

NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE

2020 CAMPUS SAFETY AND ANNUAL SECURITY REPORT

CAMPUS SECURITY ACT

Northwest Louisiana Technical Community College (NLTCC) and the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) are committed to providing a positive academic and social environment for all students.

In NLTCC Campuses, the safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe atmosphere in which to work and study. Policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) each of the campuses of NLTCC. NLTCC campuses rely on local law enforcement agencies in case of emergency. In case of an emergency, a faculty or staff member will immediately notify campus administration or security. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration (campus dean and/or campus safety coordinator), who will then contact local law enforcement authorities. A report will be written and maintained on file. Records shall also be maintained of any illegal acts which occur during any off-campus school sponsored activities.

CAMPUS SECURITY AUTHORITY

NLTCC currently has one campus (Shreveport) that is patrolled by off-duty commissioned City of Shreveport police officer during all school hours.

All crimes occurring in or on the facilities of NLTCC shall be reported immediately to the campus security (Shreveport Location) and/or campus safety coordinator who will notify the proper authority.

COLLEGE SAFETY COMMITTEE (Campus Safety Coordinators)

Chief Facilities Officer:	Karen Nash	karennash@nwltc.edu	318-371-3035
Mansfield Campus:	Pam Hubier	pamelahubier@nwltc.edu	318-872-2243
Northwest (Minden) Campus	Mike Ritchie	michaelritiche@nwltc.edu	318-371-3035
Shreveport Campus	Joe Lacour	joelacour@nwltc.edu	318-676-7811

REPORTING REQUIREMENTS

Clery Act

The Campus Security Act requires colleges and universities to

- Disclose crime statistics for NLTCC campuses including public areas immediately adjacent to or running through the campuses. The statistics gathered from campus

security (Shreveport Campus location only), local law enforcement, and campus safety coordinator who have significant responsibility for student and campus activities. This information can be found on the Northwest Louisiana Technical Community College website at

<https://nces.ed.gov/collegenavigator/?q=Northwest+Louisiana+Technical+College&s=LA&id=160010#crime>

- Provide “time warning” notifications of those crimes that occurred on campus, or within the patrol jurisdiction of campus security, which pose a serious or continuing threat to safety.
- The campus safety coordinators in Shreveport, Minden, and Mansfield shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and Campus Security Act of 1990
- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Everyone is encouraged to use this report as a guide for safe practices on and off campus. In accordance with United States Code of Federal Regulations, Title 34, Part 668.46(c) (1), this report is available online at NLTCC website – under Compliance Information section. For a paper copy of this report, please contact the campus dean or campus safety coordinator.

SaVE Act

The Campus Sexual Violence Elimination (SaVE) Act, or Campus SaVE Act, is a 2013 amendment to the federal Jeanne Clery Act. SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

Increased Transparency

Colleges and universities began with the 2013 calendar year collecting and reporting statistics for domestic violence, dating violence and stalking (as defined by the Violence Against Women Act) occurring on-campus and/or on public property within and adjacent to campus. Institutions are already required to report sexual assault statistics.

Victims’ Rights

Institutions must adopt and publish procedures to afford all students and employees who report an incident of sexual violence – covering sexual assault, domestic violence, dating violence and stalking – specific rights whether or not they pursue any formal complaint or not. Additionally, written notice of these rights must be provided to a student or employee when they report their victimization.

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
 - The importance of preserving evidence for proof in criminal proceedings;
 - To whom the offense should be reported;
 - Options for reporting to law enforcement including the right to be assisted by campus authorities;
 - The right to decline to report to law enforcement; and
 - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on-campus.
- Institutions must make applicable changes to the academic and working situations of any victim if requested and reasonably available whether or not a formal report is made.

Conduct Proceedings

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that

- State the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;
- Provide proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
 - The outcome of any institutional disciplinary proceeding;
 - The procedures for the accused and the victim to appeal the results of the proceeding;
 - Any change to the results; and
 - When such results become final.

