

**Independence Community College – Main Campus**  
1057 West College Avenue  
Independence, KS 67301

and

**Independence Community College – West Campus**  
2615 West Main Street  
Independence, KS 67301

# **Annual Security and Fire Safety Report**

**October 1, 2017**

## STATEMENT OF INTENT

Independence Community College (ICC) recognizes the importance of a person's right to know about matters that could impact their safety while at the college. The college further recognizes the necessity of providing information about campus crime and security to current and prospective students as well as to current and prospective employees of the college. Therefore, in accordance with the *Campus Security Act of 1990* and the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998* (referred to as the "Clery Act"), and the *Higher Education Opportunity Act of 2008*, ICC publishes one combined *Campus Security Report* for both its Main Campus and West Campus in October of each year. Notification of the report is distributed to all current and prospective students, as well as to all current and prospective employees through the *College Catalog*, *Student Handbook*, *Student Schedule*, hiring process, and website at <http://www.indycc.edu/campus-security>.

The primary goal of ICC Security is the personal safety of students, faculty, staff and visitors as well as the protection of our property. Security personnel are authorized to intervene in situations where they can reasonably do so, and they work in close cooperation with the Montgomery County Sheriff's Department (Main Campus) and Independence KS Police Department (West Campus) in the event of a reportable crime. Although security personnel are trained and qualified, they are not certified law enforcement officers and as such do not carry weapons, have arrest powers or investigate crimes. They patrol the campus for unusual occurrences and serve as visible deterrents. You may contact Security 24 hours a day, year-round at (620) 331-8558.

ICC is committed to maintaining a safe, healthy, and positive work and learning environment. The following policies, procedures, and statements have been adopted by the college in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community. Unless otherwise specified, these policies, procedures and statements are applicable to both ICC's Main and West campuses.

Since ICC is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at an institutionally sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each member of the college community will maintain high standards of citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students and employees, as all citizens, are subject to civil authority on and off the campus.

### Topics in Order of Presentation

- Access To Campus Facilities
- College Policy on Campus Crime
- Reporting Criminal Activities or Emergencies
- Campus Law Enforcement Authority
- Emergency Response and Evacuation
- Missing Student Notification
- Incident/Crime Log
- Security Maintenance of Campus Facilities
- Student Safety and Prevention/Awareness Activities
- Crime Statistics 2014-2016
- Timely Warning Policy
- Drug & Alcohol Policy/Health Risks
- Sexual Offenses Policy
- Disciplinary Action for Sexual Offenses
- Weapons & Dangerous Instruments Policy
- Resources

### ACCESS TO CAMPUS FACILITIES

The Director of Maintenance controls keys to all buildings. All campus buildings, with the exception of the residence halls, are secured after normal working hours, and access to them is controlled by maintenance personnel in conjunction with Campus Security. Access to the residence halls on campus is limited to residents, their guests during visiting hours, authorized employees, and others with a specific need to enter the residence buildings or rooms. However, responsibility for access to the residence halls and the security within rests with each resident.

### COLLEGE POLICY ON CAMPUS CRIME

In accordance with the *Student Right-to-Know Act*, the *Campus Security Act of 1990*, the *Clery Act of 1998*, and the *Higher Education Act of 2008*, ICC has a zero tolerance policy toward violence on campus, including rape, sexual assault, dating violence, domestic violence, stalking, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. No distinction shall be made between violence caused by students, employees, and that precipitated by visitors to campus.

A Campus Crime Statistics Report shall be generated from data provided by members of the college community for the most recent calendar year, as well as the two preceding calendar years, and prepared by the college's compliance department. The following criminal offenses are to be included in this annual report: murder, negligent and non-negligent manslaughter; rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson; arrests or persons referred for campus disciplinary actions for liquor law violations, drug abuse violations, and weapons violations; and hate crimes, which include the commission of all crimes previously listed as well as larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property that manifests evidence that the victim was intentionally selected because of the perpetrator's bias of race, religion, sexual orientation, gender, gender identity, disability, ethnicity and/or national origin. This report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Pastoral and professional counselors are encouraged, when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes that occur on campus or during a campus event to college authorities on a voluntary, confidential basis for inclusion in the College's annual disclosure of its Clery crime statistics. To voluntarily and confidentially report a crime for inclusion in the statistics that was not reported to law enforcement or to a college official, please contact ICC's Compliance Officer at (620) 332-5672.

### REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

People who see or know of criminal activity or emergencies on campus may report these events in several ways. The campus is directly linked into the City/County Emergency 911 system. Serious injury accidents and other emergencies should be reported by dialing 911. The dispatcher may not be able to identify the location of the source of the call correctly so the caller should stay on the line and provide information about the location of the incident. Several agencies from the city, including the ambulance service and fire department, will respond to the campus. The Montgomery County

Sheriff's Office (Main Campus) and Independence KS Police Department (West Campus) will also respond to calls for assistance 24 hours a day. When possible, after calling 911, Campus Security should also be called at (620) 331-8558. Students and employees may also report criminal activity to the college's Compliance Officer at (620) 332-5672.

