



**2017**

**Annual Security and  
Fire Safety Report**

**In Compliance with the Jeanne Clery  
Disclosure of Campus Security Policy and  
Campus Crime Statistics Act**

## TABLE OF CONTENTS

Message from the President .....	1
The <i>Clery Act</i> .....	2
Preparing the Annual Security Report .....	3
Distribution of the Annual Security Report .....	3
<b>I. Geography .....</b>	<b>4</b>
<b>II. Crime Statistics (See Section XI) .....</b>	<b>4</b>
<b>III. Campus Safety Authority .....</b>	<b>4</b>
Barton Campus Safety Authorities .....	5
Crime/Emergency and Non-Emergency Reporting .....	7
Campus Counselors and Confidential Reporting .....	7
Who is not a Campus Safety Authority? .....	7
Role of a Campus Safety Authority (CSA) .....	7
CSA Incident Reporting Procedures .....	8
CSA Incident Report Flow Chart .....	9
Procedure for Collecting and Reviewing Crime Reports from CSAs .....	10
<b>IV. Statistics from Law Enforcement Agencies .....</b>	<b>10</b>
<b>V. Daily Crime Log .....</b>	<b>10</b>
<b>VI. Emergency Notifications and Evacuation Procedures .....</b>	<b>11</b>
Decision to Issue an Emergency Notification – Responsibility .....	11
Emergency Response Team .....	11
Issuing an Emergency Notification – Method(s) .....	12
Documentation of Early Warning Decisions .....	12
Standard for Evacuation .....	12
Standards for Run-Hide-Fight .....	13
Standards for Other Specific Emergencies .....	14
<b>VII. Timely Warning .....</b>	<b>14</b>
Crimes Subject to a Timely Warning .....	14
Crimes Exempt from the Timely Warning Requirement .....	15
Reporting .....	15
Decision to Issue a Timely Warning – Responsibility .....	15
Emergency Response Team .....	15
Decision to Issue a Timely Warning – Procedure .....	15
Issuing a Timely Warning – Content .....	16
Issuing a Timely Warning – Method(s) .....	16
Documentation of Timely Warning Decisions .....	16
<b>VIII. Procedures for Reporting .....</b>	<b>17</b>

<b>a. Reporting Criminal Actions or Other Emergencies</b> .....	17
<b>Barton County Campus – Emergency Procedures</b> .....	17
Reporting of Criminal Actions or Other Emergencies .....	17
Security .....	17
Access .....	18
Security Considerations Used in Maintenance of Campus Facilities .....	18
Barton County Campus Emergency Numbers .....	19
<b>Barton Fort Leavenworth – Emergency Procedures</b> .....	20
Reporting of Criminal Actions or Other Emergencies .....	20
Barton Fort Leavenworth Campus Emergency Numbers .....	21
<b>Barton Fort Riley – Emergency Procedures</b> .....	22
Reporting of Criminal Actions or Other Emergencies .....	22
Barton Fort Leavenworth Campus Emergency Numbers .....	23
<b>Barton Grandview Plaza– Emergency Procedures</b> .....	24
Access and Maintenance .....	24
Reporting of Criminal Actions or Other Emergencies .....	24
Barton Grandview Plaza Campus Emergency Numbers .....	25
<b>b. Timely Warnings</b> (See Section VIII) .....	26
<b>c. Criminal Activities Off Campus</b> .....	26
<b>d. Security, Access, and Maintenance of Campus Facilities</b> (See Section VIII) .....	26
<b>e. Barton County Safety Officer Authority and Jurisdiction</b> .....	26
<b>IX. Security Awareness and Crime Prevention Programs</b> .....	27
<b>X. Monitoring Off-Campus Activities</b> .....	27
<b>XI. Drug and Alcohol Policy Statements</b> .....	27
Drug-Free Schools and Communities Act.....	28
Kansas Statutes Regarding Alcohol, Drugs, and Tobacco .....	28
Possession, Use, and Sale of Alcoholic Beverages.....	28
Illegal Drugs.....	29
Smoking .....	29
Policy 1126 Drug-Free Environment.....	29
Procedure 2612- Substance Abuse and Drug Testing Program (Students).....	31
<b>XII. Sexual Assault Prevention and Responses</b> .....	31
Policy 1132 – Civil Rights Equity Resolution for all Students Employees, Guests, and Visitors.....	31
Sexual Harassment.....	32

<b>XIII.</b>	<b>Program to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking</b> .....	33
<b>XIV.</b>	<b>Victims of Crimes of Violence</b> .....	33
<b>XV.</b>	<b>Working Relationship with Local and State Law Enforcement</b> .....	34
<b>XVI.</b>	<b>Monitoring and Recording Off-Campus Criminal Activities</b> .....	34
<b>XVII.</b>	<b>Sex Offender Registration</b> .....	34
<b>XVIII.</b>	<b>Report to ED via the Web-Based Data Collection</b> .....	35
<b>XIX.</b>	<b>Missing Student Notification</b> .....	35
<b>XX.</b>	<b>Clery Geography, Crime Definitions, and Crime Statistics</b> .....	37
	Definitions for Classifying Geographic Locations of Crime Reports .....	38
	Barton County Campus Clery Geography .....	39
	Camp Aldrich Location .....	40
	1025 Main Location .....	41
	Grandview Plaza Location .....	42
	Fort Riley Location (211, 215) .....	43
	Fort Riley Hill Locations .....	44
	Fort Riley Military School Locations .....	45
	Fort Leavenworth Location .....	46
	Fort Leavenworth Location: Buildings 1148/1151 .....	
	Definitions for Use in Classifying Crime Reports .....	49
	Criminal Offense Definitions .....	49
	Hate Crime Offense Definitions .....	50
	VAWA Offense Definitions .....	51
	Arrests and Disciplinary Referrals .....	52
	Student Right-to-Know and Campus Safety Act .....	52
	Barton County Community College Crime Statistics 2014, 2015, 2016 .....	53
<b>XXI.</b>	<b>Annual Fire Safety Report</b> .....	66
	Student Housing Facility Fire Safety System .....	67
	Student Housing Fire Drills .....	68
	Electrical Appliances, Smoking, and Open Flames .....	68
	Fire Evacuation Procedure .....	70
	Fire Safety Education and Training .....	70
	Reporting Fires (After the Fact) .....	71
	Plan for Future Improvements in Fire Safety .....	71
	Fire Safety Statistics .....	71
	Barton Community College On-Campus Housing Fire Statistics 2014, 2015, 2016 .....	72

## Message from the President

Barton Community College provides for a comprehensive learning environment and is committed to the success of each student. Essential to our commitment is the safety and security of our students, employees, and members of the public.

To this end, Barton addresses its responsibility for accountable repowering as dictated by the *Jean Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This guide mandates higher education institutions to disclose information concerning crime on and near college facilities.

The Barton Campus Safety Office, in coordination with the Dean of Administration and the *Clery Act* Compliance Team prepares this report annually in order to meet the safety provisions outlined in the *Clery Act*. This report is created in cooperation with local law enforcement agencies in the area, Student Services, Student Housing, Campus Security Authorities, and other departments and individuals which may have information necessary to comply with the *Clery Act*.

The 2017 Annual Security Report is published on our website and provides information concerning programs, services, and statistical information. If you have any questions, or need additional information, please contact the Barton Campus Safety Office at (620) 792-9217 or the Student Services office at (620) 792-9282.



Carl R. Heilman, Ph.D.



## CLERY ACT

The Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act is a federal mandate requiring all institutions of higher education that participate in federal student financial aid programs to disclose information about certain campus policies, procedures, and crime that occurs on the campus and certain off campus locations. The Clery Act affects nearly all public and private institutions and is enforced by the U.S. Department of Education.



Jeanne Clery, a 19 year old Lehigh University freshman, was raped and murdered while sleeping in her dorm room in 1986. Jeanne did not know her killer. He was a freshman student at the university. Her assailant is now spending his life behind bars without parole.

Her parents believe that she would have been more cautious if she had known about other violent crimes at Lehigh University. The Clerys committed themselves to creating enduring change. They were alarmed by the lack of information provided students and families about the rapid

increase of violent and non-violent incidents on campuses; they realized that while crimes were being reported to campus authorities, administration often failed to provide adequate warnings about those incidents – even more troubling, there were no uniform laws mandating them to do so.

The Clerys took their fight to Capitol Hill. In 1990, three years after the organization's founding, Congress approved the Crime Awareness and Campus Security Act. Later renamed in Jeanne's memory, the Jeanne Clery Act took effect in 1991. It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report, and provide timely warnings to students and campus employees about crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminate campus crime statistics. --Clery Center for Security on Campus

Additional amendments occurred in 2013 when The Violence Against Women Reauthorization Act (VAWA,) also known as the Campus SaVE Act, was signed into law which imposes additional obligations on colleges and universities under Title IX and Clery crime reporting. Under VAWA, colleges and universities are required to report Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking along with crime categories the Clery Act already mandated. A definition of these and all other Clery reportable crimes and statistics are found at the end of this report.

## GOAL

The goal of the *Clery Act* is to ensure that accurate information about campus crimes committed and security procedures are published and accessible to students, employees, parents, prospective students and employees, and the public.

### **Preparing the Annual Security Report (ASR)**

The Barton Community College Campus Safety Office, in collaboration with the Clery Act Compliance Team (CACT), and the Sexual Misconduct and Assault Resource Team (SMART) prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to Campus Safety, designated campus officials, and crime statistics from law enforcement agencies with jurisdiction surrounding the Barton Community College campus.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on any public property within, or immediately adjacent to and accessible from the campus. It includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters required by law. This publication is made available to all members of the college community and the public.

### **Distribution of the Annual Security Report**

Compilation and distribution of an annual report is mandated for all institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. Under the Crime Awareness and Campus Safety Act of 1990, institutions are required to disclose information about campus safety policies and procedures and to provide statistics concerning the occurrence of certain criminal offenses by designated categories. The report must also include statements about campus law enforcement policies, Campus Safety education and prevention programs, alcohol and drug policies, sexual assault education, vehicles(s) for reporting and procedures for handling reports of sexual assault.

The 2008 Amendments to the Higher Education Opportunity Act (HEOA) require Title IV Institutions to collect and publish statistics related to fire and/or smoke events as well as fire prevention policies and fire safety equipment as these items pertain to residence halls owned and controlled by the institution.

For further information about the Annual Security Report, Fire Safety Report, or the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act view the report online (<http://bartonccc.edu/campussafety>)<sup>1</sup> or to request a paper copy of the report(s), contact the Barton Campus Safety Office at 620.792.9217.

Each year, a campus-wide email notification is made to all faculty and staff and currently enrolled students, about the availability of this report.

All prospective students or employees may view a copy by contacting the Lead Campus Safety Officer at 620.792.9217 or in person at T-154 or by contacting the Barton Coordinator of Facility Management at 620.792.9339 or in person at T-153 during regular office hours.

In addition to this report, the College maintains a Daily Crime Log of crimes committed. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours (7:30 a.m. to 4:30 p.m.) Any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection. For further information about the Crime Log, contact the Barton Campus Safety Office at 620.792.9217.

## I. GEOGRAPHY

Barton Community College is comprised of a main campus located in Great Bend, Kansas with several non-campus locations that are used by the College. The College has identified all areas that are public property adjacent to campus, off campus, and the campus itself. Those defined geographical areas are used to capture data of reported crimes to Campus Safety and local law enforcement and is used for inclusion into the annual security report. Further detail can be found

in **Section XI CLERY GEOGRAPHY, CRIME DEFINITIONS, and CRIME STATISTICS.**

Questions related to Clery Geography may be addressed to the Dean of Administration, 620.792.9235 or ext. 235.

Property	Address	Classification
Barton Community College	245 NE 30 Road Great Bend, KS 67530-9107	On-Campus
Camp Aldrich	884 NE 110 <sup>th</sup> Ave Claflin, KS	Non-Campus Location
Goldenbelt One-Stop	1025 Main Great Bend, KS 67530	Non-Campus Location
Prairie Village Student Housing	245 NE 30 Road Great Bend, KS 67530-9107	On-Campus Student Housing
Fort Leavenworth	819 Sabula Rd Buildings 1148 & 1151 Fort Leavenworth, KS 66027	Non-Campus Location
Fort Riley	Buildings 211, 215, 217 Custer Avenue Fort Riley, KS 66442	Non-Campus Location
Fort Riley Hill Location	7656 Graves Street Fort Riley, KS 66442	Non-Campus Location
Fort Riley Military School Locations	8338 Armistead Street Fort Riley, KS 66442	Non-Campus Location
Grandview Plaza	100 Continental Grandview Plaza KS, 66441	Non-Campus Location

## II. CRIME STATISTICS

See page 38, Section XI, **CLERY GEOGRAPHY, CRIME DEFINITIONS, and CRIME STATISTICS**

## III. CAMPUS SAFETY AUTHORITY

“**Campus Safety Authority**” is a *Clery Act*-specific term that encompasses four groups of individuals and organizations associated with an institution.

- *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.
- 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. **An official is defined as** any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The following employees have been identified as Campus Safety Authorities and are required to report crimes for the Annual Security Report. The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members, particularly students, may be hesitant about reporting crimes to Campus Safety or the police; however, they may be more inclined to report incidents to other campus-affiliated individuals.