Education Programs

Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that

- Includes a statement that the institution prohibits sexual violence;
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
- The definition of consent for sexual activity in their jurisdiction;
- Bystander intervention;
- Risk reduction; and
- Information about disciplinary proceedings and victims' rights as required by SaVE.

AVAILABILITY OF ANNUAL SECURITY REPORT

This report includes statistics for the previous three years including reported crimes that occurred in on-campus buildings owned or controlled by NLTCC and on public property within, immediately adjacent to, or accessible from the campuses. The report also includes institutional policies concerning issues of campus security, such as sexual assault and other matters. The annual security report is made available to the general public.

CRIME STATISTICS

NLTCC prepares the annual report, which includes statistics reported to Campus Security/Campus Safety Coordinator, as well as those statistics pertinent to NLTCC from the local and/or neighboring law enforcement agencies. NLTCC's Annual Security Report includes statistics from the previous three years and contains crime data that occurred on-campus and on public property within, or immediately adjacent to and accessible from, the campus. The act requires campuses to report occurrences of the following crimes: Murder/Non-Negligent manslaughter, negligent manslaughter, sexual offenses, robbery, aggravated assault, burglary, and motor vehicle theft, arson, and hate crimes. The act also requires that the following arrests and judicial referrals that occur on campus be reported: liquor law, drug abuse and weapons violations. NLTCC has no residential facilities.

Once compiled, the report is written and placed on our website via <http://www.NLTCC.edu/compliance-and-terms-of-use/> and printed copies can be obtained by contacting the campus dean or campus safety coordinators. Each semester shortly after the official census date, notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified via the application process. We also submit the annual crime statistics to the Department of Education by the set deadline date.

COORDINATION WITH OTHER AGENCIES

NLTCC maintains memorandum of understanding and operational agreements with local law enforcement agencies. The Campus Security (Shreveport Location) and/or Campus Safety Coordinator in conjunction with law enforcement will investigate all criminal activity and incidents committed on NLTCC property. In the event of an emergency or crisis on campus that

poses an immediate threat to the health or safety of NLTCC students, faculty, staff, or visitors, the college will call upon the appropriate local, state, or federal agencies to assist in the responding to major crimes/incidents. And, as needed, seek assistance from pastoral/professional counselors.

REPORTING CRIMES/EMERGENCIES

NLTCC encourages the prompt reporting of all crimes or emergencies to campus security and/or other appropriate law enforcement agencies if reporting cannot be made to the administration first. Campus/site emergency response plans provide information to aid in the aid and accurate response to a variety of incidences. Anyone involved in an emergency situation (victim or witness), is urged to notify the Police Department as soon as possible by dialing 911.

Off-campus crimes may be reported to the appropriate local law enforcement agency with the jurisdiction in the event of emergency, most area law enforcement agencies can be reached by dialing 911. Crimes should be report promptly to NLTCC Campus Safety Coordinator to ensure a prompt local response and to ensure a timely warning to the College community as required.

TIMELY WARNING

It is the goal of NLTCC and the Campus Safety Coordinators to keep the campus community informed of serious incidents. Working in conjunction with other college personnel, Campus Safety Coordinator will provide notifications in a timely manner to the campus community about crimes in and around the campus. When the department receives information that a violent crime against a person or a serious threat to property has occurred or is imminent, a notification will be sent out via email and the campus' Emergency Notification System. A crime alert will also be posted to the college website. The Notification and Crime Alert will contain the following information:

- Type of incident
- Time of incident
- Location of incident
- Description of the suspect(s)
- Summary of the incident

If a crime or serious incident is reported to a college personnel, that personnel should immediately notify Campus Safety Coordinator. Working with the safety coordinator and other campus officials, Chancellor will decide whether or not to issue a Notification and/ or Crime Alert.

