Policy Statement

The safety and security of Students, Employees, and Visitors at WyoTech, Long Beach is imperative. This document has been prepared to provide knowledge and awareness of safety policies and procedures.

Campus safety and security is looked at as an on-going matter that includes the development and enforcement of regulations, procedures, and practices. Each member of the employee and student body is responsible for carrying out campus regulations, notifying the administration and supervisory personnel of any suspicious behavior and concerns, and shall comply with federal, state, and local law related to conducting institutional business.

Henceforth, the primary Campus Security Authorities (CSA) at WyoTech, Long Beach is the Campus President. The Employee, Student and Visitor population will be referred to as the Campus Community.

Preparing the Annual Disclosure of Crime Statistics

WyoTech, Long Beach publishes an Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The information included in the ASR includes the reported number of instances of criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol. This report is prepared in cooperation with the local law enforcement agency surrounding the campus and other campus sites, and Campus Security Authorities.

Reporting of Crimes

In emergency situations, the person reporting the crime should call 911 for an immediate response from the local law enforcement agency.

Thereafter, the crime should be reported to the following:

CSA at (562)624-9530 and/or the Campus Security Guard.

In non-emergency situations, the crime should be reported as soon as possible to the CSA and/or the Campus Security Guard. In addition, the local law enforcement agency should be contacted as the campus does not have campus police.

All students, employees, and campus guests are encouraged to report any crime and public safety related incidents to the CSA at (562) 624-9530, the Campus Security Guard, or the local law enforcement agency in a timely manner. Any individual who wishes to confidentially report a crime may do so by calling the Integrity Hotline at 1-800-798-2401 or using the following link:


All victims of crime that occur on campus shall be provided the opportunity to report incidents to the local law enforcement authority. WyoTech, Long Beach reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Campus Law Enforcement Responsibility and Authority

The CSA has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The CSA does not have arrest power.

The CSA cooperates with law enforcement agencies that have jurisdiction on the campus as necessary to ensure campus safety. There is no written memorandum of understanding between the campus and the local law enforcement agencies.
Additionally, all campuses maintain a daily crime log of all reported crimes. The crime log is maintained by the Campus President/CSA, and is available to the public.

**Emergency Response and Evacuation Procedures**

Everest/WyoTech strives to provide a safe work and campus environment and encourages personal health to the campus community. The Emergency Evacuation and Response Plan is a complement to the College Health and Safety Manual, and is designed to assist in crisis management situations. It is Everest/WyoTech’s policy to be timely, accountable, and honest when communicating with the campus community in times of crisis.

Thorough procedures have been outlined in the Emergency Response and Evacuation Plan, which has been designed to assist in crisis management situations. The procedures emphasize WyoTech, Long Beach’s policy on being timely, accountable, and honest when communicating with the campus community during a crisis.

In the case of an unforeseen event, the CSA and Security Guard will quickly respond to an incident or crisis following specific steps. The CSA will conduct a crisis assessment to determine the severity of the incident or crisis regarding: a crime on campus, campus violence, a threat made against the campus, serious security issues in the area surrounding the campus, or an IT breach of security. Upon assessment, the CSA will execute a chain of actions pertinent to the incident: initiate communication, instruct of safety measures, debrief, and document a resolution.

**Emergency Response and Evacuation Plan**

Emergency evacuation escape route plans are posted in key areas throughout the campus the campus community has been trained concerning these plans. Unannounced emergency evacuation drills are conducted at least once annually. Documented records of drills and testing of communications, which detail the date, time, and length of each drill, are maintained for a period of seven years.

**Employee and Student Procedures after Evacuation**

In the event of an emergency all occupants will promptly exit the building according to the posted evacuation routes. Once clear of the campus, all occupants are required to go to the designated meeting point and immediately report to their Designee. After evacuation, each Designee is responsible for each member in the group assigned to them. The Designee must conduct a head count to ensure all individuals are accounted for. The head count must be recorded, documenting the names of each group member. Everyone is responsible for reporting to their respective meeting point so that an accurate head count can be completed.

**Evacuation Re-entry Policy**

After an evacuation, no one is to re-enter the campus for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other Emergency Response Team has provided communication that the campus is safe for re-try, then, and only then, can individuals return to their work-stations and classrooms.