### Barton Campus Safety Authorities

Campus Safety Authority	Contact Information	Training Frequency
<b>Campus Safety</b>		
Campus Safety – All Officers	Office: T-154 Barton Campus Phone: 620.792.9217	Annual
<b>Title IX</b>		
Title IX Coordinator	Office: C-124 Barton Campus Phone: 620.792.9238	Annual
Title IX Deputy Coordinator – Military-Connected Students, Employees, Visitors, Guests Dean of Military Academic Services	Office: Building 211, Room 211 Fort Riley Phone: 785.784.6606, ext. 741	Annual
Title IX Deputy Coordinator – Students Dean of Student Services	Office: L-137 Barton Campus Phone: 620.792.9226	Annual
Title IX Deputy Coordinator – Employees, Visitors, Guests Director of Human Resources	Office: P-116B Barton Campus Phone: 620.792.9275	Annual
<b>Admissions – Barton Campus</b>		
Director of Admissions	Office: P-107A Barton Campus Phone: 620.792.9241	Annual
<b>Athletics – Barton Campus</b>		
Director of Athletics	Office: P-13D Phone: 620.792.9378	Annual
Assistant Director of Athletics & Sports Information Director	Office: P-25 Phone: 620.792.9310	Annual
All Athletic Coaches and Assistant Coaches – including part-time	Contact Athletic Director for additional information Office: P-13D Phone: 620.792.9378	Annual
<b>Athletic Training – Barton Campus</b>		
Head Athletic Trainer	Office: P-18 Phone: 620.792.9371	Annual
Assistant Athletic Trainer	Office: P-18 Phone: 620.786.1149	Annual
<b>Site Contacts</b>		
Coordinator of Adult Education	Office: 1025 Main St., D-108	Annual

	Great Bend Phone: 620.792.9563	
Dean of Academics	Office: C-116 Barton Campus Phone: 620.792.9254	Annual
Dean of Fort Riley Technical Education and Military Outreach Training	Office: Grandview Plaza Junction City Phone: 785.238.8550, ext. 6812	Annual
Dean of Military Academic Services	Office: Building 211, Room 211 Fort Riley Phone: 785.784.6606, ext. 710	Annual
Director of Central Kansas Educational Opportunity Center	Office: 1025 Main Great Bend, KS Phone: 620.786.7551	Annual
Director of Fort Leavenworth Learning Services	Office: BCC Military Academic Services Fort Leavenworth Phone: 855.509.3374, ext. 771	Annual
Director of Military Programs	Office: Military Schools, 8388 Armistead Street Fort Riley Phone: 866.266.3963	Annual
Dean of Workforce Training and Community Education	Office: S-134 Barton Campus Phone: 620.792.9214	Annual
<b>SMART</b>		
Sexual Misconduct & Assault Resource Team Title IX Coordinator	Office: C-124 Phone: 620.792.9238	Annual
<b>Student Housing – Barton Campus</b>		
Coordinator of Student Housing	Office: U-102 Phone: 620.792.9281	Annual
Assistant Coordinator of Student Housing	Office: U-105 Phone: 620.792.9285	Annual
Resident Hall Manager	Office: P-13G Phone: 786-1148	
<b>Student Life – Barton Campus</b>		
Director of Student Life	Office: U-126 Phone: 620.792.9271	Annual
Faculty/Staff Advisors to Student Organizations	Contact Director of Student Life for additional information.	Annual
<b>Student Services</b>		
Vice President of Student Services	Office: L-137 Barton Campus Phone: 620.792.9226	Annual
Director of Barton County Upward Bound	Office: L-112 Barton Campus Phone: 620.786.1172	Annual
Director of Central Kansas Educational Opportunity Center	Office: 1025 Main Great Bend, KS Phone: 620.786.7551	Annual
Director of Central Kansas Upward Bound	Office: L-114 Barton Campus Phone: 620.786.1182	Annual
Director of Child Development Center	Office: Child Development Center Barton Campus Phone: 620.792.9360	Annual
Director of Student Support Services	Office: L-113 Barton Campus Phone: 620.792.9322	Annual

## **Crime/Emergency and Non-Emergency Reporting**

Regardless of CSA or non-CSA status, all College community members, visitors, and guests are encouraged to promptly report all campus criminal incidents and other public safety related emergencies to Campus Safety. **For incidents requiring immediate attention call 911**, nonemergency incidents can be reported by dialing 620.792.9217, 217 from any campus phone, or in person at the Campus Safety office located in Room T-154, Technical Building; 245 NE 30 Road, Great Bend, Kansas.

## **Campus Counselors and Confidential Reporting**

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information. As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for investigation and inclusion into the annual crime statistics.

- **Pastoral counselor.** *A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.*
- **Professional counselor.** *A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.*

To be exempt from disclosing reported offenses, pastoral or professional counselors **must be acting in the role of pastoral or professional counselors**. This means that a dean of students who has a professional counselor's license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting.

Barton has no pastoral counselors, but does employ a professional counselor. A professional counselor is an employee of an institution whose official responsibilities include providing mental health counseling to members of the institution's community, and is functioning within the scope of the counselor's license or certification.

## **Who is not a Campus Safety Authority?**

The following non-CSA positions / functions include but are not limited to: faculty member without responsibility for student and campus activity beyond the classroom; physicians/nurses in the Health Center who only provide care; clerical or administrative support staff; cafeteria staff; facilities maintenance staff; information technology staff, licensed mental health or pastoral counselors, when acting within the scope of their license or certificate; and other like functions.

## **Role of a Campus Safety Authority (CSA)**

CSAs are encouraged to report all crimes reported to them on a timely basis to Campus Safety. However, under the Clery Act, CSA's are only obligated to report Clery Act qualifying crimes that occurred on campus in public areas bordering campus and in certain non-campus buildings owned or controlled (leased) by the College. The intent of including non-law enforcement/safety personnel in

the CSA role is to acknowledge that some community members and students in particular, may be hesitant about reporting crimes to the police or to Campus Safety but may be more inclined to report incidents to other campus employees that are affiliated with the College.

Annual training for CSAs is provided through a cooperative effort between the Sexual Misconduct and Assault Resources Team and the Clery Act Compliance Team. Training documentation is maintained by the Title IX Coordinator.

In general, CSA responsibilities include:

- Complete annual, mandatory training.
- Dial 911 in an emergency or if anyone is in imminent danger.
- Provide resources or referral to the individual for help and support.
- Inform the individual that the incident must be reported as a confidential statistic.
- Report *Clery Act* crime allegations, made in good faith, to Campus Safety as soon as possible.
- When in doubt, report the crime!

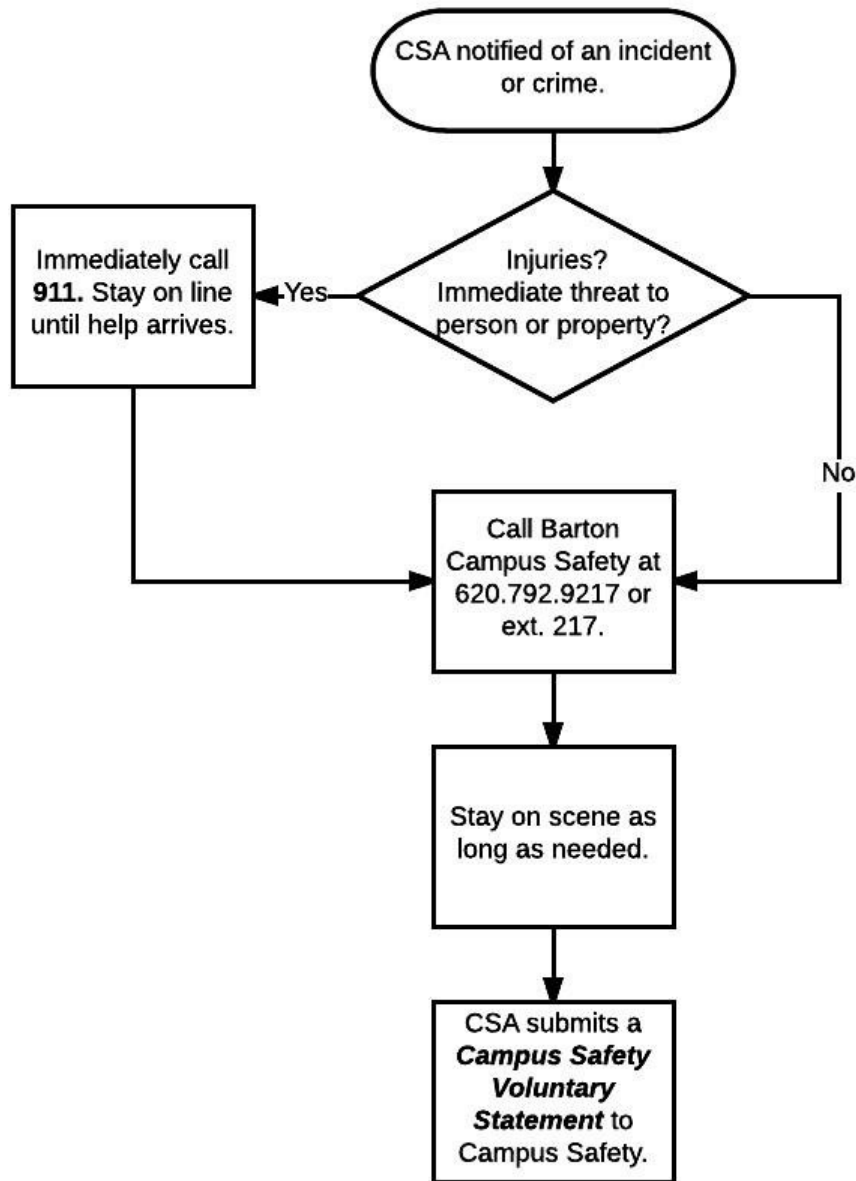
### **CSA Incident Reporting Procedures**

A Campus Safety Authority (CSA) who receives information regarding a *Clery Act* reportable incident is responsible for submitting a [Campus Safety Voluntary Statement](#) to the Coordinator of Facility Management within 24 hours of receiving the information. It is **not** the responsibility of the Campus Safety Authority to determine whether a crime took place. When in doubt, a [Campus Safety Voluntary Statement](#) should be completed and submitted. It is also **not** the CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

View Flow Chart on the following page.

## CSA Incident Report Flow Chart

**In an emergency, including acts or threats of violence, always call 911.** CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. When in doubt, complete and submit a [Campus Safety Voluntary Statement](#).



### A CSA must report an incident if it occurred:

- On campus
- In on-campus housing facilities
- On public property adjacent to the campus (e.g., sidewalks, roads, parking lot)
- On non-campus property owned or controlled by the College

## **Procedure for Collecting and Reviewing Crime Reports from CSAs**

The responsibilities of the Coordinator of Facility Management, in collaboration with the Lead Campus Safety Officer include:

- Compile and disclose statistics of *Clery Act* Crimes that occurred on On-Campus Property, Non-Campus Property, and Public Property.
- Collect *Clery Act* Crime data made to Campus Safety, CSAs, and local law enforcement.
- Contact CSAs at the end of each semester (or cycle) requesting any unreported crime data or a statement indicating that no crimes occurred during the reporting period.
- Contact local law enforcement annually requesting any unreported crime data or a statement indicating that no crimes occurred during the reporting period.
- Maintain a Daily Crime Log and make the Crime Log available for review.
- Collaborate with the Clery Act Compliance Team to provide annual training for CSAs
- Evaluate CSA crime reports for potential inclusion in the Annual Security Report.
- Complete the Department of Education annual Campus Safety and Security Survey using *Clery Act* crime statistics reported over the past three years.
- Publish and distribute an Annual Security and Fire Safety Report by October 1, including:
  - *Clery Act* crime data by type and location;
  - Policies, procedures, and programs.

## **IV. STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES**

In addition to collecting crime reports from campus security authorities, Barton Community College makes a good faith effort in obtaining Clery crime statistics from local law enforcement agencies that have jurisdiction over the school's Clery geography. Each year a letter is submitted to those agencies requesting crime data on property that the College has identified as public property adjacent to campus, off campus, and the campus itself. Those defined geographical areas are used to capture data of reported crimes from those agencies and is used for inclusion into the *Annual Security Report*. For purposes of documentation, the response letters are retained by the Campus Safety Office. Accordingly, if no response is received, that lack of response will be noted in the *Annual Security Report*.

## **V. DAILY CRIME LOG**

In accordance with Federal Law, the College maintains a Daily Crime Log of all alleged criminal incidents, including non-*Clery Act* crimes, reported to campus security regardless of how much time has passed since the alleged incident occurred. The Coordinator of Facility Management and the Lead Campus Safety Officer are responsible for maintaining the electronic crime log which includes the following information:

- Nature of the crime
- Date and time the crime occurred
- General location of the crime
- The disposition of the complaint, if known

The server on which the Crime Log resides is backed up each evening and copies are stored on a separate unit.

The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours (7:30 a.m. to 4:30 p.m.). The crime log is open for inspection to the public and

includes the nature of the crime, date of occurrence, time of the occurrence, general location and disposition of the complaint, if known. The most recent 60-day period must be made available immediately and any portion of the log that is older than 60 days will be made available within two business days of a request for public inspection. The law requires that this initial information be open for public inspection within two business days of the report of the crime unless the release of the information would jeopardize an on-going investigation, cause a suspect to flee, prohibited by law, would jeopardize the confidentiality of the victim, or result in the destruction of evidence. It also requires new information about the entries be made available within two business days.

For further information about the Crime Log or to view the Crime Log, contact the Barton Campus Safety Office at 620.792.9217 or ext. 217.

## VI. EMERGENCY NOTIFICATIONS AND EVACUATION PROCEDURES

An **Emergency Notification** is triggered upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An “immediate” threat includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in a campus building. Some other examples of such threats include:

- outbreaks of serious illnesses (e.g., meningitis, norovirus, etc.);
- approaching tornado or other extreme weather conditions;
- earthquake;
- gas leak;
- terrorist incident;
- armed intruder;
- bomb threat;
- civil unrest or rioting;
- explosion; and
- nearby chemical or hazardous waste spill

### **Decision to Issue an Emergency Notification– Responsibility**

The College will, 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.