CRIME LOG

NLTCC Minden and Mansfield Campuses are not required to keep a crime log. The crime log for current activity is updated daily by the Campus Security at the NLTCC Shreveport Campus. The daily crime log may be viewed by visiting the Shreveport Campus' Administration office

located in Building A during business hours: Mondays-Thursdays from 8am-4pm and Fridays from 8am-12pm or by appointment.

FIRE REPORTING

Campus Safety Coordinators work in conjunction with the Louisiana Office of Risk Management to promote fire prevention, conducts drills, and to report fire events.

MEDIA RELATIONS

The college will follow these basic guidelines during any emergency situation:

- **ONLY** the Campus Dean or designated authorized college spokesperson will meet or talk with the media on behalf of the College during or following an emergency situation. Authorized persons include only the Campus Dean, Chancellor, or his/her designee.
- **ONLY** factual information is to be released; no speculation will be offered.
- **ONLY** the Campus Dean and other authorized persons will develop an institutional response to the emergency for release to the media, including periodic media updates.

NLTCC EMERGENCY NOTIFICATION SYSTEM

NLTCC is using Smart Notice Emergency Communications Network as its Emergency Notification System so that students, faculty, and staff can be notified quickly and efficiently in the event of an emergency.

<http://NLTCC.edu/ecn-smart-notice-by-campus/>

This system will be used for emergency notification purposes only.

1. The community will be notified of the emergency situation by the Chancellor. This notification will be conducted through emails and telephone.
2. Campus Dean is responsible for carrying out the above process.
3. Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced.
4. For reporting purposes, contact the Campus Dean/Designee

EMERGENCY PLANNING, RESPONSE, AND RECOVERY

As a major component of the College's [Emergency Preparedness Plan](#), NLTCC has developed a comprehensive emergency plan, which addresses the planning, response, and recovery efforts to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., snow/ice, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., intruder, bomb threat, workplace violence, fire, etc.). Upon threat assessment, the Chancellor or his/her designee will activate the Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary. If the emergency condition has affected or has

the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the plan outlined in the [Data Security Policy](#)

COLLEGE-WIDE RECOMMENDATIONS FOR SEVERE WEATHER PREPAREDNESS

NLTCC's primary concern is the safety, health and well-being of College community members. All decisions reflect this ethic. Evacuation outside the storm area is always recommended during a major storm such as tornado or hurricane as the best possible way to ensure personal safety. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly. Faculty and staff choosing to evacuate prior to official closure of the college are responsible for using approved leave.

General guidelines in the event of an evacuation:

- Take critical common items (documents, procedures, class rosters, grade books, syllabi, catalogs, stationary, and/or other user specific items that may be needed in the event of displacement).
- Take a copy of the College-wide and the appropriate departmental emergency plans for reference.
- Take college identification card.
- Make a practice of storing important documents, equipment, supplies, and/or teaching supplies away from windows and off of the ground if located on a ground floor of a building (i.e. off the floor, in upper drawers and shelves; computer equipment should be placed on top of the desk, rather than on the floor).
- Change voicemail or answering machine messages to indicate the college will be closed, to advise callers to monitor the website and phone information line for up-to-date information.
- Set up vacation responder in NLTCC email settings which will send an automated reply to incoming messages to advise e-mailers to monitor the website for up-to-date information.

NOTE: Any State of Louisiana property or official College documents removed with an individual employee are the responsibility of that employee while away from the college. Employees should follow established guidelines in notifying property control of the removal of state property, if time permits.

COLLEGE WIDE EVACUATION GENERAL EVACUATION PROCEDURES

In conjunction with [Emergency Preparedness Plan](#), it is hoped that the information contained in this guide is helpful. However, no plan can guarantee that a crisis will never occur on our campus or that the plan implemented is the most appropriate response to a particular crisis event that has arisen. This plan is not meant to totally assure a successful outcome to a crisis situation. It is merely implemented as a guide to provide direction of how lives can be saved. No directive

contained herein is meant to replace good common sense and sound thinking when it comes to the protection of the students entrusted to us.

