Campus Crime Disclosure Act Annual Report
Updated October 1, 2010, Highland Community College

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

Highland Community College's annual security report includes statistics for the previous five years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Highland Community College; and on public property within, or immediately adjacent to and accessible from the campus, are contained in this security report. The report also includes information concerning campus security, the enforcement authority of campus law enforcement and their working relationship with State and local police agencies, access to campus facilities, college policies concerning alcohol, drug, and weapons, crime prevention, the prompt reporting of crimes, sexual assault, description of prevention and awareness programs, and other safety and security matters.

In complying with the statistical reporting requirements of the Clery Act, the college obtains the required statistics for campus crimes through actual reported crimes in person, through confidential reporting, and through contact with local law enforcement agencies.

Reporting a Crime

Students should report any complaints or problems they may have to their RA's, Housing Director, Residence Life Staff, Campus Security or the Vice President for Student Services.

The campus security number is posted across campus, in the resident handbook, student handbook, on the website, and in college directory information. Campus Security phone is (785) 741-2206. There is an RA on duty each evening. The phone number for the RA on duty is 785-850-1377.

The college has a silent witness program for anonymously or confidentially reporting crimes via the internet. The program may be accessed at:
https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a printed copy of the report by contacting the HCC Security Department.

In addition, the Clery Act requires that all current and prospective students and employees be given the necessary instructions to locate the following pertinent

information:
A Daily Crime Log that is updated regularly. You may see the report anytime at the HCC Security Office, or contact Security for an electronic copy.

Information for reporting crimes -
Students & Staff or others may anonymously report crimes by accessing the following site online: https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

Timely Alert Warnings – Students & staff are encouraged to register through Scottie Alerts, Highland Community College's Text Message Alert System and to check their Highland student email accounts regularly. Timely warnings will be issued for all Clery Act crimes and may be issued for threats to property and/or persons if deemed appropriate by HCC Security. HCC Security and/or the Vice President for Student Services will issue all timely warning alerts.

The Kansas Sexual offender Registration Act of 1996 -
https://www.accesskansas.org/ssrv-registered-offender/index.do

Information concerning Campus Security and College policies concerning alcohol, drugs, weapons, crime prevention, reporting of crimes, building access, sexual assault, safety awareness programs, and other security matters. Information may be obtained at http://highlandcc.edu/Site/Student_Life/Handbook.php or by accessing a copy of the HCC Student Handbook from the bookstore, library, or Vice President for Student Services office. Information on the Kansas Bill of Rights for Victims of Crime, pursuant to KSA74-7333, available at http://www.kslegislature.org/legsrv-statutes/getStatuteInfo.do

Crime Prevention

The housing director, student activities coordinator, campus security director, and vice president for student services meet twice per month to discuss, review, and improve security guidelines and campus safety issues.

The Crisis Team meets quarterly to discuss, review and improve safety and security guidelines to promote crime prevention for all employees and students. The housing office distributes a newsletter to campus residents detailing prevention strategies and safety information.

Drug or Alcohol-abuse Education Programs:
Campus Counselor (new campus service, Fall, 2008) - These services are confidential and free of charge to all Highland Community College students and staff. The counselor works directly with students to help them meet their mental health needs including abusing alcohol or drugs.

Housing Office-Students cited for alcohol violations are required to complete Alcohol 101 Plus, an alcohol education program and examination.

Student Activities Office-sponsors activities on national alcohol awareness, Great American Smokeout, eating disorders, etc.

All student athletes are subject to random drug screenings to ensure proper mental and physical competency. Violators are required to meet with the campus counselor to receive education on the most current health issues facing college students today in order to help them to make educated life style decisions.

The Security Department

The College Security Department is organized under authority of K.S.A. 72-8222. In summary, K.S.A 72-8222: "The board of education of any school district or the board of trustees of any community college may employ school security officers and may designate any one or more of such school security officers as a law enforcement officer, to aid and supplement law enforcement agencies of this state and of the community in which the schools district or community college is located. The protective function of school security officers and school law enforcement officers shall extend to all school district or community college property and the protection of students, teachers, and other employees together with the property of such persons on or in any school or college property or areas adjacent thereto, or while attending or located at the site of any school or community college-sponsored function. While engaged in the protective functions specified in this section, each school security officer and each school law enforcement officer shall possess and exercise all general law enforcement powers, rights, privileges, and immunities in every county in which there is located any part of the territory of the school district or community college."

Members of the community are strongly encouraged to report all crimes and suspicious activity to the Campus Security Department or the Highland City Police Department in a prompt and timely manner.

- Campus Security Department Phone – (785) 741.2206.
- Highland City Police Department Phone – (785) 442.3212 or 911.

The Security Department is located on the lower level, north office of Heritage hall on the Highland Community College campus. This department plays a significant role in developing and maintaining a safe campus. HCC Security has developed and implemented crime prevention services and programs to better serve and protect the campus community.