The Barton Emergency Response Team is responsible for issuing emergency notifications and timely warnings in compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f). The College has adopted a comprehensive [Emergency Operations Plan](#) identifying emergency response policies and procedures.

The decision to issue an Emergency Notification is made in coordination and consultation by *at least two of the following personnel from the Emergency Response Team*. In an extreme emergency, the notification process will be implemented at the sole discretion of the College’s Dean of Administration or Vice President of Instruction and Student Services.

### **Emergency Response Team**

President – Dr. Carl Heilman (FEMA Contact)  
Vice President of Instruction – Elaine Simmons  
Coordinator of Facility Management – Jim Ireland  
Vice President of Administration – Mark Dean

### **Alternates:**

Elaine Simmons  
Dr. Carl Heilman  
On-Duty Campus Safety Officer  
Jim Ireland

Director of Public Relations – Brandon Steinert	Julie Munden
Vice President of Student Services – Angela Maddy	Myrna Perkins
Coordinator of Student Housing – Jonathan Dietz	Mark Rogers
College Nurse – Kathy Brock	Karyl White
Instructor/Coordinator (MICT & EMT) – Karyl White	Kathy Brock

When a determination has been made that an Emergency Notification is appropriate, the Dean of Administration or his/her Alternate will take all appropriate steps to ensure timely notification of the campus community including contacting the Director of Public Relations and Marketing or his/her designee to allow for appropriate media distribution, if warranted.

**Issuing an Emergency Notification – Method(s)**

The Emergency Notification will be issued in a manner that is reasonably likely to reach the entire campus community. Options for notifying students, faculty and staff, as appropriate:

- Barton homepage [www.bartonccc.edu](http://www.bartonccc.edu) and Emergency Information website;
- Barton public address system;
- Campus-wide e-mail
- Local TV and radio
- Sirens and weather radios
- Social media (Facebook and Twitter)
- Text (RAVE) message to cell phones of those enrolled in the service
- other methods deemed necessary that may be used in the information dissemination process.

**Note:** Emergency Notifications may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them. The responsibility for getting the warning out rests solely with the institution.

**Documentation of Emergency Warning Decisions**

The reasons the College does or does not issue a Timely Warning for a Clery Crime will be documented on a Timely Warning Report form and maintained by the Office of the Dean of Administration for at least seven years.

**Standard for Evacuation**

Standard actions have been established that will assist the college community in the event of an emergency. Evacuation procedures are as follows:

**Evacuation Protocol**

- a. Campus Safety evacuates appropriate building (s). Public announcement system & fire alarm will be activated in the building (s).
  - a. Campus Safety notifies Emergency Response Team.
  - b. Campus Safety communicates with Emergency personnel.
- b. Building Monitors, faculty, and staff assist with the evacuation and prevent entry/re- entry.
  - a. Building Monitors direct people to designated areas.
  - b. Building Monitors report the location of disabled individuals to Campus Safety and emergency medical personnel if required.
  - c. Building Monitors seal the building exits once the building has been evacuated.
- c. Emergency Response Team reports to appropriate command post.



- a. ERT analyzes the emergency and makes a decision on closing the campus.
- b. If needed, ERT decides on the temporary shelter and the Director of Public Relations informs evacuees of status.
- c. ERT assists Building Monitors with evacuation.
- d. Emergency personnel determine if buildings are safe for re-entry.
- e. Director of Public Relations implements appropriate communications.
- f. ERT debriefs incident.

**Standards for Run-Hide-Fight**  
<http://bartonccc.edu/campusafety>

Standard actions have been established that will assist the college community in the event of an emergency. Run-Hide-Fight procedures are as follows:

**Run-Hide-Fight Protocol**

If Campus Safety is aware of the emergency, they will initiate a campus wide announcement to Run-Hide-Fight. In the event the announcement is not made and you are in danger, follow the following plan:

1. Run
  - a. If there is an escape path, attempt to evacuate.
  - b. Evacuate whether others agree to or not.
  - c. Leave your belongings behind.
  - d. Help others escape if possible.
  - e. Prevent others from entering the area.
  - f. Call 911 and Campus Safety (792-9217) when you are safe.
  
2. Hide (if you cannot escape):
  - a. Lock and/or blockade the door.
  - b. Silence your cell phone.
  - c. Hide behind large objects and avoid windows/doors. You need to be out of view and have as much between you and an assailant as possible.
  - d. Remain silent.
  
3. Fight (as a last resort, if your life is at risk):
  - a. Attempt to incapacitate the assailant.
  - b. Act with physical aggression (either individually or as a group).
  - c. Improvise weapons.
  - d. Commit to your actions.
  
4. Remember, when law enforcement arrives their priority is not to evacuate or to tend to the injured, their job is to identify and stop the assailant. You should:
  - a. Remain calm and follow instructions.
  - b. Keep your hands visible at all times.
  - c. Avoid pointing and yelling.
  
5. Emergency Personnel will notify Campus Safety when the campus is safe
  - a. Campus Safety communicates with Emergency personnel.
  - b. Emergency Response Team reports to the appropriate command post.
  - c. ERT analyzes the emergency and makes a decision on closing the campus.
  - d. Director of Public Relations implements appropriate communications.

- e. ERT debriefs incident.

### Standards for Other Specific Emergencies

See also, [Emergency Operations Plan](#)

- |                            |                          |
|----------------------------|--------------------------|
| Behavior Emergencies       | Bomb Threat              |
| Computer System Failure    | Criminal Trespass        |
| Disorderly Conduct         | Earthquake               |
| Explosion                  | Fire or Smoke            |
| Gas Leak                   | Hazardous Materials      |
| Hostage                    | Medical Emergency        |
| Power Outage               | Protest                  |
| Sexual Assault             | Stalking                 |
| Structural Failure         | Suicide Attempt          |
| Suspicious Mail or Package | Telephone System Failure |
| Threat of Bodily Injury    | Tornado                  |
| Violence in the Workplace  | Water Break/Loss         |

### View Archived Warnings

### VII. TIMELY WARNING

Barton Community College is responsible for issuing timely warnings in compliance with the *Clery Act* – 20 USC 1092. (Formerly known as the Federal Student Right-to-Know and Campus Safety Act of 1990). In the event of an incident, on or off campus, that constitutes an ongoing threat to the campus community, a Timely Warning will be issued as soon as reasonably practical. The College is required to alert the campus community in manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. All crimes reportable in the Annual Campus Security and Fire Safety report that are considered to represent a serious or continuing threat will be reported to the community in a timely warning.

### Crimes Subject to a Timely Warning

All incidents or situations that are subject to a timely warning represent a serious or continuing threat to the person and well-being of students and employees. The College must issue a Timely Warning for all *Clery Act* crimes that occur on the campus that are:

- Reported to Campus Safety authorities or local police agencies; and
- Considered by the institution to represent a serious or continuing threat to students and employees.

The requirement for Timely Warnings is not limited to *Clery Act* crimes; it may include *non-Clery Act* crimes such as crimes that represent threats to property that may pose a serious or continuing threat to the campus community. Examples of *Clery Act* crimes include but are not limited to:

- |                       |                              |
|-----------------------|------------------------------|
| • Aggravated Assault  | • Drug Law Violations        |
| • Arson               | • Hate Crimes                |
| • Burglary            | • Illegal Weapons Possession |
| • Criminal Homicide   | • Motor Vehicle Theft        |
| • Dating Violence     | • Sexual Offenses            |
| • Domestic Violations | • Stalking                   |

## Crimes Exempt from the Timely Warning Requirement

The College is not required to provide a timely warning for *non-Clery Act* crimes or for crimes reported to a pastoral or professional counselor. There are no other exemptions.

## Reporting

Members of the community who know of a crime are encouraged to report the incident as soon as possible to Campus Safety at 620/792-9217, so that the appropriate type of alert can be issued, if warranted.

## Decision to Issue a Timely Warning – Responsibility

The decision to issue a Campus Timely Warning Notice is made in coordination and consultation by *at least two of the following personnel from the Emergency Response Team*. In an extreme emergency, the notification process will be implemented at the sole discretion of the College's Dean of Administration or Vice President of Instruction and Student Services.

### Emergency Response Team

President – Dr. Carl Heilman (FEMA Contact)  
Vice President of Instruction – Elaine Simmons  
Coordinator of Facility Management – Jim Ireland  
Vice President of Administration – Mark Dean  
Director of Public Relations – Brandon Steinert  
Vice President of Student Services – Angela Maddy  
Coordinator of Student Housing – Jonathan Dietz  
College Nurse – Kathy Brock  
Instructor/Coordinator (MICT & EMT) – Karyl White

### Alternates:

Elaine Simmons  
Dr. Carl Heilman  
On-Duty Campus Safety Officer  
Jim Ireland  
Julie Munden  
Myrna Perkins  
Mark Rogers  
Karyl White  
Kathy Brock

When a determination has been made that a Timely Warning is appropriate, the Dean of Administration or his/her Alternate will take all appropriate steps to ensure timely notification of the campus community including contacting the Director of Public Relations and Marketing or his/her designee to allow for appropriate media distribution, if warranted.

## Decision to Issue a Timely Warning - Procedure

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. The decision to issue a Timely Warning will be made on a case-by-case basis, in compliance with the *Clery Act*, and by considering all pertinent information. The timing of the notification will be based upon whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. Factors such as the following will be considered:

- The nature of the crime.
- The continuing danger to the campus community.
- The possible risk of compromising law enforcement efforts.

## Issuing a Timely Warning - Content

Such warning(s) and notifications may include, but are not limited to, the following information:

- Date, time, and location of the reported crime,
- Summary of the incident,
- Description of the suspect and/or vehicle, if available, and
- Any other special instructions or incident specific safety and/or crime prevention tips.
- **The Timely Warning notice WILL NOT include any information that would identify the**

**victim.**

### **Issuing a Timely Warning – Method(s)**

The Timely Warnings will be issued in a manner that is reasonably likely to reach the entire campus community. Options for notifying students, faculty and staff, as appropriate:

- Barton homepage [www.bartonccc.edu](http://www.bartonccc.edu) and Emergency Information website;
- Barton public address system;
- Campus-wide e-mail;
- Local TV and radio;
- Sirens and weather radios;
- Social media (Facebook and Twitter);
- Text (RAVE) message to cell phones of those enrolled in the service; and
- other methods deemed necessary in the information dissemination process.

*Note: Timely Warnings may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them. The responsibility for getting the warning out rests solely with the institution.*

### **Documentation of Timely Warning Decisions**

The reasons the College does or does not issue a Timely Warning for a Clery Crime will be documented on a **Timely Warning Report** form and maintained by the Office of the Dean of Administration for at least seven years.

### **View Archived Warnings**

## VIII. PROCEDURES FOR REPORTING

### a. Reporting Criminal Actions or Other Emergencies

#### **BARTON COUNTY CAMPUS – EMERGENCY PROCEDURES**

Includes On-Campus Student Housing, Goldenbelt One Stop, and Camp Aldrich

The Barton County Campus is located at 245 NE 30 Road, Great Bend, Kansas. The Great Bend location serves as the main campus for Barton. The campus includes eight buildings in the main section of campus with four phases of student housing, the Cougar fields, and the Midwest Utility Pipeline Training Center located on the outskirts.

The Campus Security Department is responsible for security of buildings and grounds. The College has policies and procedures to handle violations of conduct standards and the law by students or employees. Barton [Policies and Procedures](#) are published on the Barton website.

**For incidents requiring immediate attention at all locations, call 911.**

Regardless of CSA or non-CSA status, all College community members, visitors, and guests are encouraged to promptly report all campus criminal incidents and other public safety related emergencies to Campus Safety at (620) 792-9217 or cell (620) 786-4408. Timely reporting ensures inclusion in the annual crime statistics. Safety officers are available 24 hours a day, year-round at the Barton County campus. Crimes can be reported to the Campus Safety office by phone or in person. The caller is encouraged to submit a [Campus Safety Voluntary Statement](#).

#### **Security**

See also [Safety, Security, and Wellness Information Brochure](#)

The Barton Community College Campus Safety Department provides several functions to the college community, including:

The Barton Community College Campus Safety Department provides several functions to the Barton County Campus community, including:

- 24 hours, seven days a week patrol function on the Barton campus, parking lots, and living quarters. Barton Campus Safety Personnel are commissioned by the State of Kansas under K.S.A. 72-8222 giving them the authority to possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the school district or community college.
- Officers are responsible for a full range of public safety services including assistance in medical emergencies, fire emergencies, traffic regulations, accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and other incidents.
- The Campus Safety Department will make a [Campus Safety Voluntary Statement](#) on any crime, or unusual activity reported to the Department, which will be kept on file for at least three years or longer.
- Campus Safety Personnel have concurrent jurisdiction on campus with the Barton County Sheriff's Office. The Barton County Sheriff's Office will respond to assist if needed and provide assistance with major crimes or other functions on campus.
- The Campus Safety Department shares information with both the Barton County Sheriff's Office and the Great Bend Police Department on arrests and serious crimes. The identification number of any stolen vehicle and other property, if available, may be reported to one or both departments and may be entered into the National Crime Information Center

by either department.

### **Access**

The Barton Campus Safety Office controls access to Barton County Campus facilities. During the College's regular operating hours, the College (excluding student housing) is open to students, employees, visitors, guests, contractors, and invitees. Barton Campus Safety Officers regularly patrol the campus and Student Housing 24 hours a day.

After-hours access to academic and administrative buildings is allowed only to personnel who have a legal and legitimate reason to be in the buildings during those times. Outside of normal operating hours, Campus Safety escort or assigned keys are required to access certain restricted areas. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Kirkman Student Activity Center, Shafer Memorial Art Gallery, Student Union, and Learning Resource Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. For information about the access protocol for a particular building or to request an escort on or off campus, contact Barton Campus Safety at (620) 792-9217.