**Emergency Notification System**

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CSA will immediately notify the campus community using an emergency notification process, which includes the following systems:

Blackboard Connect and person-to-person communication. Through the use of Blackboard Connect, alerts are delivered to all Students and Employees via: email, SMS text message, as well as voice recorded messages to mobile and landline telephones.

WyoTech, Long Beach will, without delay, and taking into account the safety of the campus and local community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. When a serious incident occurs that causes an immediate threat to the campus/local community, the first responders to the scene are usually the local law agency and the local Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local departments or federal agencies could also be involved in responding to the incident and notifying the local community.

The emergency notification process involves the following actions:

- Determine if the entire campus or just a portion will receive the emergency notification.
- Content of the emergency notification.
- Activation of the emergency response and/or evacuation.
- Alert people to the emergency
- Tell people what they need to do
The following individuals, at a minimum, carry out the emergency notification process:

- Campus Security Authority (CSA)
- Campus Security Authority Assistant (CSAA)
- Safety Coordinator

Access to Campus

During normal operating hours, academic buildings on campus are open to the campus community. Because the campus is not open to the public, visitors must check in with the campus Receptionist at the front desk. When appropriate, the school may require visitors to be accompanied by a faculty or staff member. Access to administrative offices is by appointment only. When the campus is closed, all campus buildings are locked, and access is restricted to faculty and staff.

Maintenance and Campus Facilities

The maintenance staff, in coordination with the CSA and other school administrators, is responsible for keeping campus facilities in good repair. This includes repairing or replacing damaged doors, windows, and locks, and maintaining adequate lighting for the classrooms, administrative offices, and common areas.

Campus does not have campus residences or any officially recognized student organizations with off-campus locations.

All members of the campus community are encouraged to report any known hazards or damage to the facility to the CSA.

Security Awareness Programs

All new students and employees are provided with the most recent ASR. Additionally, WyoTech, Long Beach ensures that the campus community is aware of security related issues by:

- Offering crime awareness/crime prevention seminars in conjunction with local law enforcement agencies on at least an annual basis
- Providing information on Crime Prevention Measures to the campus community
- Issuing “Timely Warnings” regarding situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community

Timely Warnings

In the event that a situation arises, either on or off campus, that is determined to warrant a “timely warning” for reportable Clery Crimes: criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol, the CSA and/or Safety Coordinator will issue the “timely warning”. “Timely warnings” will be issued to the campus community through Blackboard Connect, student and staff bulletin boards, and person-to-person communication.

Anyone with information warranting a timely warning should report the circumstances to the CSA and/or Safety Coordinator by phone or in person. Further procedures are included in the campus Emergency Response Plan (ERP) and Injury and Illness Prevention Program (IIPP) Health and Safety Manual.

Disclosure of the Annual Security Report

A copy of the most recent ASR is distributed to all enrolled students and current employees by October 1 of each year. For all prospective Employees and Students, this information may be obtained by contacting the CSA at any given time.

Policy on Alcohol and Other Drugs

The unlawful use, manufacture, distribution, dispensation, or possession of alcohol, controlled substances, or any drug on campus premises or while involved in campus-related activities is strictly prohibited. It is also unlawful to sell, furnish, or provide alcohol and other drugs to anyone under the minimum age limit as designated under both campus state and federal laws. Such laws are strictly enforced by the CSA and the local law agency. Students who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the campus. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary sanctions up to and including immediate termination pursuant to the Drug-Free Schools/Drug-Free Workplace Annual Disclosure. As with student violations of this policy, a violation involving a member of the campus faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution.

Substance Abuse Education and Prevention Programs

Students requiring or requesting information about substance abuse treatment should contact Student
Services or other designated campus officials for contact information of local substance abuse agencies and prevention programs. Employees requiring information about drug abuse treatment should contact the Employee Assistance Program using the toll free Helpline (800-932-0034) or online at [http://www.acieap.com](http://www.acieap.com). Additional substance abuse health risks can be found in the Drug-Free Schools/Drug-Free Workplace Annual Disclosure.