Administrator's Responsibilities:

- Evacuation implemented upon the sounding of the alarm, evidence of fire or another notification.
- Involve other staff as necessary.
- Call 911.
- Notify Security.
- Determine persons with special needs that will require assistance.
- If students/staff need to leave the premises. Coordinate your effort with Administrative office and emergency responders.

Maintenance/Custodial Responsibilities:

- Same as Administrator's Responsibilities.
- Contact the Campus Dean or Asst. Dean for further direction.

Faculty/Staff Responsibilities:

- Follow the evacuation routes posted in the room unless otherwise advised.
- Close your classroom doors when leaving the room.
- Do not touch the light switches.
- Take your record/attendance books, if possible.
- Assist with the building evacuation by checking bathrooms, etc.
- See that special needs students are physically assisted.
- Take roll call.
- Report missing student(s) ASAP to the Administrator/Designee.
- Remain with classes and await further instructions from the Campus Dean or designee.

FIRE DRILL AND EVACUATION

During the academic school year, NLTCC is required to hold fire drills in order to comply with city, state, and federal safety requirements. To assist students in evacuating classrooms and directing them to safety, the faculty is asked to take a few minutes during class periods to review the following:

- Review the Fire Drill Procedures, location of exits and students' responsibilities in case of emergencies.
- Identify exits and "Evacuation Assistance Areas" that are near your classroom.
- Identify students who can assist wheelchair users in getting to the "Evacuation Assistance Area" Do Not Use the Elevators.
- After checking the door frame for heat, close windows before exiting the room and close the doors upon leaving the room.
- Exit and take your class across the street from the building and wait until the "ALL CLEAR" is given by Administrators or Area Law Enforcements.
- Do not stand on pedestrian walk ways or block exits.

- Missing or injured students or employees should be reported immediately, verbally or in writing, too.

SEVERE WEATHER ALERTS

TORNADO/SEVERE THUNDERSTORM WATCH has been issued in area near campus:

- Monitor Early Warning Weather Radio (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
- Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.
- Review “drop and tuck” procedures with students.

TORNADO/SEVERE THUNDERSTORM WARNING has been issued in area near campus, or a tornado has been spotted near campus:

- Move students and staff to safe areas.
- Close classroom doors.
- Faculty/Staff take class rosters.
- Ensure that students are in “tuck” positions.
- Faculty/Staff take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.
- Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

FLOODING/ICE/FREEZING

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with area emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be affected by severe weather.
- Check transportation resources.
- If college officials and emergency responders advise evacuation, do so immediately.
- Faculty/Staff take class rosters.
- Faculty/Staff take attendance.
- Notify emergency contact according to College Policy.

COLLEGE WIDE LOCKDOWN PROCEDURE

In the event of a school crisis, it shall be the policy of NLTC to consider the lives of the students, faculty, staff, and citizens involved to be of the utmost importance. Whenever possible, school personnel shall strive for incident stabilization and resolution through a combined team

effort of school administrators, the police and emergency response personnel. It is the goal of NLTCC to develop and maintain the ability to utilize alternative approaches to resolve the incident, should normal standard procedures for this type of incident fail to prove adequate due to action(s) of the subject(s) involved.

Each NLTCC campus has its own lockdown procedure that is customized according to the layout of the facilities, faculty and staff personnel, and departments.

FIREARMS POLICY (WEAPONS ON SCHOOL PROPERTY)

With the exception of duly authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline.

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a campus, on school transportation, or at any campus-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any campus. **THIS COLLEGE ENFORCES THE FIREARM-FREE ZONE ACT (LA REVISED STATUTE 14:92.2).**

In accordance to the [Emergency Preparedness Plan](#): Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

Administrator's Responsibilities:

- Implement heightened Security procedures by restricting student movement and/or intruder response.
- If the situation appears threatening to the safety of the building-- Declare "lockdown" if appropriate.
- Contact campus Security, if available.
- Call 911 if there is no Security on campus.
 - Give the following information:
 - The name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Notify Chancellor at main campus, 318-371-3035.
- Determine if a reasonable suspicion exists to search for a weapon.