Visitors seeking access to a building for an event are granted access by the College facility reservation system. Intercollegiate athletic facilities and events are restricted to paying customers, students with current student IDs and faculty and staff with tickets. Access during athletic events is controlled, and security is provided as needed and required.

Security cameras are placed at strategic locations around campus, in most buildings and parking areas. Cameras are focused on areas of higher risk, such as facility entrances, elevators, and secure areas. Safety Officers routinely monitor cameras from a central monitoring and recording station.

### **Security Considerations used in Maintenance of Campus Facilities**

The Barton Facilities Management staff maintains buildings, grounds, utility systems, and custodial services with concern for safety and security. The staff inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. They provide electricity, running water, waste disposal, custodial services, landscape maintenance, building renovation and emergency repairs. During non-office hours and holidays, a Facility Management representative is on-call to respond to emergencies. Campus Safety Officers regularly patrol the campus and Student Housing and report unsafe physical conditions to Facility Management. Faculty and staff are also encouraged to report maintenance issues. For information about any of these services, call Facilities Management at (620) 792-9339 for emergencies that occur outside of business hours, contact Campus Security at (620) 792-9217.

**EMERGENCY TELEPHONE NUMBERS**  
**Barton County Campus**

**Fire/Police/Medical Emergency .....911**

Barton Campus Safety Officers  
T 153 Barton County/Great Bend Campus..... (620) 792-9217 or ext. 217

Barton Counselor  
L 139 Barton County/Great Bend Campus .....(620) 792-9295 or ext. 295

Health Nurse  
U 206 Barton County/Great Bend Campus .....(620) 792-9233 or ext. 233

Title IX Coordinator  
C 124 Barton County/Great Bend Campus .....(620) 792-9238 or ext. 238

Title IX Deputy Coordinator, Students & Code of Conduct Dean of  
Students  
L 137 Barton County/Great Bend Campus .....(620) 792-9226 or ext. 226

Title IX Deputy Coordinator, Employees, Visitors, and Guests  
P 116B Barton County/Great Bend Campus .....(620) 792-9275 or ext. 275

**SUICIDE (Prevention)**

National Suicide Prevention Lifeline..... (800) 273-8255  
Veterans Crisis Line.....(800) 273-8255 Press 1

**ASSAULT (Sexual) & ABUSE (Family)**

Family Crisis Center.....(620) 792-1885  
Family Crisis Center (Hotline).....(866) 792-1885  
KS Department of Children and Families.....(800) 922-5330

**Crisis Care**

The Center for Counseling and Consultation and 24/7 Crisis Care.....(620) 792-2544

**Drug and Alcohol**

DREAM, Inc. Drug and Alcohol Abuse and Addiction, Hays, KS.....(785) 628-6655

**National**

Dept. of Defense Child Abuse Reporting.....(877) 790-1197  
National Domestic/Partner Violence.....(800) 799-7233 | (800) 787-3224 (TTY)  
National Teen Dating Abuse .....(866) 331-9474 | (866) 331-8453 (TTY)  
National Child Abuse.....(800) 422-4453

**City of Great Bend Emergency Services:**

Great Bend Regional Hospital .....(620)792-2544  
711 Marshall Street

**Non-Emergency Numbers (Barton County Campus):**

Barton County Sheriff .....(620) 793-1876  
Fire (Administration).....(620) 793-4140

**Barton County Campus Non-Emergency Contact Information**

245 NE 30 Road  
Great Bend, KS 67530  
(800) 748-7594 | (620) 792-2701 Hours: M-F  
7:30 a.m.-5:00 p.m.

[Email Barton](#)

## **BARTON FORT LEAVENWORTH – EMERGENCY PROCEDURES**

The Fort Leavenworth Center is located at Fort Leavenworth, Kansas, the oldest continually operating U. S. Military Fort west of the Mississippi. There are approximately 3,600 soldiers assigned to the installation, with a civilian/contractor/family member population of approximately 8,641. Fort Leavenworth is located on the Missouri River on the Kansas side, immediately north of the city of Leavenworth in the upper northeast portion of the state.

The government provides the facility utilized by the College. The administrative office is located on the military installation in Room L4 of the Army Education Center, 120 Dickman Avenue, Building # 62. Currently, classrooms utilized by the Center are also in Building # 62. Access to academic classrooms and the administrative office is generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other College business.

Barton Community College has no residence halls at the Fort Leavenworth location. One class during the day does take place in a separate military building: 819 Sabalu Rd., Building 1140, Fort Leavenworth, KS 66027. Unit classes are also held in this area with the address of 819 Sabalu Rd. Building 1148, Fort Leavenworth, KS 66027. The 15<sup>th</sup> MP Brigade is responsible for the security of these buildings.

Only those who have a demonstrated need are issued keys to a building or designated classroom. A record is kept of keys issued (by the Education Center), thus identifying each person carrying keys for a particular room or building.

The administrative office is open from Hours: 7:30 a.m.-5:00 p.m. Monday through Thursday and 7:30 a.m. – 4:00 p.m. Friday. Classrooms are available while the office is open and classes are in session. Night classes have access to the classrooms from 5:30 p.m.-8:30 p.m. Unit classes are open for the duration that they are requested.

### **Reporting of Criminal Actions or Emergencies**

The administrative office responsible for security of buildings and grounds utilized by the Fort Leavenworth Campus is the Army Education Center, which is a component of the Directorate of Human Resources. The Barton staff is responsible for security of the College's office. The Education Center secures the building for the evening.

As the Center conducts all of its operations in government facilities, the installation Provost Marshal handles all criminal matters that may occur on the installation. Additionally, the College has policies and procedures to handle violations of conduct standards and the law by students or employees. Barton [Policies and Procedures](#) are published on the Barton website.

To report a crime, a student should call the military police. An employee should contact his/her immediate supervisor in addition to the military police. The person making the call shall complete a [Campus Safety Voluntary Statement](#) that is available from the Director of Fort Leavenworth Learning Services.

In the event of a fire, the student or employee should call 911. All rooms utilized by the College have fire evacuation plans posted.



**EMERGENCY TELEPHONE NUMBERS  
Barton Fort Leavenworth**

**Fire/Police/Medical Emergency ..... 911**

**Title IX Coordinator**

**C 124 Barton County/Great Bend Campus.....(620) 792-9238 or ext. 238**

**Title IX Deputy Coordinator, Military Connected Students, Employees, Guests & Visitors**

Dean of Military Academic Services  
Building 217, Fort Riley.....(785) 620-6606

**SUICIDE (Prevention)**

National Suicide Prevention Lifeline.....(800) 273-8255  
Veterans Crisis Line.....(800) 273-8255 Press 1  
Chaplain (Fort Leavenworth On-Call).....(913) 683-2158

**ASSAULT (Sexual)**

Installation SHARP Hotline.....(913) 683-1443  
DoD Safe Helpline.....(877) 995-5247

**ABUSE (Family)**

**Local**

Victim Advocate (FORT LEAVENWORTH).....(913) 683-2537  
Alliance Against Family Violence (Leavenworth County).....(913) 682-9131

**Counseling**

The Guidance Center.....(913) 682-5118

**State and National**

Kansas Coalition Against Sexual and Domestic Violence.....(888) 363-2287  
KS Department of Children and Families.....(800) 922-5330  
Dept. of Defense Child Abuse Reporting..... (877) 790-1197  
National Domestic/Partner Violence.....(800) 799-7233 | (800) 787-3224 (TTY)  
National Teen Dating Abuse.....(866) 331-9474 | (866) 331-8453 (TTY)  
National Child Abuse .....(800) 422-4453  
RAINN (Rape, Abuse, & Incest National Network)..... (800) 656-HOPE (4673)

**City of Leavenworth Emergency Services:**

Saint Luke Cushing Hospital.....(913) 684-1144  
711 Marshall Street

St. John Hospital.....(913) 680-6100  
3500 South 4th Street

Veterans Affairs (VA) Medical Center.....(913) 682-2000 | (800) 952-8387  
4101 4th Street Trafficway

**Non-Emergency Numbers (Fort Leavenworth):**

Police / Fire.....(913) 684-2111  
Behavioral Health.....(913) 684-6771 / 6772  
Employee Assistance Program.....(913) 684-2869 / 2874

**Barton Fort Leavenworth Non-Emergency Contact Information**

Army Ed Building, Room 4 120  
Dickman Avenue  
Fort Leavenworth, KS 66027 (855)  
509.3374 | (913) 684.9384  
Hours: M-Th 7:30 a.m.-5:00 p.m. F 7:30 a.m. – 4:00p.m.

[Email Barton Fort Leavenworth](#)

## **BARTON FORT RILEY – EMERGENCY PROCEDURES**

The Fort Riley Campus is located at Fort Riley, Kansas, “Home of the Big Red One” (1<sup>st</sup> Infantry Division.) There are approximately 18,553 active duty Service Members soldiers assigned to the installation, over 24,678 Family Members, 3,389 retirees, and 8,337 civilian employees. Located in both Geary and Riley counties, Fort Riley is located in northeastern Kansas, one hour west of Topeka, the state capitol. Interstate 70 is on the southern boundary. The two major cities closest to the fort are Manhattan, which is located 15 miles east of Fort Riley and has a population of 52,000; and Junction City, located on the southwest border, with a population of 25,000. Fort Riley is home to 1st Brigade, 1st Infantry Division (Mechanized); 2nd Brigade, 1st Infantry Division (Mechanized); Division Headquarters and Headquarters Battalion; 1st Combat Aviation Brigade; 1st Infantry Division Divarty; and 1st Infantry Division Sustainment Brigade.

Access to academic and administrative offices are generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other College business.

Only those who have demonstrated a need are issued keys to the building. A record is kept of keys issued, thus identifying each person with access to the building. The Army Education Center has a record of all key holders to buildings and offices.

Administrative Offices are open on Monday through Thursday from 7:30 a.m. until 5:00 p.m., and Friday from 7:30 a.m. until 4:00 p.m. Day classes meet 9am to 4:30pm Monday through Friday. Night classes meet from 5:30 p.m. to 8:30p.m. Monday through Thursday. The buildings are open during these hours. Access to classrooms is limited to Barton students, faculty, staff and those assisting with class.

### **Reporting of Criminal Actions or Emergencies – Please make appropriate changes.**

The administrative office responsible for security of buildings and grounds utilized by the Fort Riley Center is the Army Education Center, which is a component of the Directorate of Human Resources and Garrison.

As the College conducts all of its operations in government facilities, the installation Provost Marshal handles all criminal matters that may occur on the installation. Additionally, the College has policies and procedures to handle violations of conduct standards and the law by students or employees. Barton [Policies and Procedures](#) are published on the Barton website.

To report a crime, a student should call the military police. An employee should contact his/her immediate supervisor in addition to the military police. The person making the call shall complete a [Campus Safety Voluntary Statement](#) that is available from the Dean of Military Academic Services or Director of Military Programs.

In the event of a fire, the student or employee should call 911. All rooms utilized by the College have fire evacuation plans posted.

**EMERGENCY TELEPHONE NUMBERS**  
**Barton Fort Riley**

**Fire/Police/Medical Emergency.....911**

**Title IX Coordinator**

C 124 Barton County/Great Bend Campus .....(620) 792-9238 or ext. 238

**Title IX Deputy Coordinator, Military Connected Students, Employees, Guests & Visitors**

Dean of Military Academic Services

Building 217, Fort Riley .....(785) 620-6606

**SUICIDE (Prevention)**

National Suicide Prevention Lifeline .....(800)273-8255

Veterans Crisis Line .....(800) 273-8255 PRESS 1

Chaplain .....(785)239-3359

**ASSAULT (Sexual)**

INSTALLATION SHARP HOTLINE (24/7).....(785)307-9338

DoD SAFE Hotline.....(877)995-5247

**ABUSE (Family) Local**

Victim Advocate (24/7) .....(785)307-1373

Domestic Violence Hotline .....(800)799-7233

**Junction City**

Crisis Center – Junction City .....(785) 762-8835

Family Care Centre of Junction City .....(785)762-4210

**Manhattan**

Crisis Center – Manhattan .....(785) 539-2785

**National**

Dept. of Defense Child Abuse Reporting .....(877) 790-1197

National Domestic/Partner Violence .....(800) 799-7233 | (800) 787-3224 (TTY)

National Teen Dating Abuse.....(866) 331-9474 | (866) 331-8453 (TTY)

National Child Abuse.....(800) 422-4453

KS Department of Children and Families .....(800) 922-5330

**City of Junction City Emergency Services**

Geary County Community Hospital – Junction City .....(785) 238-4131

1102 St Mary’s Road

**City of Manhattan Emergency Services**

Via Christi Hospital – Manhattan .....(785) 776-3322

1823 College Avenue

**Non-Emergency Numbers (Fort Riley)**

Police .....(785) 239-2117

Fire .....(785) 239-2411

Behavioral Health .....(785) 239-7208/7291

Employee Assistance Program .....(785) 239-5047

**Barton Fort Riley Non-Emergency Contact Information**

Barton Fort Riley Campus .....(785) 784-6606

Building 211, Room 211

Fort Riley, KS 66442

Hours: M-Th 7:30 a.m.-5:00 p.m. F 7:30 a.m. – 4:00p.m.