#### **CAMPUS LAW ENFORCEMENT AUTHORITY**

The college strives to provide an educational and working environment that is safe for all through its reliance on existing policies, emergency procedures, internal vigilance, local and county law enforcement agencies, and the 911 system.

A private security firm is employed on a part-time basis to patrol campus and is empowered to protect the college community by enforcing federal, state, and municipal laws, and college rules and regulations. In situations where a security officer is not on campus, or in a situation involving non-campus locations hosting official college events, in which law enforcement authority is required, the Montgomery County Sheriff's Department (Main Campus), Independence KS Police Department (West Campus) or local law enforcement should be contacted and has complete authority to enforce federal, state, and municipal laws. Anyone with knowledge of a crime or emergency is encouraged to promptly contact campus security and/or the compliance department and to report criminal activity to law enforcement by calling 911.

#### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Independence Community College maintains the *ICC Emergency Preparedness Procedures* for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually and provides guidance for campus wide response to emergencies caused by natural disasters, man-made catastrophe or other violent or threatening behavior by an individual or group in a manner that protects the lives, health and personal well-being of all members of the college community, public and private property and the ability of the college to reasonably carry on normal operations.

The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency. The College confirms the existence of a significant emergency through communication with campus security, the college's compliance department and/or the supervisors of departments and/or buildings directly involved in the emergency situation.

When a determination has been made by the President or his/her designee confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), with a campus-wide e-mail, and having the announcement posted on the campus website ([www.indycc.edu](http://www.indycc.edu)). The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any other available information.

The decision to issue an emergency response or dangerous situation announcement, and amount of information provided to the public shall be made by the President or his/her designee on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students or employees and the possible risk of compromising local emergency management efforts. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole.

The TextCaster Emergency Notification System is tested at least once each semester and was last tested through an unannounced test on September 21, 2017 at 11:55 am.

#### **MISSING STUDENT NOTIFICATION**

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for reporting, investigating and making emergency notifications regarding any currently enrolled student who is believed to be missing. A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

##### **Reporting a Possible Missing Student:**

Any member of the college community, including both employees and students, who is concerned that a currently enrolled student may be missing should immediately contact the Vice President for Student Affairs at 620-332-5480. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Affairs. The Vice President for Student Affairs shall investigate all reports and determine whether a student is missing. If the Vice President for Student Affairs determines that a student is missing, he/she shall notify the President and the Montgomery County Sheriff's Department (Main Campus), Independence KS Police Department (West Campus) and/or other appropriate law enforcement agencies, as necessary.

##### **Missing Person Emergency Contact:**

Students are able to designate a "Missing Person Emergency Contact" on the application for student housing. If a student is determined to be missing, the Vice President for Student Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

##### **Parent/Guardian Notification for Students under 18 years of age:**

If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Affairs shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

##### **Law Enforcement Notification:**

If a student is determined to be missing, the Vice President for Student Affairs shall notify the Montgomery County Sheriff's Department (Main Campus), Independence KS Police Department (West Campus) or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

#### **INCIDENT/CRIME LOG**

ICC maintains a Daily Crime Log that records all crimes and other serious incidents. The Daily Crime Log is available for public inspection through the Compliance Officer, located in the Academic Building on Main Campus. The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as the disposition of the complaint, if this information is known at the time the log is created. The Compliance Officer posts specific incidents in the Daily Crime Log immediately after receiving the incident report and reserves the right to exclude reports from the log in certain circumstances.

ICC will, upon written request, disclose to the alleged victim of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of the crime or offense. If the victim is deceased as a result of the crime or offense, the next of kin of the victim will be treated as the alleged victim for purposes of this paragraph.

### SECURITY MAINTENANCE OF CAMPUS FACILITIES

Independence Community College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. ICC's Maintenance Department conducts routine checks of lighting on campus. If lights are discovered to be out or dim, a work order is initiated, which is acted upon by a representative of the Maintenance Department. Community members are encouraged to report any deficiency in lighting to the Director of Maintenance or to any college official.

ICC's Maintenance Department works to identify inoperative locking mechanisms. Employees are encouraged to promptly report any locking mechanism deficiency to any college official, or to a representative of the Maintenance Department.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or those raising concerns for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

### STUDENT SAFETY AND PREVENTION/AWARENESS ACTIVITIES

- Employee in-service workshops and presentations with a focus on campus security practices, active shooter training and other safety and security information are provided on an annual basis to encourage employees to be actively responsible for the safety of themselves and others on campus;
- Annual written notification of the college's policy on alcohol and drug abuse, sexual offenses, and campus safety and security procedures are provided to students and employees and are also provided to, and reviewed with, all new employees;
- Annual faculty and staff training on harassment, discrimination, crime and sexual assault reporting requirements and campus safety and security policies;
- College Success, a course offered each semester to new students, includes activities that encourage prevention and awareness of sexual assault, dating and domestic violence, stalking, consent, bystander intervention and risk reduction information, drug and alcohol abuse prevention, safety and security procedure, positive relationships, respect and other important issues facing students on a college campus;
- Live student training on prevention/awareness topics such as safety, security, sexual assault, dating and domestic violence, stalking, consent, respect and bystander intervention and risk reduction information is provided by the Student Activities Director on a semi-annual basis;
- Counseling for students is provided through student services and participation in an assistance program with the local mental health center and referral agreements with local agencies such as hospitals, social services, self-help groups, etc.; and
- Literature is available at kiosks around campus on various health and safety issues including alcohol prevention, drug abuse, recognizing sexual offenses and more year-round.