Additional helpful information and resources may be found by contacting the following organizations:

**Substance Abuse and Mental Health Services Administration National Helpline**

1-800-662-HELP (1-800-662-4357)  
[http://www.samhsa.gov](http://www.samhsa.gov/)

**Suicide Prevention Lifeline**

1-800-273-TALK (1-800-273-8255)  
[http://www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org/)

**Disaster Distress Helpline**

1-800-985-5990  
[http://www.disasterdistress.samhsa.gov](http://www.disasterdistress.samhsa.gov/)

**Veteran’s Crisis Line**

1-800-273-8255  
[http://www.veteranscrisisline.net](http://www.veteranscrisisline.net/)

**National Council on Alcoholism and Drug Dependence, Inc.**

1-800-NCA-CALL (1-800-622-2255)  
[http://www.ncadd.org](http://www.ncadd.org)

**National Sexual Assault Hotline**

1-800-656-HOPE (1-800-656-4679)  

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**Domestic Violence, Dating Violence, Sexual Assault, and Stalking Reporting and Disciplinary Procedures**

Any form of domestic violence, dating violence, stalking, and sexual assault is a violation of the Student Conduct Code and the Sexual Harassment Policy as stated in the campus catalog. If you are a victim of domestic violence, dating violence, stalking, and/or are sexually assaulted, you may seek assistance by contacting any of the following: police, the local rape crisis center, or the CSA. Because time is a critical factor for evidence collection and preservation, victims of these crimes are encouraged to report the incident in a timely manner. The local rape crisis center can be reached by calling: (562) 989-0309.

If you need assistance in contacting authorities, please contact the CSA. If you are off campus and in an emergency situation, call the local police department by dialing 911.

All allegations of domestic violence, dating violence, sexual assault, and stalking are investigated by Division Human Resources. Allegations against students are investigated pursuant to the Student Conduct Code. Additionally, all victims and accused perpetrators of domestic violence, dating violence, sexual assault, and stalking are entitled to the following rights in any disciplinary proceeding concerning incident:

- The opportunity to have others (e.g., witness or advocate) present during the proceeding
- To be advised of the outcome of the proceeding

Students who are found to have violated the campuses prohibitions against domestic violence, dating violence, sexual assault, and stalking are subject to disciplinary action up to and including dismissal from the campus. When circumstances warrant, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the campuses prohibitions against domestic violence, dating violence, sexual assault, and stalking are subject to disciplinary sanctions up to and including immediate termination. As with student violations of this policy, a matter involving a member of the campus faculty or staff may

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1 Policies and procedures related to compliance with the Violence Against Women Act and implementing regulations are under review by the institution. These include policies and processes related to institutional actions taken in response to reports of domestic violence, dating violence, sexual assault or stalking and may include changes to disciplinary proceedings and clarification as to the standard of evidence used in such proceedings. Additional information concerning these changes will be communicated to the campus community once finalized.
be referred to the appropriate law enforcement authorities for investigation and prosecution. For more information, faculty and staff should contact their Human Resources Designate.

The campus will change a victim’s academic situation after any reported incident on domestic violence, dating violence, sexual assault, and stalking are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the CSA. Changes offered to students requesting assistance regardless of whether or not an instance was reported, include the following:

- Transfer into the same program at another Everest/WyoTech campus
- Transfer into a different academic program at the same campus
- Change in academic schedule
- Change in externship location/assignment
- Leave of absence/withdrawal from campus
- Change in living situation (on campuses that offer housing)
- Change in Transportation
- Working conditions

**Domestic Violence, Dating Violence, Sexual Assault, and Stalking Prevention and Counseling Programs**

Students are encouraged to attend domestic violence, dating violence, sexual assault, and stalking prevention programs offered by local law enforcement agencies and counseling centers. Information on these programs is available through the CSA. Counseling for victims of domestic violence, dating violence, sexual Assault, and stalking is not available on campus. Counseling is available through local agencies and rape crisis centers; local rape crisis center may be contacted at: 562-989-0309.

**Registered Sex Offender Information**

Students and employees with concerns about a registered sex offender are encouraged to share those concerns with the Administration. Students are strongly encouraged to examine all statistics and resources in this disclosure and the linked sources prior to enrollment. Current information on registered sex offenders may be found at the following link:

## WyoTech, Long Beach
### ANNUAL SECURITY REPORT Crime Statistics
#### YEARS 2011-2013

### Location of Reported Offense

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### Note:
Below are incidents reported in the Violence Against Women Reauthorization Act of 2013 (VAWA)

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October 2014