[Email Barton Fort Riley](#)

## **BARTON GRADVIEW PLAZA – EMERGENCY PROCEDURES**

The Barton Hazardous Materials and Emergency Services Training Institute (HMESTI) is located at 100 Continental, Grandview Plaza KS, 66441. The facility is used for HAZMAT/OSHA training as well as administrative offices for the College's Military onsite training which is held at Fort Riley. HMESTI is home to Barton's Hazardous Materials, Occupational Safety and Health, Emergency Management/Homeland Security, MSF Motorcycle Safety Courses, Emergency Medical Services and Military On-Site Training programs. The facility is bordered on the South by West Flint Hills Blvd, on the East by Continental, and by private property on the West and North. Grandview Police Department responds to the facility as needed. Emergency Fire and Medical Service for the facility are handled by the Grandview Fire Department.

### **Access and Maintenance**

Only those who have demonstrated a need are issued keys to the building. A record is kept of keys issued, thus identifying each person with access to the building. The Office of the Dean of Fort Riley Technical Education and Military Outreach Training has a record of all key holders to buildings and offices.

Administrative Offices are open Monday through Friday from 8:00 am until 4:30 pm. Classes meet Monday through Friday from 8:00 am until 4:30 pm and evening classes meet 5:30 pm until 10:00 pm. These classes could involve a Saturday. Motorcycle classes meet Friday from 5:00 pm until 9:00 pm, Saturday and Sunday from 7:00 am until 4:30/5:00 pm. Access to classrooms and laboratories is limited to Barton students, faculty and staff.

The College maintains the facilities. Access to academic and administrative offices are generally limited to students, employees, and visitors for the purpose of study, work, teaching, and conducting other College business.

**Reporting of Criminal Actions or Emergencies** – The Barton Grandview Plaza administrative office is responsible for security of buildings and grounds utilized by the Barton Hazardous Materials and Emergency Services Training Institute (HMESTI). The last employee to leave the building is responsible for locking the building. All criminal matters are handled by the City of Grandview Plaza Police Department. Additionally, the College has policies and procedures to handle violations of conduct standards and the law by students or employees. This information is contained in the College's [Policies and Procedures](#) on the Barton website.

To report a crime, a student should call the 911. An employee should contact his/her immediate supervisor in addition to 911. The person making the call shall complete a [Campus Safety Voluntary Statement](#) that is available from the Dean of Fort Riley Technical Education and Military Outreach Training.

In the event of a fire, the student or employee should call 911. All rooms utilized by the College have fire evacuation plans posted.

**EMERGENCY TELEPHONE NUMBERS**  
**Barton Grandview Plaza**

**Fire/Police/Medical Emergency.....911**

**Title IX Coordinator**

**C 124 Barton County/Great Bend Campus.....(620) 792-9238 or ext. 238**

**Title IX Deputy Coordinator, Military Connected Students, Employees, Guests & Visitors**

Dean of Military Academic Services

Building 217, Fort Riley.....(785) 620-6606

**SUICIDE (Prevention)**

[National Suicide Prevention Lifeline](#) .....(800) 273-8255

**ASSAULT (Sexual) and ABUSE (Family) Local**

Crisis Center Manhattan or Junction City.....(800) 727-2785

Crisis Center – Manhattan..... (785) 539-2785

Crisis Center – Junction City.....(785) 762-8835

**ABUSE (Family) Local**

**Junction City**

Crisis Center – Junction City.....(785) 762-8835

Family Care Centre of Junction City.....(785) 762-4210

Pawnee Mental Health Services.....(785) 762-5250

**Manhattan**

Crisis Center – Manhattan.....(785)539- 2785

**Other Areas**

Crisis Center.....(800) 727-2785

**National**

Dept. of Defense Child Abuse Reporting.....(877) 790-1197

National Domestic/Partner Violence.....(800) 799-7233 | (800) 787-3224 (TTY)

National Teen Dating Abuse .....(866) 331-9474 | (866) 331-8453 (TTY)

National Child Abuse.....(800) 422-4453

KS Department of Children and Families.....(800) 922-5330

MO Department of Family Services.....(800) 392-3738

**City of Junction City Emergency Services**

Geary County Community Hospital – Junction City.....(785)238-4131

1102 St Mary’s Road

**City of Manhattan Emergency Services**

Via Christi Hospital – Manhattan.....(785)776-3322

1823 College Avenue

**Non-Emergency Numbers (City of Grandview Plaza)**

Police.....(785) 238-6673

Fire.....(785) 238-6673

**Barton Grandview Plaza Non-Emergency Contact Information**

Barton Grandview Plaza Campus.....(785) 238-8550

100 Continental

Grandview Plaza, KS 66441

Hours: M-F 8:00 a.m. – 4:30 p.m.

**b. Process and Policies concerning “Timely Warnings” are addressed in Section VIII.**

**c. Criminal Activity Off Campus**

To report a criminal offense occurring off-campus call:

LOCATION	ENTITY	PHONE NUMBER
<b>All Locations – Emergency Only!</b>	<b>ALL</b>	<b>911</b>
Barton County Campus	Barton County Sheriff	(620) 793-1876
Barton County Campus	Campus Safety	(620) 792-9217
Fort Leavenworth Campus	Military Police	(913) 684-2111
Fort Riley Campus	Military Police	(785) 239-2117
Grandview Plaza	Grandview Police	(785) 238-6673

**d. Security, Access, and Maintenance of Campus Facilities (See Section VIII)**

Note: Information related to Security, Access, and Maintenance for the Barton County Campus, Fort Leavenworth, Fort Riley, and Grandview Plaza is included in Section VIII. a. Reporting Criminal Actions or Other Emergencies on Campus.

**e. Barton County Campus Safety Officer Authority and Jurisdiction**

Barton County Campus Safety Officers possess all law enforcement powers authorized by the State of Kansas under K.S.A. 72-8222. Accordingly, *the protective function of school security officers shall extend to all property of the community college and the protection of students, teachers and other employees together with the property of such persons on or in any community college property or areas adjacent thereto, or while attending or located at the site of any community college-sponsored function. While engaged in the protective functions specified in this section, each school security officer shall possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the community college.*

The Campus Safety Department consists of seven (7) full time officers who provide 24 hours a day year round services to the Barton County Campus. Safety Officers respond to calls for emergency or routine services including, but not limited to:

- Patrol campus, check, and maintain security for all buildings and grounds;
- Provide campus safety services (unlocking/locking building doors, starting stalled vehicles, emergency weather notification, response to campus emergencies, monitor campus events, assist campus visitors, etc.);
- Investigate and document college criminal or traffic concerns/complaints;
- Maintain a report log of duties performed;
- Receive *Campus Safety Voluntary Statements* and alert Title IX Coordinator as required;
- Maintain Daily Crime Log (Lead Campus Safety Officer); and
- Assist with the development of the Annual Security and Fire Safety Report (Lead Campus Safety Officer.)

In cases of minor violations of state statute, city and county ordinances, or College rules, regulations or policies, campus safety officers may, in addition to, or in lieu of criminal charges, refer violators to the Dean of Students for disciplinary action under the Code of Student Conduct.

Criminal incidents are referred to the local law enforcement agency that has jurisdiction on the respective campus. The Barton County Campus Safety Department has a highly professional working relationship with neighboring jurisdictions. On a regular basis the departments share information, assist with investigations and training, and provide uniform back-up when needed. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Barton Campus Security office and the local law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Officers receiving information in reference to a crime occurring on campus will initiate a written report of that crime. Incidents involving criminal activity are brought to the attention of all Campus Safety Officers and may be reported to the Barton County Sheriff's Office for further investigation, if needed. These reports may be forwarded to the office of the Barton County Attorney for possible criminal charges. The County Attorney has final discretion over the disposition of all criminal cases.

## **X. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS**

The Barton Campus Safety Office is responsible for providing security awareness and crime prevention education for the Barton County Campus. The Lead Campus Safety Officer is charged with the development and implementation of programs including:

- Student housing security awareness and crime prevention presentations at the beginning of the academic year and as needed.
- Implementation of the Run-Hide-Fight training for employees. Currently, the course is being reviewed to determine if it will be presented bi-annually. Course review also includes discussions relative to student training.
- Distribute weekly campus safety message for students and employees via e-mail and text. Topics may include weather warnings, security awareness alerts, and crime prevention tips relevant to the campus community.

Contact the Lead Safety Officer for further information regarding security awareness and crime prevention education. Call (620) 792-9217.

## **XI. MONITORING OFF-CAMPUS ACTIVITIES**

Barton Community College does not have any off-campus student organizations, although the Barton Campus Safety Office does monitor property that is leased, rented or otherwise under the control of the College.

In addition, when a Barton student is involved in an off-campus offense, Barton Campus Safety officers may assist with the investigation, in cooperation with local, state, or federal law enforcement.

## **XII. DRUG AND ALCOHOL POLICY STATEMENTS**

The College is committed to protecting the safety, health and wellbeing of all employees, students and visitors in the educational and work environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. Therefore, we have established a drug-free program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. The [Barton Drug Free Environment Policy](#) applies to students, employees, and visitors. The following policy statements are published on the College website as well as in the Student Housing Handbook.

## **Drug-Free Schools and Communities Act**

Barton Community College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student on college property or as part of any College activity is prohibited.

Under Public Law 100-226, the College will distribute to all students, in the Student Handbook, a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989. A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the [Student Code of Conduct Policy](#).

Students receiving athletic scholarships or performance awards shall be subject to random drug testing in order to assure compliance with the Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act of 1989 as referenced in this policy.

A student who violates this policy shall be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination as provided in the Student Code of Conduct Policy.

Consistent with its [educational mission](#), the College also assists its members in finding alternatives to alcoholic beverage and drug abuse and provides services and resources for college members who experience alcohol or drug related difficulties. For more information, contact the Dean of Student Services at ext. 226 or in L-137.

## **Kansas Statutes Regarding Alcohol, Drugs, and Tobacco**

The following are violations of Kansas Statutes (as well as Barton Community College conduct standards) and may result in disciplinary action up to an including reporting to local law enforcement and dismissal from Student Housing and the College:

### **Possession, Use, and Sale of Alcoholic Beverages**

Barton Community College seeks to encourage an academic environment that maintains and promotes the health, safety and welfare of all members of this campus. In keeping with those objectives, the College has established policies and guidelines governing the possession, sale and consumption of alcoholic beverages on the campus: Drug-Free Schools and Communities Act Policy.

Possession or consumption of alcoholic beverages is not permitted on property owned or controlled by Barton Community College. Also, intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21 years, is a violation of College rules and laws of the State of Kansas under K.S.A 41-727 and K.S.A. 21-5607.

Likewise, the possession or consumption of alcohol by any person on the College's campuses except as allowed for special events, is prohibited regardless of age.

### **Illegal Drugs**

Barton Community College does not condone the possession, sale, distribution or use of illegal drugs or other hallucinogens on the campus. Anyone known to be possessing, using, selling or distributing such drugs is subject to disciplinary action as well as arrest and fine or imprisonment according to State Statute K.S.A. 21-5706. Additionally, Barton considers items such as hookah



as drug paraphernalia.

### **Smoking**

In accordance with KSA Bill No. 21-4010, smoking is prohibited in all College buildings. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes (vaping), cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). Barton prohibits the use of all forms of tobacco in College buildings including gyms and sports arenas

Tobacco use is allowed at least twenty (20) feet from any building entrance. The Tobacco Free Campus Policy, effective spring 1994, states that no tobacco products (including smokeless tobacco) are allowed in any College building.

## **POLICY 1126 - DRUG FREE ENVIRONMENT**

The College is committed to protecting the safety, health and wellbeing of all employees, students and visitors in the educational and work environment. We recognize that alcohol abuse and drug use pose a significant threat to our goals. Therefore, we have established a drug-free program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

### **Prohibited Behavior**

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student, employee or visitor on college property and/or at a college event or activity is prohibited unless its use is in accordance with Policy 1220-Service of Alcoholic Beverages for Special Events.

### **Health Risks**

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or College library.

### **Assistance**

The College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees and students, our drug-free policy:

- Encourages employees and students to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows employees the use of eligible accrued leave while seeking treatment for alcohol and other drug problems.
- Treatment for alcoholism and/or other drug use disorders may be covered under employee and student health plans. However, the ultimate financial responsibility for recommended treatment belongs to the employee or student.

### **Confidentiality**

All information received by the College through the drug-free program is confidential

communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies.

### **Attendance/Employment Conditions/Legal Sanctions**

Students, employees, and visitors must abide by the terms of this policy or be subject to disciplinary action up to and including expulsion, termination of employment or other legal sanctions as may be provided in the Student Code of Conduct Procedure, the Employee Conduct and Discipline procedure, and/or through criminal prosecution.

- Students receiving performance awards or athletic scholarships shall be subject to random drug testing in order to assure compliance with these Acts and College policy.
- The College reserves the right to test employees for a controlled substance or abuse of alcohol with reasonable suspicion of cause to assure compliance with these Acts and College policy.
- Employees must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

### **College Requirements**

1. When appropriate, notify any granting agency within ten (10) days of receiving notice of any employee criminal drug statute conviction.
2. Take appropriate personnel action within 30 days of receiving notice of a violation of College policy or criminal drug statute conviction, including but not limited to;
  - Referral for prosecution and employment termination.
  - Referral of employee to a Counseling/Rehabilitation Program;
  - Require convicted employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
3. Make a good faith effort to continue to maintain a drug-free environment, including policy statement distribution and education.

### **PROCEDURE 2612 – Substance Abuse and Drug Testing Program (Students)**

To read the entire procedure, please [click here](#).

Barton County Community College strongly believes that the use and abuse of illegal and/or banned drugs:

- A. Is detrimental to the physical and psychological health of students;
- B. Interferes negatively with the academic performance of students;
- C. Is dangerous to the life and health of the student and potentially his/her classmates/teammates during performance, competition and practice; and
- D. Compromises the integrity and spirit of extra-curricular activity performance and intercollegiate athletics competition.