### CRIME STATISTICS

In accordance with the *Student Right-to-Know Act*, the *Campus Security Act of 1990*, the *Clerly Act of 1998*, and the *Higher Education Opportunity Act of 2008*, the College is required to provide information about *serious* crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Additionally, a log of *minor* infractions or incidents is maintained on file by the Compliance Officer.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Information can also be found on the college's website at <http://www.indycc.edu/campus-security>.

#### **MAIN CAMPUS CRIME STATISTICS**

##### **Criminal Offenses – On-Campus**

Criminal offense	Total Criminal Offenses On-Campus		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	2	1	1
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	1
h. Aggravated assault	0	1	0
i. Burglary	0	8	11
j. Motor vehicle theft	0	1	1
k. Arson	0	0	0

##### **Criminal Offenses – On-Campus Student Housing Facilities**

Criminal offense	Total Criminal Offenses On-Campus Student Housing		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	2	1	1
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	1	0
i. Burglary	0	6	10
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

**Criminal Offenses – Non-Campus**

Criminal offense	Total Criminal Offenses on Non-Campus		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	1	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

**Criminal Offenses - Public Property**

Criminal offense	Total Criminal Offenses on Public Property		
	2014	2015	2016
b. Negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft	0	0	0
k. Arson	0	0	0

**Hate Crimes – On-Campus**

Criminal offense	Total Hate Crimes On-Campus		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0
l. Simple Assault	0	0	0
m. Larceny -Theft	0	0	0
n. Intimidation	0	0	0
o. Destruction/damage/vandalism of property	0	0	0

**Hate Crimes – On-Campus Student Housing Facilities**

Criminal offense	Total Hate Crimes On-Campus Housing		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0
l. Simple Assault	0	0	0
m. Larceny -Theft	0	0	0
n. Intimidation	0	0	0
o. Destruction/damage/vandalism of property	0	0	0

**Hate Crimes – Non-Campus**

	<b>Total Hate Crimes Non-Campus</b>		
	2014	2015	2016
Criminal offense			
a. Murder/Non-negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor Vehicle Theft	0	0	0
k. Arson	0	0	0
l. Simple Assault	0	0	0
m. Larceny -Theft	0	0	0
n. Intimidation	0	0	0
o. Destruction/damage/vandalism of property	0	0	0

**Hate Crimes – Public Property**

	<b>Total Hate Crimes on Public Property</b>		
	2014	2015	2016
Criminal offense			
a. Murder/Non-negligent manslaughter	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory Rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0
n. Simple assault	0	0	0
o. Larceny - theft	0	0	0
p. Intimidation	0	0	0
q. Destruction/damage/vandalism of property	0	0	0

**VAWA Offenses – On Campus**

	<b>Total VAWA Offenses On Campus</b>		
	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	1
c. Stalking	0	0	1

**VAWA Offenses- On-Campus Student Housing Facilities**

	<b>Total VAWA Offenses On-Campus Student Housing</b>		
	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	1
c. Stalking	0	0	0

**VAWA Offenses- Non-Campus**

	<b>Total VAWA Offenses Non-Campus</b>		
	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**VAWA Offenses – Public Property**

	<b>VAWA Offenses on Public Property</b>		
	2014	2015	2016
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	0	0

**Arrests – On-Campus**

	<b>Total Arrests on Campus</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	2	1	0
c. Liquor law violations	0	1	0

**Arrests – On-Campus Student Housing Facilities**

	<b>Total Arrests On-Campus Student Housing</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	2	1	0
c. Liquor law violations	0	1	0

**Arrests – Non-campus**

	<b>Total Arrests Non-Campus</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

**Arrests – Public Property**

	<b>Total Arrests on Public Property</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

**Disciplinary Actions – On-Campus**

	<b>Number of Persons Referred for Disciplinary Action On-Campus</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	1	0
b. Drug law violations	17	3	0
c. Liquor law violations	22	13	32

**Disciplinary Actions – On-Campus Student Housing Facilities**

	<b>Number of Persons Referred for Disciplinary Action On-Campus Student Housing</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	1	0
b. Drug law violations	17	3	0
c. Liquor law violations	22	13	32

**Disciplinary Actions – Non-campus**

	<b>Number of Persons Referred for Disciplinary Action Non-Campus</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

**Disciplinary Actions – Public Property**

	<b>Number of Persons Referred for Disciplinary Action on Public Property</b>		
	2014	2015	2016
Law Violation			
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

## **WEST CAMPUS CRIME STATISTICS**

**\*\*\*No Clery Act Crimes, Hate Crimes, VAWA Offences or Arrests/Disciplinary Actions for Weapons, Drugs or Alcohol Violations were reported at the West Campus in 2016\*\*\***

### **TIMELY WARNING PROCEDURES**

The Independence Community College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to the Compliance Officer in the Academic Building. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the *Jeanne Clery Act* and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency.