Security officers enforce HCC rules and regulations, monitor parking lots, respond to fire alarms, patrol buildings and grounds and provide student assists including safety escorts.

To request security services call (785) 741-2206. The policies and services of the Security Department are designed to provide a basis for a safer environment and set a standard that is most conducive to a safe campus. The department maintains close liaison with Highland Police Department, Doniphan County Sheriff's Department, state, and federal law enforcement agencies in implementing and coordinating campus security and law enforcement operations.

Campus Security Reporting Authority

All post secondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the Clery Act regulations. Although Clery Act compliance is an institutional responsibility, full compliance is a campus-wide effort, and concerns all members of the campus community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities. These authorities are defined and include:

- A member of a campus police department or a campus security department of an institution;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property;
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, athletic directors, team coaches, faculty sponsor to a student group, student advisor, and in some cases, students serving as resident advisors/assistants, or students who monitor access to dormitories.

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that "campus security authorities" report crime statistics for inclusion in the college's Annual Security Report. Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately complete an Incident Report form available at the HCC Security Office or complete an online silent witness form at https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

This applies to crimes on any part of the Highland campus, Highland Technical Center Campus in Atchison, any HCC regional locations i.e. Perry, Wamego, Marysville, Sabetha, Holton, or Atchison or public property adjacent to each of those campuses and locations at which other college activities are taking place. Please ensure that you

complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply complete the report form. Appropriate college or law enforcement personnel may later contact you or others to gather additional information. A copy of the Incident Report can be obtained from the Security Department. Additional forms may be copied from the blank form or can be obtained from the HCC Security Office.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations, including those resulting in an arrest

Crime Statistics Information and Reporting

A current list of crimes occurring on campus can be obtained from the Security Department during regular office hours. The Daily Crime Log details the nature, the date, time, location, and disposition of the crimes that occur on all HCC property. HCC Security also provides a compiled list for the past five years and this may also be obtained at the Security office. The statistics represent alleged criminal offenses reported to campus security authorities or local police agencies. Therefore, the data collected does not necessarily reflect prosecutions or convictions for the crime.

Emergency Response and Evacuation Procedures

Highland Community College maintains the *HCC Emergency Plans* for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. A copy of the *HCC Emergency Plan is located on the website under Student Services-Resources;* in each Student Handbook which is distributed to all new students and full time employees annually; and in the Student Housing Handbook which is distributed to each campus resident annually.

Highland Community College also maintains a crisis plan and procedures to notify the campus community, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When a determination has been made 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 Scottie Alerts Emergency Notification System (to registered recipients), with a campus-wide e-mail, and network announcement posted to all logged in to the HCC network. The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information.

The decision to issue an emergency response or dangerous situation announcement 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 Scottie Alert Emergency Notification System is utilized regularly to post limited announcements. Students and staff are encouraged during enrollments and other times throughout the year to register. HCC conducts tests of the system and process annually. The last announced test of the crisis notification process and subsequent crisis drill was on November 24, 2009.

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the 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 Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff's Department, 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 Services shall notify the designated Missing Person Emergency Contact not 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 Services 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 Services shall notify the Doniphan County Sheriff's Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Sexual Assault Policy

Sexual assaults, including date/acquaintance rape, are a very serious concern of HCC. The College investigates all reported incidents of sexual assault and cooperates fully with all such investigations by outside law enforcement agencies. Confidentiality is protected in any investigation, and the College pledges to treat all sexual assault complaints with sensitivity, understanding and professionalism. All students, not only victims of sexual assault, should be familiar with the Disciplinary Proceedings involved regarding sexual assault. Statistics show that a very high percentage of date/acquaintance rapes involve the consumption of alcohol - by the rapist, by the victim, or by both. To lower the risk of becoming a victim of sexual assault drink responsibly or not at all and alert anyone who may have been drinking if they are in a potentially threatening situation. It is never appropriate to force or pressure sexual acts on someone; intoxication is not a legal defense for sexual assault.

The College considers sex offenses as acts of violence, which may be adjudicated by the criminal court system as well as the College's disciplinary system. Students found responsible for committing a sexual offense will receive punishment that could include expulsion from the College. Both the victim and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the outcome of any campus disciplinary proceeding alleging a sex offense. Victims of sex offenses are strongly encouraged to report the incident to the Security Department or any department on campus as soon after the crime has occurred as is practical. Crimes, which occur off-campus, should be reported to the law enforcement agency in which the crime occurred (Security will assist individuals who are unsure of whom to contact). Should a victim request it, campus authorities will provide prompt assistance in notifying the police or other law enforcement agency. The safety and well being of sex offense victims are primary concerns of College officials.