Faculty/Staff Responsibilities: STAY CALM.

- Notify Security and the Administrative Office Administration ASAP.
- Do not attempt to approach the individual or confiscate.

- If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.
- Await further instructions from the Administration.

Maintenance/Custodial Responsibilities:

- Implement heightened Security procedures by restricting student movement and/or intruder response.
- If the situation appears threatening to the safety of the building-- Declare “lockdown.”
- Identify the problem and the location.
- Call 911.
 - Give the following information:
 - The name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.

Note: Act 684 of the 2008 Louisiana Legislature allows for a person who lawfully possesses a firearm to transport it on campus in a locked, privately-owned vehicle in any parking lot, parking garage or other designated parking area. Regardless, immediately contact Campus Security or Campus Safety Coordinator to address the firearm’s compliance with this legislation.

ACTIVE SHOOTER/DANGEROUS INTRUDER(S)/STUDENT WITH WEAPON(S)

In the event of a dangerous intruder, no code phrases will be used.

Initial Steps

- During transition times, Faculty/Staffs should gather nearby students into their classroom.
- Faculty/Staffs will close and lock their doors.
- Faculty/Staffs and students should move out of line of sight.
- Lights should be off window shades should be down.
- Student outdoors should not return to the building. They should evacuate to the nearest off-campus shelter location.
- Maintain a calm atmosphere and remain in the locked classroom until the “all-clear” is given.

The Three Outs: When Security and prevention measures fail and a shooter is in your school; you have only three response options or what’s known as the “3 outs.”

1. Lock Out or keep the shooter out of your room or facility.
2. Get Out – Run away from the shooter.
3. Take Out – Fight back against the shooter.

Lock Out

While no location can offer total protection from a shooter, implementing a “lockdown” inside a securable location provides some degree of protection. The purpose of a lockdown is to delay or slow down the shooters progress until law enforcement arrives.

While locking the door is a vital component, there are methods of reinforcing the lockdown that can further deter an attacker. These methods are called target hardening and can include:

- Barricading doors: use desks, chairs, shelves, etc. **Note:** barricades are most effective if the door opens towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.
- Tying off doors: This action limits the attacker's ability to open doors; even if they are unlocked. Generally, tying off doors is used to reinforce doors that open out (towards the hallway) where barricades have limited value. There several methods ways to tie off doors and more than one should be attempted:
- Tie one end of a belt or electric cord around the handle and secure the other end around a corner and out of site. If the end cannot be secured, have several people hold it, while around a corner and out of site. This will reinforce any type of door.
- For handicap accessible handles (levers that are pushed downward to open the door), chair or stool legs may be wedged between the handle and door, with at least 1/4 of the chair extending beyond the doorframe. When the door is pulled to open, the chair catches on the door frame.
- Doors that have folding hinges above the door may be reinforced by tying the folding hinge tightly so that it cannot expand and allow the door to open.

Get Out

- If you cannot lock the shooter out of your location, attempt to help students **Get Out** of the area by running away.
- An example of when to implement a “**Get Out**” approach may be if you are in the cafeteria when a shooter enters.
- Since the shooter is already in the cafeteria there is no point in attempting to implement a “**Lock Out**”; so you order the students to run out through the kitchen and side exit.
- **Note:** Using the 3 Out approach, the Get Out approach should be implemented using a secondary exit (ground floor windows or exits) if the attacker attempts to defeat the lockdown. If Get Out is not an option, the Take Out or fight back approach should be implemented as soon as the attacker attempts entry. This includes reaching through a defeated vision panel.

Take Out

If the attacker is in your immediate area and blocking your path and there is no way you can **Lock Out** or **Get Out**; you must then fight back and **Take Out** the shooter using any available means.

When fighting back, use any available weapon such as a fire extinguisher, chair or even books.

