age students are particularly vulnerable to the consequences of alcohol and other drug abuse because of their tendency to engage in a variety of high risk behaviors.

The problems associated with alcohol and/or other drug consumption cover a broad range including: Physical and psychological illness (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicide and suicide are the leading causes of mortality in the college-age population and alcohol is a major contributing factor in a third to half of all the cases. Alcohol is also a contributing factor in poor decision making which can lead to unsafe and antisocial behaviors (arguments, fights, driving while intoxicated, sexually transmitted diseases, and unplanned pregnancies).

With respect to the long term consequences of alcohol and other drug abuse, the most serious illness and the highest rate of mortality results from alcohol-induced liver damage. Other consequences of chronic alcohol and other drug abuse include gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

IV. DRUG AND ALCOHOL COUNSELING TREATMENT OR REHABILITATION PROGRAMS

A. Students

The NCTA Student Health Center offers a variety of alcohol and other drug abuse prevention and education services for students including confidential referral services, alcohol and other drug education as a part of on campus classes, support and problem solving groups, peer interaction groups, and seminar workshop groups.

V. DISCIPLINARY SANCTIONS

A. Students
NCTA Missing Person Policy

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

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.

A. Procedures for designation of an emergency contact

1. 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 in accordance with the procedures set forth below. 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.

2. 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 308-367-5247, or at their office located in Ag Hall Room 2.

3. 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 contacts they have listed.

B. Procedures for notification that a student is missing

1. Any individual who believes a residential student may be a missing must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff’s Office at 308–367-4411, as soon as possible.

2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation.

3. The Office of Residence Life or the Frontier County Sheriff’s Office will work together to gather all essential information about the residential student.

4. The Office of Residence Life will inform the Turkish County Sheriff Operations Teams will also be notified at this time.

5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.

6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

C. Campus communications about missing students

The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Residence Life. All inquiries to the University regarding the missing student’s case, or information provided to any individual about a missing student, shall be referred to the Office of the Dean.

Services who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, university employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

Children On Campus Policy

Small children ages 12 and under must not be left unattended on any property controlled by the Nebraska College of Technical Agriculture. Children of this age, left unsupervised, are susceptible to accidents and potential injury. In addition, this act may be viewed as a violation of Nebraska Statute 28-707. Anyone found in violation of this Policy is subject to University discipline.

Children in Classrooms or Labs: A professor may determine what constitutes disruptive behavior in his/her classroom. This includes bringing children to the classroom. If a professor determines that bringing a child to class is disruptive to the classroom setting and learning experience, he/she can ask the student not to bring the child to the classroom.

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,
The Nebraska College of Technical Agriculture submits crime statistics based on the location of the crime. The four major categories are: campus, on-campus residential, non-campus, and public property. Property included in these categories include:

- **Campus:**
  - Ag Hall
  - Learning Resource Center
  - Food Services: The Cafeteria and the Deli
  - Heating/Biomass Plant
  - Ag Education Center
  - Livestock Teaching Center
  - Greenhouse
  - Ag Mechanics
  - Welding Shop/Maintenance Shop
  - Veterinary Hospital
  - Livestock facilities: House Barn, Livestock Working Facility
  - Agronomy Farm Lab
  - Cattle grazing lab and feedlot

- **On-Campus Residential:**
  - Aggie West
  - Aggie Central
  - Aggie Traditional West
  - Aggie Traditional East
  - Dean’s Residence

- **Non Campus:**
  - Graves Ranch (Oshkosh, NE)
  - North Platte, NE Grazing Lab
  - Curtis Community Center
  - Omaha Home for Boy’s Farm Lab

- **Public Property:**
  - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
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.

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<tr>
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<th>On-Campus Housing</th>
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**Dating Violence:**

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**Domestic Violence:**

<table>
<thead>
<tr>
<th>Year</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Property</td>
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<td>0</td>
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**Stalking:**

<table>
<thead>
<tr>
<th>Year</th>
<th>2017</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Property</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

*If a homicide occurred during the commission of a sex offense, both the sex offense and homicide will appear in the statistics. **These crimes are non-hierarchical, meaning they are reported separately; the crime may have occurred in conjunction with one of the above-noted crimes.*

---

### Arrests and Disciplinary Action Referrals

<table>
<thead>
<tr>
<th>Arrests For:</th>
<th>Year</th>
<th>On-Campus</th>
<th>On-Campus Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons: Carrying, Possession, etc</td>
<td>2017</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
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<td>2015</td>
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<td>0</td>
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<td>Liquor law Violations</td>
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<td></td>
<td>2015</td>
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<td>5</td>
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</table>

<table>
<thead>
<tr>
<th>Referrals For:</th>
<th>Year</th>
<th>On-Campus</th>
<th>On-Campus Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons: Carrying, Possession, etc</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
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<td>2015</td>
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<tr>
<td>Drug Abuse Violations</td>
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</tr>
<tr>
<td></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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.
connections, valves, emergency exit signs, etc.). A $50.00 fine will subject the student to campus disciplinary action and/or restitution and/or immediate eviction may be imposed for any violation of the law. Failure to evacuate during an 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. 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 doors, central panels in public areas and hard wired room smoke detectors. All residence Halls are also equipped with fire extinguishers.