If attacked, be realistic about your ability to protect yourself. Yelling, hitting or biting may create a chance to escape, but it may also lead to further harm. Cooperate with the attacker if your life is in danger. Never feel guilty about what you did - or did not – decide to do. REMEMBER: Every emergency situation is different. Only you can decide which course of action is appropriate. Equally important is to be knowledgeable about

Acquaintance or Date Rape. Don't be a victim.

Evidence should be preserved so that it might be later used in the prosecution of the offense.
• DO NOT change clothing.
• DO NOT clean clothing or take a bath.
• DO NOT apply medication
If these precautions are not followed, evidence may be destroyed. Write down a good description of the assailant, specifying any identifying marks, scars, or tattoos. Include the assailant's clothing, eye color and hair color. In conducting a through investigation of a rape or assault, officers will ask many questions and will go over details of the crime. Additional interviews may be necessary because a victim frequently remembers information and details during subsequent interviews. The interviews may be unpleasant, but are not intended to embarrass or intimidate victims. If desired, a counselor will be called for victims of sexual assault or rape. The counselor will accompany victims through the examination and is trained to help.

Any victim of an alleged assault or rape incident shall have the right to request assistance in changing academic and/or living situations and be granted the request if such changes are reasonably available. See VP of Student Services.

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 victims to talk to a knowledgeable counselor about your reactions to being victimized. The various services on and off campus available to all victims of violent acts are designed to assist in overcoming the trauma of the attack and proceeding with their goals and responsibilities.

Emergency or Police Assistance- Dial 911
Campus Security, 785.741.2206
Rape, Abuse & Incest National Network (RAINN)
1-800-656-HOPE (4673)
HCC, Counseling Services, 785.550.0206

Kansas Bill of Rights for Victims of Crime
Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:

1. Victims should be treated with courtesy, compassion, and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair

redress for the harm, which they suffered.

3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims' compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.
5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and the procedure, be brought to the attention of the court.
7. Measures may be taken when necessary to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.

Victims should report the crime and cooperate with law enforcement authorities. Officials will assist victims in obtaining appropriate medical and mental health care. Physical or sexual assault on faculty, staff, or another student or visitor is in violation of the Student Code of Conduct. No student, faculty, staff member or visitor shall force or threaten to force another student, faculty, staff member or visitor to have sexual contact against any persons will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action. Students or employees who feel they have been the victim of sexual assault should contact the Security Department. Victims may also contact the Vice President of Student Services.

Definition of Crimes

- Murder/Non-Negligent Manslaughter: The will-full (non-negligent) killing of one human being by another.
- Manslaughter (by Negligence): The killing of another person through gross negligence.
- Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; not forcibly or against the person's will where the victim is incapable of giving consent. (Forcible rape, forcible sodomy, sexual assault with an object, forcible fondling).
- Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. (Incest,

statutory rape)

- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is often accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry of a structure to commit a felony or theft.
- Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possessing or use of intoxicating alcoholic beverages.
- Drug Related Violations: The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation, of any controlled drug narcotic substance. Or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).
- Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons
- Notification or monitoring of off-campus events: Any act occurring during a College sponsored activity, or reported to College officials that involves student or employee conduct that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge.
- Violations occurring during College sponsored activities that involve College employees should be reported to the violator's immediate supervisor who shall file a College Incident Report with the appropriate College Administrator, who shall take any action deemed necessary.

Sexual Offender Registration Act

The Kansas Sexual Offender Registration Act of 1996 allows public access to a list of convicted registered Kansas sexual offenders. This information may be viewed from the following link: https://www.accesskansas.org/ssrv-registered-offender/index.do

Alcohol and Illegal Drugs Policy

The possession of alcoholic beverages or illegal drugs on Highland Community College property is a violation of college regulations, State, and Federal laws. Violators are subject to disciplinary actions by college authorities and charges being filed by local law enforcement.

Firearms/Weapons Policy

No student, employee, or visitor shall possess, use, or threat to use any weapon described and defined in K.S.A 21-4201. This includes, but is not limited to, firearms, pistols, rifles, and pellet guns. The use of explosives including, but not limited to, dynamite, nitroglycerin, blasting caps, fireworks, fire-bombs, grenades, and any other similar devices are also prohibited on campus grounds.

Timely Alert Policy

HCC Security will issue timely alerts to be posted in every campus building or in areas possibly affected or at risk of future criminal activity. These timely alerts are for warning the campus population of previous criminal activity to try to prevent any further incidents. Such alerts will be made via Highland College's text messaging service available to everyone that registered, email, or personally by any member of the Crisis Management Team or designated representative. Alerts will be sent for events such as safety situations, school closings, emergency weather alerts, etc. Log into www.highlandcc.edu and look for Scottie Alerts to register for the college's text alert system or call (785) 741.2206 for assistance.