**Timely warnings are usually issued for the following classifications:**

- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- motor vehicle theft
- sex offenses
- any other crimes as deemed necessary

When a determination has been made that a timely warning should be issued, the college President or his/her designee will inform the campus community by immediately posting the announcement using the TextCaster Emergency Notification System (to registered recipients), campus-wide e-mail, and/or have the announcement posted on the campus website ([www.indy.cc.edu](http://www.indy.cc.edu)). The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information.

### **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

In accordance with the prescribed exceptions in Board of Trustees Policy PSL-714, ICC does not permit possession, use or distribution of weapons, alcohol or illegal drugs anywhere on property owned or leased by the College. The Board of Trustees reserves the right to exempt certain provisions of this policy and grants the President of the College the authority to make exemptions for specific functions held in the campus facilities.

### **DRUG & ALCOHOL POLICY**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, ICC prohibits the possession, use, or distribution of illegal drugs and alcohol on the campus or on institutionally owned, leased, or otherwise controlled property and enforces all Federal and State underage drinking and illegal drug laws. ICC reserves the right to conduct alcohol and drug searches for the health and welfare of its residents. The college provides education, training and literature available at kiosks around campus, on alcohol prevention and drug abuse.

The use of illegal drugs and alcohol can lead to serious health risks, such as the loss of muscle control, poor coordination, slurred speech, fatigue, nausea, headaches, and increased likelihood of accidents, impaired judgment, possible respiratory paralysis, and death. Heavy drinking can lead to alcoholism and alcohol poisoning; damage to brain cells; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach; hallucinations; and personality disorders.

Health risks associated with the use of illegal drugs include increased susceptibility to disease due to a less efficient immune system, poor concentration, personality disorders, addiction, anemia, death by overdose, and an increased likelihood of accidents.

The College does not, itself, provide drug/alcohol counseling, treatment, or rehabilitation programs for students. However, referral to community treatment facilities may be made in appropriate cases. The College contracts with a local agency to provide for evaluations and/or assessments, as deemed necessary, in disciplinary actions involving drugs or alcohol. The College will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol. Possible actions for students using or possessing illegal drugs or alcohol include, but are not limited to, fines, community service, disciplinary probation, residential suspension, and/or full suspension from the college. Referral for criminal prosecution may be made in appropriate cases.

### **HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE**

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. In addition, all of these drugs can pose serious risks, such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. Other possible health risks of using alcohol and other psychoactive drugs are: central nervous system damage, depression, impaired judgment, mental confusion, gastrointestinal irritation, liver damage, malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma, and death from overdose.

**Narcotics (e.g., Codeine, Heroin, Morphine, Pain Killers)**  
Anxiety, mood swings, nausea, mental confusion, constipation, respiratory depression, coma or death as a result of overdose.

**Depressants (e.g., Barbiturates, Valium, Xanax, Butisol, Quaalude)**  
Central nervous system damage, depression, impaired thinking, staggering gait, visual disturbances, lethargy, allergic reactions, dizziness, nausea, death as a result of overdose.

**Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)**  
Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, chronic sleeplessness, amphetamine psychosis, paranoia, seizures, cardiac failure.

**Alcohol (e.g. Beer, Wine, Liquor)**  
Blacking out, vomiting, decreased inhibitions, hangover which may include nausea, fatigue, upset stomach, headache, sore muscles, cotton mouth, lack of motivation.

**Cannabis (Marijuana, Hashish)**  
Mental confusion and disorientation, anxiety, a motivational syndrome, throat and lung cancer (2.5 times the tar in tobacco), alterations in brain function, reproductive system abnormalities, short-term memory loss.

**Hallucinogens (e.g., LSD, PCP)**  
Visual distortions, increased heart rate and blood pressure, a motivational syndrome, psychotic episodes, panic disorders, flashbacks.

**Inhalants (Cleaners, Glues, Aerosol Sprays, Anesthetics, Ether)**  
Nausea, headaches, perceptual distortions, impaired judgment, irregular heartbeat, Sudden Death Syndrome (SDS), weight loss, damage to bone marrow, lungs, liver and kidneys.

### SEXUAL OFFENSES POLICY

In accordance with the *Campus Sex Crimes Prevention Act (CSCPA)* of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. Section 1092), ICC recognizes that sexual offenses, including rape, sexual assault, domestic violence, dating violence and stalking are demeaning crimes that will not be tolerated at the institution or at any site or function controlled by the College. For purposes of this report, sexual assault, consent, intimate partner violence including both dating violence and domestic violence and stalking are defined as follows:

- Sexual Assault is defined as any sexual act directed against another person, without consent of the victim, including instances in which the victim is incapable of giving consent and includes rape, fondling, incest and statutory rape.
- Consent is defined as informed, freely and affirmatively communicated willingness to participate in sexual activity that is expressed by clear and unambiguous words or actions. Clear and unambiguous words or actions are those that are freely and actively given by informed individuals that a reasonable person in the circumstances would believe communicate a willingness to participate in a mutually agreed upon sexual activity. It is the responsibility of each person who wishes to engage in sexual activity to obtain consent. A lack of protest, the absence of resistance and silence do not indicate consent. The existence of a present or past dating or romantic relationship does not imply consent to future sexual activity. Consent must be present throughout the sexual activity and may be initially given, but withdrawn at any time. When consent is withdrawn all sexual activity must stop. Likewise, where there is confusion about the state of consent, sexual activity must stop until both parties consent again. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent is not obtained where there is physical force, threats, intimidation or coercion, incapacitation due to the influence of drugs or alcohol, the inability to communicate because of a physical or mental condition, when an individual is asleep, unconscious or involuntarily physically restrained or unable to understand the nature or extent of the sexual situation because of mental or physical incapacitation or impairment and/or one party is not of legal age to give consent pursuant to Kansas state law ([K.S.A. 21-5503](#)).
- Intimate partner violence, which includes both domestic violence and dating violence, is controlling, abusive and aggressive behavior in a romantic relationship. Intimate partner violence can occur in both heterosexual and homosexual relationships and can include verbal, emotional, physical or sexual abuse in any combination. Evidence of intimate partner violence includes abusive, controlling or aggressive behavior; verbal, emotional, physical, or sexual abuse; monitoring of activities; extreme jealousy and controls over relationships with others; belittling/criticizing behavior alone or in front of others; disrespect by not listening or displaying lack of interest during conversations and/or physically threatening behavior.
- Stalking occurs when a person engages in a course of conduct directed (defined as two or more acts in which the stalker directly, indirectly or through third parties, monitors, follows, observes, surveils, threatens or communicates to or about a person or interferes with a person's property) that would cause a reasonable person to either fear for their own safety or the safety of others OR suffer substantial emotional distress. Cyber stalking includes using threatening or persistent behavior to create unwanted advances using the Internet and other forms of online and computer communications. Some forms of cyber stalking can include harassment using threatening or obscene emails, live chat, texting, hacking or monitoring a victim's computer and online activity.

ICC encourages the campus community to engage in safe and positive options for bystander intervention as a means of encouraging the development of a culture in which all students and employees are safe. Bystander Intervention is a philosophy and strategy for prevention of various types of sexual violence, including sexual assault, intimate partner violence and stalking. An active bystander knows how to recognize potentially dangerous situations, understands cultural conditions that facilitate sexual violence, identifies safe and effective methods for intervening to prevent sexual violence and takes action to intervene to prevent sexual violence. Members of the campus community can reduce the risk of sexual violence by being an active bystander, empowering victims to promote safety and helping individuals and communities address conditions that facilitate violence. Bystander intervention strategies include directly addressing inappropriate behavior in a safe and respectful manner, distracting the individuals involved in the situation and assisting in removing the potential victim from the situation and/or delegating by seeking help from a friend or authority figure.

### Victims of Sexual Offenses

If you are a victim of sexual assault, domestic violence, dating violence or stalking:

- Get to a safe place for your protection.
- Get medical attention immediately. The primary purpose of medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy resulting from the assault. The secondary purpose of the medical examination is to aid in the police investigation and legal proceedings.
- Don't bathe or douche. Bathing or douching might be the first thing you want to do. This would literally be washing away valuable evidence. Wait until you have a medical examination.
- Save your clothing. It is all right to change clothes, but save what you were wearing. Place each item of clothing in a separate paper bag and save for the police. Your clothing could be used as evidence for prosecution.

- Report the incident to the police. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later. Again, the ICC victim advocate and college personnel are willing and able to assist you in reporting assaults to the proper authorities.
- Contact your victim support resources. If you are a victim of a sexual assault, please secure medical attention and supporting agencies even if you decided not to contact the police.

Talk to a professional counselor to get the emotional help that you need due to the trauma. Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets around she/he has been the victim of a sex offense. Victims tend to feel guilty as though they did something to bring it on themselves and often keep the incident to themselves or share some of the incident with a close friend. While this might be helpful in the immediate sense, we encourage you to talk to a knowledgeable counselor about your reactions to being victimized. The services that are provided both on and off campus are available to all victims of violent acts and are designed to assist in overcoming the trauma of the attack. Upon receipt of a report that a sexual offense has been committed, the college will provide written notification to affected students and employees of their rights and options and about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid assistance and other services available for victims both within the institution and in the community.

Please note that you are not required to file criminal or college complaints against your attacker, however, you should consider doing so to help prevent future attacks on other people. Also remember, just because your attacker could be a friend or acquaintance doesn't mean you did not experience a sexual assault. If you were on a date and were drugged or otherwise incapacitated and had sexual intercourse without your consent, it is still rape.