Thus, Barton has made it a policy that the use and abuse of illegal and/or banned drugs will not be tolerated for students. For those students who receive a performance award from the Institution, the College will conduct a “zero-tolerance program” including testing and sanctions. While there is no intent to intrude upon the private life of the student, the College is interested in the well-being of its students who perform and represent the Institution. Barton recognizes the addictive results of illicit drug use and, as provided in this policy, will encourage treatment and rehabilitation for any student involved in the drug-testing program.

### **XIII. SEXUAL ASSAULT PREVENTION AND RESPONSE**

#### **POLICY 1132 – Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors**

To read the entire policy, please [click here](#).

Barton Community College affirms its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College’s Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or nonmembers of the campus community, students, student organizations, faculty, administrators and/or staff. The College reserves the right to act on incidents occurring on-campus or off campus when the off-campus conduct could have an on-campus impact or impact on the educational [mission of the College](#). The College will distribute/post this policy annually to campus, prospective students, their parents, and prospective employees.

Cheryl Brown serves as the Title IX Coordinator and oversees implementation of the College’s policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX Coordinator or deputy/deputies, promptly at (620) 786-7441. However, there is no time limitation for the filing of complaints, as long as the accused individual remains subject to the College’s jurisdiction. The College acts promptly on all reports, and every effort is made to preserve the privacy of reports. Anonymous reports may also be filed online, using the reporting form posted at <http://bartonccc.edu/campussafety/file-a-report>. Reporting is addressed more specifically on page 14, Section 8, Confidentiality and Reporting of Offenses under this Policy. Reports of discrimination by the Title IX Coordinator should be reported to the College President, (620)792- 9301.

This policy applies to behaviors that take place on the campus, at College-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. These offenses include but are not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College’s control (e.g. not on Barton Community College networks, websites or between college email accounts) will only be

subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Off-campus discriminatory or harassing speech by employees may be regulated by the College when such speech impacts an employee's official or work-related capacity outside of work.

## **Sexual Harassment**

Both the Equal Employment Opportunity Commission and the State of Kansas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Barton Community College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students, guests, and visitors as well.<sup>1</sup>

Sexual harassment is:

- unwelcome, sexual or gender-based verbal, written, online and/or physical conduct.<sup>3</sup> Anyone experiencing sexual harassment in any Barton program is encouraged to report it immediately to the College's Title IX Coordinator.

Sexual harassment creates a hostile environment, and may be disciplined when it is:

- sufficiently severe, persistent/pervasive and objectively offensive that it,
  - has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the College's educational, social and/or residential program, and is
  - based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

---

<sup>1</sup> The Office of Civil Rights 2001 statement on sexual harassment, "Revised Sexual Harassment Guidance: Harassment Of Students By School Employees, Other Students, Or Third Parties, Title IX," which can be found at <http://www2.ed.gov/ocr/docs/shguide.pdf> as well as the April, 2011 DCL on Campus Sexual Violence, which can be found at: [http://www.whitehouse.gov/sites/default/files/dear\\_colleague\\_sexual\\_violence.pdf](http://www.whitehouse.gov/sites/default/files/dear_colleague_sexual_violence.pdf)

#### **XIV. PROGRAM TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING**

The Sexual Misconduct and Assault Resource Team (SMART) is comprised of Barton's Title IX Coordinator and Deputy Coordinators, individuals representing faculty, Campus Safety, counseling services, health services, administration, athletics, local crisis center advocates, and others as appropriate and necessary. SMART meets regularly to address policy, programming, training, and other responsibilities related to ensuring compliance with Civil Rights Equity requirements including Title IX. Several times a year, SMART includes additional representatives from the campus and/or wider community, including students, to provide valuable perspective and feedback related to the team's efforts.

While the SMART recognizes that prevention efforts in regards to dating violence, domestic violence, sexual assault, and stalking cannot successfully eliminate these actions of misconduct, the SMART works with the Title IX Coordinator to create a campus climate that does not tolerate actions of misconduct by evaluating its policies and procedures to address violations, provide adequate support for victims, and manage awareness and prevention education to create a culture of respect for all members of the campus community. With this in mind, the SMART organizes a multi-modal approach including:

- Student presentations regarding resources and affirmative consent at the beginning of the academic year during orientation and housing meetings.
- Online training courses that include the topics of risk behavior reduction, bystander intervention, as well as reporting options and resources that is presented annually assigned to students and employees.
- The organization of community presentations, guest speakers, and film screenings on the topics of bystander intervention, date-rape, digital dangers, Title IX, and gender relations.
- Small-group chats for students and employees to discuss campus policies and procedures, consent, and resources.
- On-site advocacy services from Family Crisis Center for confidential victim services.
- Annual off-site training for multiple employees through non-profit organizations such as Jana's Campaign, and industry leaders ATIXA.

#### **XV. VICTIMS OF CRIMES OF VIOLENCE**

Barton Community College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

## **XVI. WORKING RELATIONSHIP WITH LOCAL AND STATE LAW ENFORCEMENT**

The Barton Campus Safety Office maintains a highly professional working relationship with the Great Bend Police Department, Barton County Sheriff's Office, Kansas Department of Public Safety, and the Kansas Bureau of Investigation, and similar local law enforcement agencies for all other Barton sites.

The Campus Safety Office works closely with agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information, as deemed necessary. These working relationships have no written agreement, but are maintained through periodic communications among agency administrators and frequent contacts between officers and investigators cooperating on specific cases.

All crime victims and witnesses are encouraged to immediately report the crime to Barton Campus Safety or the appropriate law enforcement agency.

## **XVII. MONITORING AND RECORDING OFF-CAMPUS CRIMINAL ACTIVITIES**

The College does not have any officially recognized student organizations with non-campus locations. However, Campus Safety Officers do monitor any non-campus property that is leased, rented or otherwise under the control of Barton Community College.

When a Barton student is involved in a non-campus offense, Barton Campus Safety officers may assist with the investigation, in cooperation with local, state, or federal law enforcement when requested.

## **XVIII. SEX OFFENDER REGISTRATION**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, Adam Walsh Child Protection and Safety Act of 2006, and the Family Educational Rights and Privacy Act of 1974, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. This act requires registered sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation, or is a student.

Due to the Kansas Supreme Court's decision in *State v. Myers*, 260 Kan. 669 (1996), the Kansas Offender Registration, enacted by K.S.A. 22-4901 et seq., contains information only on convicted offenders who committed their offenses after April 14, 1994. The information contained in the registration has been provided by the registrant. The Kansas Bureau of Investigation (KBI) and the sheriff's office cannot guarantee the accuracy of this information. It is common for offenders to move and fail to notify the sheriff's office in their county of residence of that change. This information is updated continuously; however, the KBI cannot guarantee the accuracy day to day. Further information on any registered offender in this file can be obtained from the sheriff's office in the registrant's county of residence or on the state website @ [www.accesskansas.org/kbi/ro.htm](http://www.accesskansas.org/kbi/ro.htm).

The State of Kansas maintains a system for making certain registry information on sex offenders is publicly available by means of the Internet. The website address for this information is:  
<http://www.kansas.gov/kbi/ro.shtml>

Any offender who is required to register under this statute is similarly required to register with Barton Community College. A student or volunteer must register with Barton Community College's Campus Safety Office prior to the first day of class attendance or prior to the first day of volunteering. An employee must register with Barton Community College Human Resources upon conviction. The college reserves the right to limit enrollment or other participation in activities or services of students who are registered offenders. Students or volunteers who fail to comply are subject to immediate cancellation of enrollment or cessation of volunteer status. Employees who fail to comply may be subject to dismissal.

### **XIX. REPORT TO ED VIA THE WEB-BASED DATA COLLECTION**

#### **Responsible Office**

<b>Office/Individual Responsible</b>	Caicey Crutcher, Chief Institutional Research Officer 620.792.9386 or <a href="mailto:crutcher@bartonccc.edu">crutcher@bartonccc.edu</a> Jim Ireland, Coordinator of Facility Management 620.792.9339 or <a href="mailto:irelandj@bartonccc.edu">irelandj@bartonccc.edu</a>
<b>Location of Documentation</b>	Facility Management Office T-154
<b>Latest Update</b>	September 2017

### **XX. MISSING STUDENT NOTIFICATION**

If a member of the college community has reason to believe that a student who resides in on campus student housing is missing, he or she should immediately notify the Barton Campus Safety at 620-792-0217. Campus Safety will generate a missing person report, investigate, enter relevant student data into an appropriate database and involve other law enforcement agencies as necessary. A student shall be considered missing when he or she has not been seen in 24 hours and whose whereabouts are unknown.

Should Campus Safety confirm that the student is missing, the College will notify the student's missing person emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, Campus Safety is required to notify the student's parent or legal guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the College will inform the appropriate law enforcement agency that the student is missing.

All on-campus housing residents have the opportunity to confidentially identify an individual to be contacted by the College in case a student is considered to be missing. A confidential contact person can be registered or updated at any time by submitting the contact's name and telephone number via email to [housing@bartonccc.edu](mailto:housing@bartonccc.edu) .

A student's missing person contact will be registered confidentially and will be accessible only by authorized campus officials and law enforcement in the event of a missing person investigation.

Barton Campus Safety thoroughly investigates students reported as missing whether they reside on or off campus. Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to Campus Safety.

#### Notification Procedure

1. Anyone who suspects a student may be missing should notify Campus Safety, the Housing Coordinator or the office of Student Services immediately.
2. Any report of a missing student, should be directed to Campus Safety.
3. When a student is reported missing Campus Safety will:
  - Begin an investigation to determine the validity of the missing person report.
  - Notify local law enforcement agencies within 24 hours after determining that the student is missing.
  - Notify the Dean of Student Services and the President.
  - Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
  - If the missing student is under the age of 18, notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing.

This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.





***CLERY GEOGRAPHY,***

***CRIME DEFINITIONS,***

***AND***

***CRIME STATISTICS***

## **XXI. CLERY GEOGRAPHY, CRIME DEFINITIONS, AND CRIME STATISTICS**

The following crime statistics are published in compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act. These statistics are compiled and released annually by the Barton Community College Campus Safety Office. For purposes of compiling and reporting its campus crime statistics and campus security policies, Barton Community College used the definitions as set forth in this Section. The crimes defined are in accordance with the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and stalking, Barton's statistics were compiled in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)).

The Chief Institutional Research Officer submits the annual crime statistics published in this report to the United States Department of Education (DOE) via the annual web-based collection process. The statistical information gathered by the United States Department of Education is available to the public through the DOE website.

### **Definitions for Classifying Geographic Locations of Crime Reports on Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

#### **Non Campus Building or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

#### **Public Property**

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

## BARTON COUNTY CAMPUS CLERY GEOGRAPHY

### Barton Community College (Barton County Campus) Location:

The College's Main campus is located at 245 NE 30<sup>th</sup>, Great Bend KS 67530. The campus consists of eight major academic buildings, various residence halls, athletic facilities, and maintenance facilities. The College is located on 160 acres of ground and is bordered on the North by County road NE 30<sup>th</sup>, on the West by NE 20<sup>th</sup> Ave, and by farm ground on the East and South.

Campus Safety services are provided by the College's Campus Safety Department. Barton County Sheriff's office responds to the campus as needed. Emergency Fire and Medical Services for Barton's campus are handled by the Great Bend Fire Department.

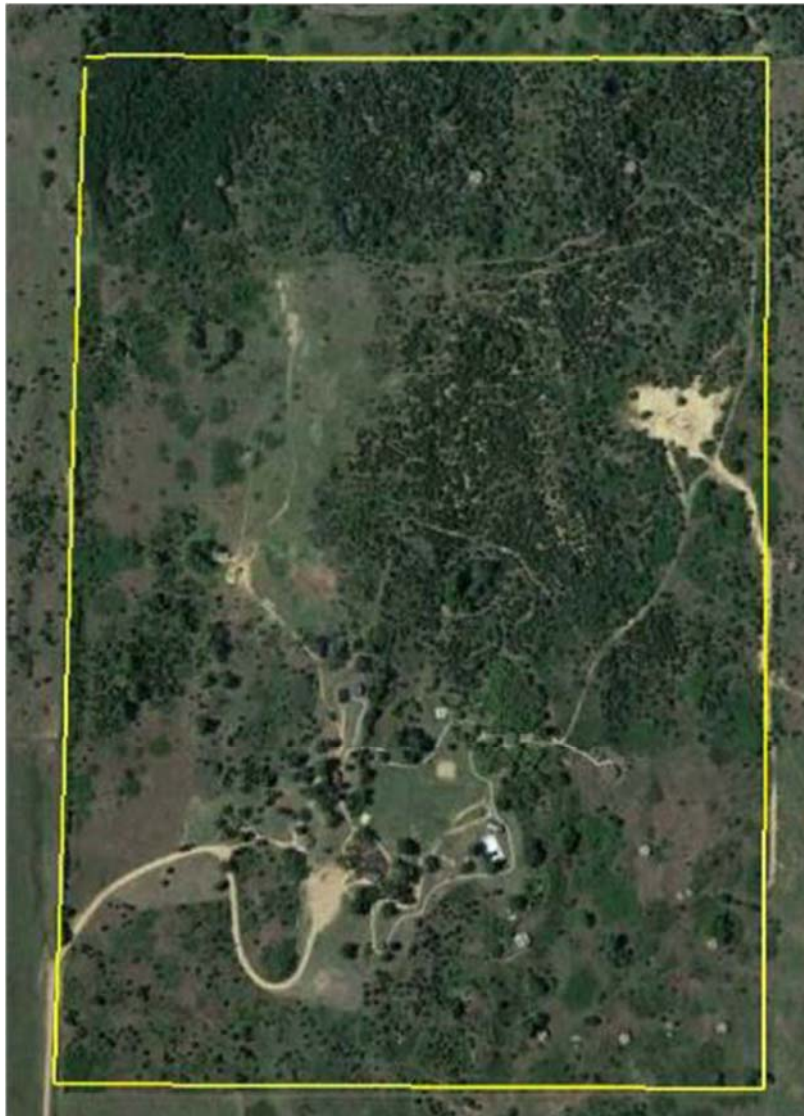
Crime statistics compiled for the College's Main campus are all crimes reported to the College's Campus Safety Department as well as the Barton County Sheriff's Department that have been reported to have occurred within the boundaries as shown on the map below as well as the Camp Aldrich Location and the 1025 Main Location.