The Crisis Team meets quarterly to discuss, review and improve safety and security regulations for the welfare of all employees and students.

Building Access Policy

Regular operating hours of HCC offices are 8 am to 5 pm. Some buildings will be open evenings or weekends for classes or special events. Only employees who have been issued keys to the areas being entered are allowed access to those areas. Should an individual be found with HCC keys, without proper authority, that individual will be asked to relinquish the keys. If they chose not to abide by the request, local law enforcement will be notified immediately.

Prevention and Awareness programs

One of the objectives of the HCC Leadership/SGA objective is to educate students on the most current health issues facing college students today in order for them to make educated life style decisions. This group, in association with the student activities coordinator, provides various trainings throughout the year on safety, drug/alcohol awareness, and wellness information.

All new employees are required to attend an orientation informing them of appropriate safety and security measures that the College offers. This also informs the employees of what to do in case of an emergency and provides them a copy of the crisis plan. All students are required to attend orientation seminars to inform them of appropriate safety and security measures that the College offers. A required housing orientation for all students living in campus housing is also conducted. Both activities inform students of

what to do in case of an emergency.

Campus Crime Statistics

In accordance with the *Student Right-to-Know Act*, the *Campus Security Act of 1990*, the *Clery 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 in the Campus Security Office.

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, www.highlandcc.edu, or the Campus Crime and safety website, http://ope.ed.gov/security/.

General Campus Rules

A safe and secure campus environment is a high priority of the Highland Community College staff and administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior.

A campus security staff is maintained part-time and may be reached at (785) 741.2206. A surveillance camera system is also utilized in various areas of campus. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable precautions that students should practice include, but are not limited to:

- Always be alert and aware of surroundings.
- Walk with others at night or call Security for an escort at (785) 741.2206
- Walk in well-lit, well-traveled areas.
- If being followed, reverse directions.
- If approached for directions, keep a safe distance from the stranger and never enter the vehicle.
- Keep money and jewelry in a safe place, out of sight. Don't carry a large amount of cash.
- Inventory and engrave valuables.
- Use the crosswalks.
- Adhere to local and state traffic laws and violations.
- Don't drink and drive.
- Report any suspicious behavior to security immediately.
- Lock vehicles/dorm rooms and keep personal articles out of sight.
- Observe published student guidelines and safety practices.
- If victimized or witnessed a crime, contact Security (785) 741.2206 or 911 immediately.

- Anonymous, threatening, or harassing telephone calls are ILLEGAL and the College regards them as a serious offense. Immediately report obscene or harassing phone calls to security at (785) 741-2206.
- Call Maintenance or Security to report broken locks, lights, or phones. Maintenance phone is (785) 442-6110 and Security is (785) 741.2206.
- Do not allow strangers into any building. It is appropriate to ask for a College I.D. or call security at (620) 441-5599 to report a stranger.
- Respect the locking mechanisms on your doors. They can be the best protection against intruders. Do not prop open doors or tamper with the locks in any fashion.
- Always lock room door sleeping and when leaving, even if going to the restroom or shower facilities. This may be the single greatest deterrent to crime on campus.
- Lock vehicle and check the back seat before getting into it.

Smoking is permitted only in designated smoking areas in campus housing and 30 feet from main entrances on all HCC campuses. City Traffic laws should be followed and are enforced on campus grounds. Reckless driving will be reported to the local authorities.

Safety and security at Highland Community College is a shared responsibility between the administration, campus security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. Campus Security can be contacted at (785) 741.2206.

Annual Fire Safety Report
Highland Community College, October 1, 2010

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 Highland Community College.

Fire Warning Systems
Kansas, Kiltie, and Ellis apartments have an integrated fire warning system. Remaining campus apartments have smoke detectors and alarms that are hard wired into the electrical system.

Fire Safety Improvements and Upgrades
Highland Community College annually reviews the fire systems in all campus buildings and makes recommendations for upgrades, repairs or revisions when problems are identified.

Fire Drills
Fire drills are held at least once each Fall and Spring semester. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled by the Director of Housing. 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.

Students who fail to leave the building during a drill are counseled and the incident is turned over to the Vice President for Student Services for adjudication.

Fire Safety Education
Fire evacuation information is posted in each campus apartment and each student receives a briefing on fire safety at the housing orientation at the beginning of each Fall semester.

Open Flames and Large Amperage Appliances
Barbeque grills, lighted candles, and large amperage appliances are prohibited on campus.

Smoking Policy
Smoking is prohibited in all indoor locations. Exterior smoking areas within campus housing are designated. Smoking at least 30 feet away from main entrances on all HCC campuses is required.

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 Housing Director or Security and report the fire to college personnel.

Fire Log
The fire log is maintained together with the campus crime log in the Security Office.

Fire Statistics

	Fire	Injury	Death
2009	0	0	0