You are strongly urged to seek immediate assistance if you are the victim of any form of sexual offense. Assistance can be obtained 24 hours a day, seven days a week, from:

Montgomery County Sheriff's Department  
300 East Main  
Independence, KS 67301  
(620)330-1000

Independence KS Police Department  
120 North 6th Street, #2  
Independence, KS 67301  
Phone: (620) 332-1700

Labette Health-Independence Healthcare Center  
510 N. Peter Pan Road  
Independence, KS 67301  
(620)332-2000

ICC CARE Team  
<http://www.indycc.edu/student-life/we-care-referral-form>

Victims of sexual offenses are strongly encouraged to contact ICC's Title IX Coordinator at (620) 332-5672 to file a formal complaint with the college. Upon receipt of a report of dating violence, domestic violence, sexual assault or stalking to college authorities, the College will protect the confidentiality of the victim and other parties by ensuring that any public available reporting information, such as those required by the *Clery Act*, do not include personally identifiable information about the victim and by maintaining as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality does not impair the ability of the college to provide accommodations or protective measures.

ICC is also obligated to comply with a student's reasonable request for a living and/or academic change following an alleged sexual offense and recognizes its duty to ensure that protective measures minimize the burden on the victim, regardless of whether the victim chooses to report the crime to law enforcement. Possible protective measures that the college may consider include transportation assistance or security escorts, enforcement of "no contact" or restraining orders issued through the criminal justice system, modifications to academic requirements or class schedules and/or changes in living or working situations. Students making requests for these living and/or academic accommodations should be made by contacting the Vice President of Student Affairs who shall have the authority to make all final decisions relating to request for a living and/or academic change following an alleged sexual offense on a case-by-case basis.

#### **Sex Offender Registry Information**

CSCPA and the *Clery Act* also require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. All persons found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College employees found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The Kansas Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Kansas Bureau of Investigation Offender Registry website. The website for Kansas and websites for other state registries are listed below:

1. State websites: <http://www.fbi.gov/hq/cid/cac/registry.htm>
2. National Sex Offender Public Registry: <http://www.nsopr.gov>
3. Kansas Offender Registry: [http://www.accesskansas.org/kbi/offender\\_registry/](http://www.accesskansas.org/kbi/offender_registry/)

#### **DISCIPLINARY ACTION FOR SEXUAL OFFENSES**

All persons found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college employee found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in the *Board of Trustees Policy and Procedure Manual*.

Upon receipt of a report of sexual assault, domestic violence, dating violence or stalking involving a student, the college will initiate an investigation, which will be conducted in a timely manner. All proceedings will be prompt, fair and impartial and conducted by college officials that receive annual training on issues relating to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. The college currently uses the preponderance of the evidence standard when conducting disciplinary proceedings arising out of an allegation of sexual assault, domestic violence, dating violence and/or stalking. All parties will be

treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have an advisor or attorney of their choice present during campus disciplinary proceedings (legal counsel acts only as an advisor and is not permitted to speak on behalf of a client). All parties involved in a disciplinary proceeding involving a sexual assault, domestic violence, dating violence or stalking will be simultaneously informed in writing of the determination or outcome of any institutional disciplinary proceeding, the procedures for appealing the results of any disciplinary proceeding, any change in the result of a disciplinary proceeding and/or the final results of a disciplinary proceeding.

The College will assist either party in making changes to their academic and/or employment situation if deemed necessary and if the request is a reasonable option. The College will retain as confidential all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

#### ***Employee Sexual Offense Disciplinary Process***

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Human Resources Director and/or Title IX Coordinator. Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Human Resources Director and/or Title IX Coordinator.

The supervisor and the Human Resources Director and/or Title IX Coordinator will review and investigate the complaint. Within ten calendar days after receipt of the written complaint, the supervisor and Human Resources Director and/or Title IX Coordinator must designate in writing to the employee a meeting time with the employee to review the findings. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting is to be held within five calendar days of this written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

If the findings and recommendations of the supervisor and the Human Resources Director and/or Title IX Coordinator are not satisfactory to the employee, the employee may within ten calendar days appeal the decision in writing to a personnel action committee to be appointed by the Human Resources Director and/or Title IX Coordinator and the President within five calendar days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five calendar days after the committee is appointed. The Human Resources Director will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five calendar days after written notice of the meeting is presented.

#### ***Student Sexual Offense Disciplinary Process***

If the complainant wishes to proceed with Formal Resolution, the Vice President of Student Affairs and/or Title IX Coordinator will promptly prepare and forward a formal complaint to the Investigator for investigation and select a trained Hearing Committee to hear/read the evidence prepared by the Investigator, complainant, accused and their witnesses. The formal complaint will set forth the name of the accused student, and the date, location and nature of the alleged Sexual Misconduct. If the complainant wishes to proceed with Informal Resolution, the Vice President of Student Affairs and/or Title IX Coordinator will promptly initiate Informal Resolution proceedings. In all complaints of alleged sexual assault, domestic violence, dating violence and stalking, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of complaint. Accordingly, at or after the intake meeting, the Vice President of Student Affairs and/or Title IX Coordinator may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation.