Camp Aldrich Location:

Barton Community College owns and operates Camp Aldrich. Camp Aldrich is located at 884 NE 110<sup>th</sup> Ave, Claflin KS, 67525. The camp is rented out to various agencies and individuals and is used as a public recreation area. Other than the road leading into the Camp, the entire area is bordered by private pasture ground. The Camp consists of a Dining and Events Center, a number of sleeping cabins, a swimming pool, and outdoor recreational facilities. Camp Aldrich Safety Services are provided by the College's Campus Safety Department. Barton County Sheriff's office responds to the Camp Aldrich as needed. Emergency Fire and Medical Services for Camp Aldrich are handled by the Claflin Fire Department.

Crime statistics compiled for Camp Aldrich are all crimes reported to the College's Campus Safety Department as well as the Barton County Sheriff's Department that have been reported to have occurred within the Boundaries as shown on the map below (Camp Aldrich Location) and are included in the statistics for the Barton County Community College's Main campus.



1025 Main Location:

Barton Community College owns and operates a facility located at 1025 Main Street, Great Bend KS, 67530. The facility is used for a number of our grant programs and a portion of it is rented to the State of Kansas. The facility is bordered on the East by Main Street, on the North by 11<sup>th</sup> street, and by private property on the South and West. Safety Services at the 1025 Main location are provided by the College's Campus Safety Department. Great Bend Police Department responds to the 1025 Main facility as needed. Emergency Fire and Medical Services for the 1025 Main location are handled by the Great Bend Fire Department.

Crime statistics compiled for the 1025 Main location are all crimes reported to the College's Campus Safety Department as well as the Great Bend Police Department that have been reported to have occurred within the Boundaries as shown on the map below (1025 Main Location) and are included in the statistics for the Barton County Community College's Main campus.



Grandview Plaza Location:

Barton Community College rents a facility located at 100 Continental, Grandview Plaza KS, 66441. The facility is used for our HAZMAT/OSHA training as well as administrative offices for our Military onsite training which is held at Fort Riley. The facility is bordered on the South by West Flint Hills Blvd, on the East by Continental, and by private property on the West and North. Grandview Police Department responds to the facility as needed. Emergency Fire and Medical Service for the facility are handled by the Grandview Fire Department.

Crime statistics compiled for the Grandview location are all crimes reported to the College's Campus Safety Department as well as the Grandview Police Department that have been reported to have occurred within the Boundaries as shown on the map below (100 Continental Location). They are reported as a separate location.



Fort Riley Location (211, 215):

Barton provides educational services to military personnel on the Fort Riley Base, per a Memorandum of Understanding, Barton is provided various spaces on the Fort in which it offers classes. College staff are also provided with office space in the Army Educational Center.

Barton has no control over the space they are allowed to use and the use of the space is at the discretion of the Military. Courses offered range from general education courses to military specific courses designed by the Army. All security, emergency fire and medical services are responded to by Fort Riley police (Military Police) and the Fort Riley Fire Department.

Although Barton only uses a few buildings on the Fort, the crime statistics reported have been requested from the Fort Riley Military Police and include statistics for the entire base. The map below shows the Army Education Center and two additional buildings in which the College currently provides classes. These buildings are bordered by a field on the north, parking on the west, Custer Avenue on the south, and additional Military buildings on the east. The addresses are, respectfully, 211, 215, or 217 Custer Avenue, Fort Riley, KS 66442.



Fort Riley Hill Locations:

The College provides educational services to military personnel on the Fort Riley Base, per a Memorandum of Understanding, Barton is provided various spaces on the Fort in which it offers classes. College staff are also provided with office space in the Army Educational Center.

Barton has no control over the space they are allowed to use and the use of the space is at the discretion of the Military. Courses offered range from general education courses to military specific courses designed by the army. All security, emergency fire and medical services are responded to by Fort Riley police (Military Police) and the Fort Riley Fire Department.

Although Barton only uses a few buildings on the Fort, the crime statistics reported have been requested from the Fort Riley Military Police and include statistics for the entire base. The map below shows a group of buildings located in an area known as the "hill" in which Barton may provide classes in. These statistics are reported as a combined Fort Riley location and include the entire base.





Fort Riley Military School Locations:

Barton County Community College provides educational services to military personnel on the Fort Riley Base, per a Memorandum of Understanding, Barton is provided various spaces on the Fort in which it offers classes. College staff are also provided with office space in the Army Educational Center. Barton has no control over the space they are allowed to use and the use of the space is at the discretion of the Military. Courses offered range from general education courses to military specific courses designed by the army. All security, emergency fire and medical services are responded to by Fort Riley police (Military Police) and the Fort Riley Fire Department.

Although Barton only uses a few buildings on the Fort, the crime statistics reported have been requested from the Fort Riley Military Police and include statistics for the entire base. The map below shows a group of buildings located in which Barton offers Military School courses at 8338 Armistead Street, Fort Riley, KS 66442. These statistics are reported as a combined Fort Riley location and include the entire base. This property is bordered by a field to the north and south, bordered on the west by Victory Dr., and Armistead Street to the east.



Fort Leavenworth Location:

Barton County Community College provides educational services to military personnel on the Fort Leavenworth Base. Per a Memorandum of Understanding, Barton is provided space on the Fort in which it offers classes. College staff are provided with office & classroom space in building #62 which is located at 120 Dickman Ave, Fort Leavenworth. Barton has no control over the space they are allowed to use and the use of the space is at the discretion of the Military. Courses offered range from general education courses to military specific courses designed by the army. All security, emergency fire and medical services are responded to by Fort Leavenworth police (Military Police) and the Fort Leavenworth Fire Department.

Although Barton only uses a few building on the Fort, the crime statistics reported have been requested from the Fort Leavenworth Military Police and include statistics for the entire base. The map below shows building #62 which is shared with Fort Leavenworth Educational Services, Fort Leavenworth Child Care Center, Barton Community College, K-State University, Central Michigan University, Webster University, and Upper Iowa University. The statistics Barton County Community College provides educational services to military personnel on the reported as a separate Fort Leavenworth location and include the entire base. Note: The green canopies are covers for child care play equipment and not external buildings. This property is bordered on the north by Liggett Ave., to the east by Harbord Road, to the south by Bullard Ave, and to the west by Dickman Ave.



Fort Leavenworth Location: Buildings 1148/1151

Fort Leavenworth Base. Per a Memorandum of Understanding, Barton is provided space on the Fort in which it offers classes. College courses are also proved at this facility on Sabalu Rd. in buildings 1148 and 1151. The address is 819 Sabalu Rd, Bldg 1148/1151, Fort Leavenworth, KS 66027. Barton has no control over the space they are allowed to use and the use of the space is at the discretion of the Military. Courses offered range from general education courses to military specific courses designed by the army. All security, emergency fire and medical services are responded to by Fort Leavenworth police (Military Police) and the Fort Leavenworth Fire Department.

Barton County Community College provides educational services to military personnel on the Although Barton only uses a few buildings on the Fort, the crime statistics reported have been requested from the Fort Leavenworth Military Police and include statistics for the entire base. Two buildings were LSEC (day time classes) and unit classes are held. This property is bordered by the 15<sup>th</sup> MP Brigade on the south, Sabalu Road on the north and west and Kickapoo Road on the east. The statistics reported as a separate Fort Leavenworth location and include the entire base.



## Definitions for Use in Classifying Crime Reports

The statistics on the following pages are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act. The College classifies and discloses Criminal Offense, Hate Crime, arrest and disciplinary referral statistics based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. For the categories of Domestic Violence, Dating Violence, and Stalking, the Clery Act specifies that the college must use the definitions provided by the Violence Against Women Act of 1994.

### Criminal Offense Definitions

**Murder and Non-Negligent Manslaughter** - the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** - the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** - any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. There are four types of sex offenses:

- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. (Note: If force is used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent or mental impairment, the offense is Rape, not Statutory Rape).

**Robbery** - is the taking or attempting to take anything of value from the care, custody, or control of a person or persons 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 usually is 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 a theft. (Note: The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary).

**Motor Vehicle Theft** - the theft or attempted theft of a motor vehicle. (Note: theft from a motor vehicle is Larceny, which is not a Clery Act crime.)

**Arson** - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

### **Hate Crime Offense Definitions**

**Hate Crimes** - is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the aforementioned offenses, vandalism, larceny and any other crime involving bodily injury reported to local Security agencies or to a Campus Safety Authority are counted as hate crimes.

Although there are many possible categories of bias, only the following eight categories are reported under the Clery Act:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. (Note: the concept of ethnicity differs from the closely related term of "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.)
- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to the Hate Crime offenses defined, the four additional categories of offenses are reported as Clery Act offenses if (and only if) they are Hate Crimes.

- **Larceny-Theft** – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion of control over a thing.
- **Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **VAWA Offense Definitions**

- **Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.
- **Domestic Violence** – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Stalking** – engaging in a course of conduct directed a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.
  - **Course of conduct** - two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method,

device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- **Reasonable person** - a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** - significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

### **Arrests and Disciplinary Referrals**

- **Referred for Disciplinary Action** – the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.
- **Weapons: Carrying, Possessing, Etc.**- the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Abuse Violations** - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Liquor Law Violations** - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Student Right-to-Know and Campus Safety Act**

In compliance with the Student Right-to-Know/Campus Safety Act and the Jeanne Clery Disclosure of Campus Safety Policy/Campus Crime Statistics Act, it is the policy of Barton Community College to make readily available to all prospective/current students and college staff the following information on an annual basis concerning:

- the completion or graduation rate of all full-time, first-time certificate or degree seeking undergraduate students, as well as the average completion or graduation rate of students who have received athletically-related student aid, and
- the disclosure of crime statistics within specific classifications and arrests indicating reported incidents as required by law.

Barton Community College adheres to the Campus Safety Act (Public Law 101 - 542). Current statistics are posted in each building and available upon request from the Campus Safety Office.

**Barton County Community College Crime Statistics**

**Barton Community College Crime Statistics 2016 for 2017 Report**

<b>CRIMINAL OFFENSES</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
Murder & Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Forcible Sex Offense</b>				
Rape	0	0	0	0
Fondling	0	0	0	0
<b>Non-Forcible Sex Offense</b>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Sexual Assault	0	0	0	0
<b>VAWA Offences</b>				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	1	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>ARREST / JUDICIAL REFERRALS</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Arrest</b>				
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
<b>Judicial Referrals / Disciplinary Actions</b>				
Illegal Weapons Possession	0	0	0	0
Drug Law Violations	13	5	0	0
Liquor Law Violations	35	25	0	0
Date of Request for Statistics from LEA	5/3/2017			
Date of Response from LEA	No Response			



**Barton Community College Crime Statistics from 2015**

<b>CRIMINAL OFFENSES</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Murder &amp; Non-negligent Manslaughter</b>	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0
<b>Forcible Sex Offense</b>				
<b>Rape</b>	0	0	0	0
<b>Fondling</b>	0	0	0	0
<b>Non-Forcible Sex Offense</b>				
<b>Incest</b>	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0
<b>Sexual Assault</b>	0	0	0	0
<b>VAWA Offences</b>				
<b>Domestic Violence</b>	0	0	0	0
<b>Dating Violence</b>	1	1	0	0
<b>Stalking</b>	1	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	1	1	0	0
<b>Motor Vehicle Theft</b>	2	0	0	0
<b>Arson</b>	0	0	0	0
<b>ARREST / JUDICIAL REFERRALS</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Arrest</b>				
<b>Liquor Law Violations</b>	2	2	0	0
<b>Drug Law Violations</b>	0	0	0	0
<b>Illegal Weapons Possession</b>	0	0	0	0
<b>Judicial Referrals / Disciplinary Actions</b>				
<b>Illegal Weapons Possession</b>	0	0	0	0
<b>Liquor Law Violations</b>	36	36	0	0
<b>Drug Law Violations</b>	20	20	0	0

**Barton Community College Crime Statistics from 2014**

<b>CRIMINAL OFFENSES</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Murder &amp; Non-negligent Manslaughter</b>	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0
<b>Forcible Sex Offense</b>				
<b>Rape</b>	0	0	0	0
<b>Fondling</b>	0	0	0	0
<b>Non-Forcible Sex Offense</b>				
<b>Incest</b>	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0
<b>Sexual Assault</b>	1	1	0	0
<b>VAWA Offences</b>				
<b>Domestic Violence</b>	0	0	0	0
<b>Dating Violence</b>	0	0	0	0
<b>Stalking</b>	0	0	0	0
<b>Robbery</b>	0	0	0	0
<b>Aggravated Assault</b>	1	0	0	0
<b>Burglary</b>	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0
<b>Arson</b>	0	0	0	0
<b>ARREST / JUDICIAL REFERRALS</b>				
<b>TYPE OF OFFENSE</b>	<b>ON CAMPUS</b>	<b>STUDENT HOUSING FACILITY</b>	<b>NON-CAMPUS BUILDING / PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>Arrest</b>				
<b>Liquor Law Violations</b>	0	0	0	0
<b>Drug Law Violations</b>	0	0	0	0
<b>Illegal Weapons Possession</b>	0	0	0	0
<b>Judicial Referrals</b>				
<b>Liquor Law Violations</b>	65	59	0	0
<b>Drug Law Violations</b>	15	15	0	0
<b>Illegal Weapons Possession</b>	2	2	0	0

**Barton Community College Hate Crimes from 2016 for 2017 Report**

**HATE CRIMES**

TYPE OF OFFENSE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Location																								
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense																								
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense																								
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC = On Campus RF = Residential Facility NC = Non Campus PP = Public Property

**Barton Community College Hate Crime Statistics from 2015**

**HATE CRIMES**

TYPE OF OFFENSE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Location																								
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense																								
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC = On Campus RF = Residential Facility NC = Non Campus PP = Public Property

**Barton Community College Hate Crime Statistics from 2014**

**HATE CRIMES**

TYPE OF OFFENSE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP	OC	RF	NC	PP
Location																								
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense																								
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC = On Campus RF = Residential Facility NC = Non Campus PP = Public Property



***ANNUAL FIRE SAFETY  
REPORT***

***BARTON COMMUNITY  
COLLEGE***

***STUDENT HOUSING***

## **FIRE SAFETY REPORT**

The Higher Education Opportunity Act of 2008 requires academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus housing statistics. The Facility Management and Campus Safety Office (FMCSO) oversees the fire safety coordination for the Barton Community College, Great Bend campus. The Coordinator, working in collaboration with the Kansas Office of the State Fire Marshall performs inspections, pre-operational reviews, fire hazard analysis, fire extinguisher and fire evacuation training programs. These actions are designed to meet or exceed local, state, and national codes. The Coordinator also performs all required fire drills on the Great Bend Campus, performs periodic building inspections, provides oversight and training for Campus Safety Officers who are responsible for reporting fires, and maintains all statistical data required by the Department of Education.