Future Improvements: NCTA is proceeding with sprinkling all residence Halls. East and West Traditional Residence Halls are scheduled to be completed by July of 2017, Carbon monoxide detectors will be installs in several residence facilities over the next year.

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

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.

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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 148 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: NCTA is proceeding with sprinkling all residence Halls. East and West Traditional Residence Halls are scheduled to be completed by July of 2017, Carbon monoxide detectors will be installs in several residence facilities over the next year.

Fire Equipment: To ensure that fire equipment is in operating condition all times, the use of fire extinguishers, fire hose, fire blankets, etc. should be immediately reported to the Residence Life Office at 367-5247.

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.

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.

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.

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.
<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Category of Fire</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggie Central</td>
<td>0</td>
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<td>N/A</td>
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<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Category of Fire</th>
<th>Cause</th>
<th>Injuries</th>
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<th>Value of Property Damage</th>
</tr>
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<tbody>
<tr>
<td>Aggie Central</td>
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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>West Hall</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Location</td>
<td>Total Fires</td>
<td>Category of Fire</td>
<td>Cause</td>
<td>Injuries</td>
<td>Deaths</td>
<td>Value of Property Damage</td>
</tr>
<tr>
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<td>-------------</td>
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<td>Facility</td>
<td>Fire Alarm Monitoring Done on Site (Nebraska Safety and Fire)</td>
<td>Full Sprinkler System</td>
<td>Fire Extinguisher Devices</td>
<td>Smoke Detection Devices</td>
<td>Evacuation Plans and Placards in each Dorm Room</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------</td>
<td>---------------------------</td>
<td>-------------------------</td>
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<tr>
<td>NCTA Dorm</td>
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<tr>
<td>*Dorm Currently offline</td>
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NCTA Fire Alarm Tracking
Calendar Year 2017

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Reason For Alarm</th>
<th>Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCTA Dorm</td>
<td>1/03/17</td>
<td>FA</td>
<td>False Alarm</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>East Dorm</td>
<td>1/8/17</td>
<td>X</td>
<td>citizen reported smoke coming from 3rd floor Cafeteria turned out to be steam line break</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>NCTA Dorm</td>
<td>1/13/2017</td>
<td>X</td>
<td>Burned Food</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie West</td>
<td>7/29/17</td>
<td>X</td>
<td>Burned Food</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie West</td>
<td>9/22/17</td>
<td>X</td>
<td>No Issue Reported</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie West</td>
<td>9/26/17</td>
<td>X</td>
<td>Room Heaters turned on</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie West</td>
<td>11/02/17</td>
<td>X</td>
<td>Trouble Light on due to Steam</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
</tbody>
</table>
### Calendar Year 2016

<table>
<thead>
<tr>
<th>Hall</th>
<th>Date</th>
<th>Time</th>
<th>Reason For Alarm</th>
<th>Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTC</td>
<td>1-13-17</td>
<td>10:00 PM</td>
<td>X</td>
<td>N/A</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie Central</td>
<td>8/29/17</td>
<td>10:35 PM</td>
<td>X</td>
<td>Smoking in the elevator</td>
<td>Smoke cleared out, alarm silenced &amp; reset</td>
</tr>
<tr>
<td>Aggie Central</td>
<td>9-20-17</td>
<td>3:35 PM</td>
<td>X</td>
<td>Drill</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>West Traditional</td>
<td>9-20-17</td>
<td>3:45 PM</td>
<td>X</td>
<td>Drill</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
<tr>
<td>Aggie West</td>
<td>9-22-17</td>
<td>11:35 PM</td>
<td>X</td>
<td>Heater</td>
<td>Alarm Silenced &amp; Reset</td>
</tr>
</tbody>
</table>

### Calendar Year 2015

<table>
<thead>
<tr>
<th>Hall</th>
<th>Date</th>
<th>Time</th>
<th>Reason For Alarm</th>
<th>Reason</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating Plant</td>
<td>07/11/15</td>
<td>12:57 AM</td>
<td></td>
<td>Flood</td>
<td>Reset Alarm</td>
</tr>
<tr>
<td>Ag Hall</td>
<td>07/17/15</td>
<td>10:34 AM</td>
<td></td>
<td>Steam leak</td>
<td>Repaired leak and Reset Alarm.</td>
</tr>
<tr>
<td>Aggie West</td>
<td>08/01/15</td>
<td>5:08 PM</td>
<td></td>
<td>Heating unit</td>
<td>Heating unit caused alarm to go off</td>
</tr>
</tbody>
</table>