#### ***Formal Resolution Process***

When the complainant elects Formal Resolution, the Vice President of Student Affairs and/or Title IX Coordinator will prepare and assign the complaint to an Investigator to conduct an investigation. The Investigator is a neutral fact-finder, who, during the course of the investigation, typically conducts interviews with the complainant, the accused student and third party witnesses (including expert witnesses, where applicable); visit and take photographs at relevant sites; and, where applicable, coordinate with law enforcement agencies to collect and preserve relevant documentation and other evidence. The completed investigative report (the "Investigative Report") includes, among other things, summaries of interviews with the complainant, the accused student and each third party witness; summaries of interviews with expert witnesses, where applicable; photographs of the relevant site(s) and related logs; other photographic, hard-copy, electronic and forensic evidence; and a detailed written analysis of the events in question. A typical investigation will be completed within sixty (60) days, if not sooner. The Investigative Report will be distributed by the Investigator, concurrently, to both of the parties and to the Vice President of Student Affairs and Title IX Coordinator.

After reviewing the Investigative Report, the complainant may decide to elect Informal Resolution instead of Formal Resolution, by making such request to the Vice President of Student Affairs and/or Title IX Coordinator prior to the final determination. At any time prior to the final determination, the accused student may elect to acknowledge his/her actions and take responsibility for the alleged sexual offense. In such cases, the Vice President of Student Affairs and/or Title IX Coordinator will propose a resolution to the complaint and a sanction. If both the complainant and the accused student agree in writing to such proposed sanction, the complaint is resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, a review by the Vice President of Student Affairs and a final determination will be issued for the exclusive purpose of determining a sanction.

If the complaint proceeds to a formal hearing, the Hearing Committee will review the investigative report and hear evidence. If the Hearing Committee determines that sanctions are appropriate, it may impose any sanction that it finds to be fair and proportionate to the violation, including, but not limited to a verbal or written warning, "no contact" order, alteration of the parties' academic or employment arrangements at ICC, loss of scholarship, probation, suspension and/or expulsion. In determining an appropriate sanction, the Hearing Committee may consider any record of past violations of the Code of Conduct, as well as the nature and severity of such past violation(s). The Hearing Committee will also consider whether the sanction will: a) bring an end to the violation in question, b) reasonably prevent a recurrence of a similar violation and (c) remedy the effects of the violation on the complainant and the College community. The sanction decision will be made by the Hearing Committee and any sanction imposed will be explained or supported in the written decision of the Vice President of Student Affairs. The decision of the Hearing Committee, including the sanction, if applicable, will be provided to both parties via the Final Outcome Letter within ten (10) calendar days following the conclusion of this investigation (or such longer time as the Hearing Committee may for good cause determine).

Either party may petition to appeal the Hearing Committee's final determination only on procedural concerns, where it is believed that the final determination was reached without following these Procedures. In such instances, the appealing party must notify the Vice President of Student Affairs in writing within 10 days of the date the Vice President of Student Affairs delivers the Final Outcome Letter to the parties. The notice of appeal must describe in detail the procedure that was not followed. The Vice President of Student Affairs will accept such appeal request, will put the non-appealing party on notice allowing the non-appealing party to submit a response directly related to the appeal notice and will review the notice of appeal and any additional documentation with respect to the procedural appeal prior to determining whether a procedure was appropriately followed. If the Vice President of Student Affairs determines that a procedure was not appropriately followed, then the Vice President of Student Affairs will put the parties on notice of

such determination, will allow for the questioned procedure to be carried out appropriately (which may include allowing for additional witness statements and/or documentation in certain circumstances) and will then review the entire set of documents created and collected in the Investigation and the Hearing Committee's Final Outcome Letter before making a determination regarding the original complaint. The Vice President of Student Affairs will make a final ruling/determination with respect to the original complaint of sexual offense within thirty (30) days of the date of the appeal. Decisions by the Vice President of Student Affairs are final and not subject to appeal by either party.

Sanctions imposed by the Hearing Committee are not effective until the resolution of any timely appeal of the decision. However, if advisable to protect the welfare of the complainant or the College community, the Hearing Committee may determine that any probation, suspension or expulsion be effective immediately and continue in effect until such time as the Vice President of Student Affairs may otherwise determine. The Vice President of Student Affairs may suspend the final determination pending exhaustion of any appeals by the accused student or may allow the accused student to attend classes or to engage in other activity on a supervised or monitored basis, or may make such other modifications to the determination as may be advisable in the sole discretion of the Vice President of Student Affairs and his/her decision may not be appealed.

#### **Informal Resolution Process**

A complainant who wishes to file a formal complaint with the Vice President of Student Affairs and/or Title IX Coordinator but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as "Informal Resolution". Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation. The accused student is expected to attend the Informal Resolution proceeding, but is not required to participate. Informal Resolution provides an opportunity for the complainant to confront the accused student, in the presence of, and facilitated by, a presiding officer and to communicate his/her feelings and perceptions regarding the incident, the impact of the incident and his/her wishes and expectations regarding protection in the future. The accused student will have an opportunity to respond. The complainant and the accused student each may bring a third party to the Informal Resolution; however, third parties may not participate verbally in the meeting. The Vice President of Student Affairs and/or Title IX Coordinator will preside over the Informal Resolution, and may elect to be assisted by another member of the Investigation team. An Informal Resolution will typically be completed within 60 days of the receipt of notice of an alleged sexual offense.