The Facility Management Office oversees the fire safety coordination for the Barton Community College, Great Bend campus. The Coordinator of Facility Management, working in collaboration with the Kansas Office of the State Fire Marshall performs inspections, pre-operational reviews, fire hazard analysis, fire extinguisher and fire evacuation training programs. These actions are designed to meet or exceed local, state, and national codes. The Coordinator of Facility Management also performs all required fire drills on the Great Bend Campus, performs periodic building inspections, provides oversight and training for Campus Safety Officers who are responsible for reporting fires, and maintains all statistical data required by the Department of Education.

### **1. STUDENT HOUSING FACILITY FIRE SAFETY SYSTEM**

Barton provides campus-based housing, collectively known as Prairie Village, which will accommodate a total of 426 residents.

Bluestem –three-story dormitory built in 2014. Most of these units are set up as double occupancy suites (2 students), with a shared interconnecting restroom facility between the two rooms (4 students share the restroom). There are a few single occupancy rooms available in this dorm. Occupancy: 176.

Cottonwood –three-story dormitory built in 1999. All of these units are set up as double occupancy suites (2 students), with a shared interconnecting restroom facility between the two rooms (4 students share the restroom). Occupancy: 110.

Meadowlark – These 3 housing units were built in 1978. The floor plan varies slightly from building to building. Most of the units have 3 double occupancy bedrooms and a common space that can be set up as a Living room. Each building has a centrally located restroom. These units are used only as overflow. Total occupancy: 42.

Sunflower – These units were built in 1981. There are 5 building used for housing and a Commons building that is available to all residents. All of these units are set up as double occupancy suites (2 students), with a shared interconnecting restroom facility between the two rooms (4 students share the large restroom). Total occupancy: 56.

Bison Hall – These 7 housing units were built in 1977 and had an original capacity of 84 students and included an apartment for the Housing Coordinator. Over the years 3 of these buildings have been converted into academic/athletic spaces. 3 units remain, each with 3 double occupancy and 1 single occupancy bedroom. The units also have a common space that can be set up as a Living room. Each building has a centrally located restroom and will house 14 students. Total occupancy: 42.

## IRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

	Fire Alarm	Sprinkler System	Smoke Detector	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Annual Fire Drills
Bluestem	X	X	X	X	X	1
Cottonwood	X	X	X	X	X	1
Meadowlark			X	X		1
Sunflower			X	X		1
Bison Hall			X	X		1

### Student Residence Hall Fire Safety and Sprinkler System

Bluestem and Cottonwood Halls are protected throughout the facilities with integrated automatic sprinkler and fire alarm systems. These systems are monitored by the central station in each facility and are tied to an automated dialer to contact Campus Safety and 911 in the event of an emergency.

Meadowlark and Sunflower Halls are single-story units equipped with smoke detectors in each room. Fire extinguishers are strategically located throughout the student housing facilities.

There are no immediate plans for system upgrades; however, systems are regularly reviewed.

### Fire Extinguishers

Fire extinguishers are located on the main floor in Bluestem, Meadowlark, and Sunflower Halls and on each floor of Cottonwood Hall. Fire extinguishers should be used for their intended purpose only and should not be removed from their designated location. Fire extinguishers should only be used after the fire has been reported. Only try to control a small fire, if you can do so safely.

### Fire Safety Inspections

Fire safety inspections are performed no less than four times a year. Inspections may be conducted at any time at the discretion of the Housing Coordinator or his/her designee.

## 2. STUDENT HOUSING FIRE DRILLS

### Fire Drills

The Coordinator of Facility Management and Campus Safety along with the Housing Coordinator (or their respective designees) conduct an annual on-campus student housing fire drill. Documentation including the date, building, time needed to evacuate the building, and comments is maintained in the Facility Management Office.

Residence Hall	Mandatory Supervised Fire Drills Conducted		
	2014	2015	2016
Bluestem Halls	1	1	1
Cottonwood Halls	1	1	1
Meadowlark Halls	1	1	1
Sunflower Halls	1	1	1



### 3. ELECTRICAL APPLIANCES, SMOKING, and OPEN FLAMES

Fire prevention is the responsibility of all students, faculty, and staff at Barton Community College. Students residing in residence halls must adhere to fire safety policies.

#### Electrical Equipment and Appliances

All electrical equipment is subject to inspection throughout the year as part of the fire safety program. All types of halogen lamps are prohibited. The storage and use of the following electrical appliances in student rooms are prohibited.

- Electric grills/griddles
- Electric skillets
- Open heating coils/elements
- Refrigerators measuring over 4.5 cubic feet
- Space heaters
- Toasters
- Toaster ovens

Appliances not in use must be turned off and /or disconnected.

#### Smoking

##### KS Stat § 24-4020 Smoke-free Public Places

Tobacco is defined as all tobacco-derived or containing products, including but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes (vaping), cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew snuff). Barton prohibits the use of all forms of tobacco in College buildings including gyms and sports arenas. Tobacco use is allowed at least twenty (20) feet away from any building entrance.

#### Open Flames

- Candles, Incense, and Open Flames  
Due to possible fire hazards, candles (with or without wicks), incense, alcohol lamps, and open flame burners (generally anything utilizing a wick or flame, including decorative candles, and Sterno cans) are NOT allowed in the residence halls. Flameless candle warmers allowed.
- Cooking  
The Health Department prohibits cooking of any type in student's rooms or lobbies. There are kitchen facilities for student use in the Commons area.
- Gasoline and Combustibles  
Any item with a gasoline engine is prohibited in residential housing. Gas barbeque grills, charcoal, and lighter fluids are prohibited in residential buildings.

#### Facility-Related Policies

- Corridors  
State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of obstructions.
- Emergency Equipment  
Emergency equipment units such as fire alarms, fire extinguishers, heat and smoke detectors, security cameras, fire doors, exit lights, emergency lights, and other equipment is in place to provide for the safety and security of students. Tampering or unauthorized use of this equipment is not allowed and can result in disciplinary action.
- Emergency Exit Doors

Emergency Exit Doors: Emergency exit doors are located at the ends of hallways in the residence halls. They are alarmed and only to be used in case of an emergency.

- Hallway Decorations  
Depending on the quantity, excessive amounts of combustible material put up will be an issue with the fire marshal. Decorations cannot block emergency lights, exits and cannot exceed 10% of the wall space.

#### 4. FIRE EVACUATION PROCEDURE

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closet exit. All occupants should assemble at a safe distance from the building and await further instructions from fire and/or Campus Safety personnel.

##### Fires

1. Evacuate the building (see evacuation procedure below)
2. Call the fire department if possible. **Fire emergency 911**
3. Contact Campus Safety **620.792.9217** or **ext. 217** from a courtesy phone
4. Housing Coordinator **620.792.9281** or **ext. 281**

##### Fire Evacuation Procedure

1. Close your window (if applicable)
2. Before leaving your room, feel your door to see if it is hot. If it is hot, do not open the door!
3. If your door is not hot, leave the room, close and lock the door and get out of the unit.
4. Proceed to the designated fire exit.
5. Move a safe distance (at least 100 ft.) Do not block emergency equipment or responders.
6. Do not return for personal belongings.

#### 5. FIRE SAFETY EDUCATION AND TRAINING

Fire safety education and training for on campus fire safety is provided on an annual basis incorporating outreach materials from the U.S. Fire Administration. The curriculum is used to provide fire safety instruction for students, their parents, and campus housing administrators and staff.

##### Outcomes as an anticipated result of training:

- Recite the appropriate actions to take were a fire to occur at a given location.  
Responses to assure staff is aware the fire must be reported either by pulling the fire alarm or by using the phone.
- Indicate doors to be closed to prevent the spread of fire beyond the initial location.
- Demonstrate the use of a fire extinguisher should fire be small enough.
- Identify appropriate escape routes (depending on fire location) and knowing the rendezvous location to meet up with other staff members.

##### Fire Training Policy

Campus Safety, in collaboration with Student Housing, presents the fire safety program at the first residence hall meeting each year. Additional information and reminders on the fire safety zones and evacuation procedures is provided to all students, faculty, and staff prior to the annual fire drill.

## 6. REPORTING FIRES (AFTER THE FACT)

### Reporting Fires

College Policy on Reporting of Fires: Fires and fire alarms should be reported directly to Campus Safety. Any staff, faculty, students, or visitor who becomes aware of any active or past fire should notify any or all of the following persons:

- Campus Safety Officer, Officer on Duty – 620.792.9217 or campus extension 217
- Coordinator of Facilities Management – 620.792.9339 or campus extension 339
- Coordinator of Student Housing – 620.792.9281 or campus extension 281

## 7. PLAN FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

There are no immediate plans for system upgrades; however, systems are regularly reviewed.

## 8. FIRE SAFETY STATISTICS

### Fire Safety Log

The Campus Safety Department maintains a log of all fire events that occur in the on-campus student housing facilities. The online Fire Safety Log is open for inspection to the public and includes the location, date and time of the event, date and method of report, cause of fire, injuries, deaths, and value of property damaged. In addition, the report documents whether the fire was a Clery Reportable event. The Log can be reviewed upon request by contacting Campus Safety at 620.792.9217.

### Required Reportable Safety Data

In compliance with the U.S. Department of Education's required Annual Fire Safety Report, this report includes the following information.

- Number of fires in on-campus housing facilities.
- Cause of fire.
- Number of fire related injuries that resulted in treatment at a medical facility.
- Number of fire related deaths.
- Value of property damage as a result of the fire.
- Description of each on-campus housing facility fire safety system(s).
- Number of regular mandatory supervised fire drills.

**Cause of Fire:** The factor or factors that give rise to a fire. The casual factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-Related Injury:** Any instance in which a person is injured as a result of a fire including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the dangers of a fire. The term "person" may include students, faculty, staff, visitors, firefighters or any other individuals.

**Fire-Related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of a fire.

**Fire-Safety System:** Any mechanism or system related to the detection of a fire, the warning from a fire, or the control of a fire. This may include extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert the presence of a fire such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quality. This estimate should include contents damaged by fire and related damages caused by smoke, water and overhaul; however, it does not include indirect loss, such as business interruption.

The *HEA* fire safety regulations apply only to institutions with on-campus student housing facilities and focus exclusively on those facilities. The Great Bend campus is the only location with on-campus housing. The statistics below reflect data for the five facilities.

## Barton Community College On-Campus Housing Fire Statistics

### Barton Community College On-Campus Housing Fire Statistics from 2016 for 2017 Report

HOUSING FIRE STATISTICS						
HOUSING FACILITY	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	INJURIES REQUIRING TREATMENT AT HOSPITAL	DEATHS	VALUE OF PROPERTY DAMAGED BY FIRE
Bluesteam Hall	0	0		0	0	\$0.00
Meadowlark Halls	0	0		0	0	\$0.00
Sunflower Halls	0	0		0	0	\$0.00
Cottonwood Hall	0	0		0	0	\$0.00

### Barton Community College On-Campus Housing Fire Statistics from 2015

HOUSING FIRE STATISTICS						
HOUSING FACILITY	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	INJURIES REQUIRING TREATMENT AT HOSPITAL	DEATHS	VALUE OF PROPERTY DAMAGED BY FIRE
Bluesteam Hall	0	0		0	0	\$0.00
Meadowlark Halls	1	1	Unknown Human Element	0	0	\$10,000.00
Sunflower Halls	0	0		0	0	\$0.00
Cottonwood Hall	0	0		0	0	\$0.00

### Barton Community College On-Campus Housing Fire Statistics from 2014

HOUSING FIRE STATISTICS						
HOUSING FACILITY	TOTAL FIRES IN EACH BUILDING	FIRE NUMBER	CAUSE OF FIRE	INJURIES REQUIRING TREATMENT AT HOSPITAL	DEATHS	VALUE OF PROPERTY DAMAGED BY FIRE
Bluesteam Hall	0	0		0	0	\$0.00
Meadowlark Halls	0	0		0	0	\$0.00
Sunflower Halls	0	0		0	0	\$0.00
Cottonwood Hall	0	0		0	0	\$0.00