If, during the course of the Informal Resolution, the accused student elects to acknowledge his/her actions and take responsibility for the alleged sexual offense, the Informal Resolution will be concluded and the Vice President of Student Affairs will propose a sanction. If both the parties agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party. If either the complainant or the accused student objects to such proposed sanction, the Vice President of Student Affairs shall make a determination of an appropriate sanction. For purposes of this sanction determination, all of the other provisions of these Complaint Procedures relating to the imposition of a sanction for sexual offenses shall apply including, for example, the provisions governing the effective date of the sanction. The College, the complainant or the accused may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

In order to promote honest, direct communication, information disclosed during Informal Resolution will remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College. If the accused student contests the complaint of alleged sexual offense, the Vice President of Student Affairs may nevertheless impose a protective order agreed upon by the parties, or (with or without such agreement) based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution.

#### **RESOURCES**

ICC has contracts with Four County Mental Health to provide counselors to assist victims with their immediate needs. For counseling services, contact the Student Services Department to schedule an appointment. Additional resources listed below include medical, emotional, or psychological support services.

##### **Montgomery County:**

Four County Mental Health  
3751 W Main  
Independence, KS 67301  
Phone: (620) 331-1748

Montgomery Co. Health Department  
209 E Laurel  
Independence, KS 67301  
Phone: (620) 331-4300

Montgomery Co. Sheriff's Office  
300 E Main  
Independence, KS 67301  
Phone: (620) 330-1000

Independence Police Department  
120 North 6th Street, #2  
Independence, KS 67301  
Phone: (620) 332-1700

National Certified Crisis Hotline  
(800-SUICIDE)

**For Emergencies, Dial 911**

**Independence Community College**  
1057 W. College Ave  
Independence, KS 67301

# Annual Fire Safety Report

October 1, 2017

## **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions that maintain on-campus student housing to produce an annual fire safety report outlining fire safety practices, standards and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Independence Community College.

## **Student Housing Fire Evacuation Procedure**

All student housing facilities have fire alarm systems to notify occupants of a fire emergency. If one fire alarm is initiated within a student housing facility all other fire alarms in the same building will also activate. Evacuation is mandatory for all occupants during all fire alarm activations. Upon activation of the fire alarm system, all occupants of the student housing facility or facilities affected should immediately evacuate the building using the closest available designated emergency exit stairway. NEVER use the elevators when the fire alarm is initiated.

ICC has identified designated assembly locations for each housing facility as follows: Individuals in the Villas and the Bricks should evacuate to the ICC Football Field and individuals in the Residence Hall (Captains Quarters) should evacuate to the ICC Soccer Field. All occupants of a student housing facility affected by a fire emergency should remain in the designated assembly location for their housing facility and await further instruction from college safety and security personnel.

## **Fire Safety Systems**

The 3-story student residence has an integrated fire warning and sprinkler system. Remaining campus residence buildings (the brick residence halls) have smoke detectors and alarms.

## **Fire Safety Improvements and Upgrades**

Independence Community College annually reviews the fire systems in all campus buildings and will make recommendations for upgrades, repairs or revisions when problems are identified.

## **Fire Drills**

Fire drills are held at least once each year. Fire drills are mandatory supervised evacuations of a building for a fire. The Director of Residence Life, the Vice President for Student Affairs, and the housing staff schedule the fire drill. Supervised fire drills are usually scheduled within the beginning weeks of the semester, or at a time that is conducive to demonstrate the effectiveness of the drill. Each of the student housing facilities had one fire drill in 2016.

Students who fail to leave the building during a drill are counseled and the incident is turned over to the Director of Residence Life or Vice President for Student Affairs for adjudication.

## **Fire Safety Education**

Fire evacuation information is posted in the halls and stairwells of the main residence hall and each student receives a briefing on fire safety at the first residents meeting at the beginning of each fall semester.

## **Portable electrical appliances**

Portable electrical appliance such as cooking stoves, hotplates and heaters are not allowed in the residence halls. Open flames such as candles are also prohibited.

## **Smoking Policy**

Smoking is prohibited in all indoor locations. Exterior smoking areas must be at least 10 feet from entries, outdoor air intakes and windows.

## **Signs**

The College adheres to the laws of the State of Kansas concerning posting of signs designating no smoking areas.

## **Reporting a Fire**

Anyone observing an unintentional fire should sound the alarm and leave the building and then contact 911. Once emergency responders have been notified, contact the Director of Residence Life or the Vice President for Student Affairs and report the fire to college personnel.

## **Fire Log**

The fire log is maintained together with the campus crime log.

**On-Campus Student Housing Fire Statistics**

Summary of Fires

Facility Name	2014				2015		2016		Death
	Fire	Injury	Fire	Injury	Fire	Injury	Fire	Injury	
Residence Hall (Captains Quarters)	0	0	0	0	0	0	0	0	0
Villas	0	0	0	0	0	0	1	0	0
Dorm A	0	0	0	0	0	0	0	0	0
Dorm B	0	0	0	0	0	0	0	0	0
Dorm C	0	0	0	0	0	0	0	0	0
Dorm D	0	0	0	0	0	0	1	0	0