The Take Out option is to be used as a last resort.

- Teaching or discussing with students the **Take Out** option is not recommended. The **Take Out** option is no different than any other emergency; staff and faculty must take charge and provide clear direction.

- For instance, if the **Lock Out** option is failing, and **Get Out** is required through a ground floor window, it is imperative the Faculty/Staff direct students. This direction should include not just climbing out the window, but where to go next.
- If the **Take Out** option is required, the Faculty/Staff should prepare the students with clear and confident instructions.
- Should an attacker be attempting to defeat a lockdown and Get Out is not possible, the Faculty/Staff should order students to grab books and chairs and to throw anything and everything they can find at the attacker should he/she attempt to enter the area.

IF YOU RECEIVE A TELEPHONED THREAT (BOMB/CHEMICAL/OTHER):

- Remain calm.
- The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or Security of the School System.
- **Checklist:** (Complete all possible items immediately following the call.)
- 1. Time Call Received: _____
- 2. Time Call Terminated: _____
- 3. Caller's Name and Address (if known): _____
- _____
- 4. Sex: ☐ Male ☐ Female
- 5. Age: ☐ Adult ☐ Child
- 6. Bomb Facts (Questions to Ask):
- a. When will it explode? _____
- b. Where is the bomb right now? _____
- c. What kind of bomb is it? _____
- d. What does it look like? _____
- e. Why did you place the bomb? _____
- 7. Voice Characteristics:
- Tone Speech Language

<input type="radio"/> Loud	<input type="radio"/> Fast	<input type="radio"/> Excellent
<input type="radio"/> Soft	<input type="radio"/> Slow	<input type="radio"/> Good
<input type="radio"/> High Pitch	<input type="radio"/> Distorted	<input type="radio"/> Fair
<input type="radio"/> Low Pitch	<input type="radio"/> Cursing	
<input type="radio"/> Stutter	<input type="radio"/> Slurred	
<input type="radio"/> Nasal	<input type="radio"/> Foreign	
<input type="radio"/> Raspy	<input type="radio"/> Disguised	<input type="radio"/> Lisp
- 8. Background Noise:

<input type="radio"/> Music	<input type="radio"/> Traffic
<input type="radio"/> Voices	<input type="radio"/> Machines
<input type="radio"/> Cellular Phone	<input type="radio"/> Quiet
<input type="radio"/> Children	<input type="radio"/> Typing
- Other
- 9. Person Receiving Call: _____
- Work Station: _____
- Date: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

VISITORS

Visitors on NLTCC campuses must report to the administrative office. Those desiring information about the campus or its programs will be assisted by the college staff. After visitors have secured the information desired or otherwise completed their business, they are expected to leave. Loitering is not permitted on campus. Students are not permitted to bring visitors to class as this diverts from the learning process. If a student has friends who are interested in learning about NLTCC, they should come in to speak with the Student Services staff.

SECURITY (KEYS) AND BUILDING SAFETY POLICY

The purpose of NLTCC access control program is to ensure the safety of employees, students and visitors while safeguarding the physical assets of the College. The primary objective of NLTCC access control policy is to balance the goal of maximum utilization of and access to facilities with the need to control such utilization and access for safety and security purposes. These objectives are supported through responsible access privilege (Key and/or Electronic) control. Maintaining accurate, effective access control – through metal keys and electronic devices – is critical to protecting individuals and physical assets. The recent addition of the Access Control System at the Minden Campus allows for more controlled access to buildings on campus. The Access Control System creates a record of times and dates when facilities are in use and allows for the automatic opening and closing of buildings and securing them after hours.

ANTI-BULLYING POLICY

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northwest Louisiana Technical Community College defines “bullying” as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person’s rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior immediately should report such conduct to

- Campus Deans;
- Student Services personnel;
- Campus safety coordinator; or
- Faculty/Staff.

Complaints of bullying will be investigated promptly and in as impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution’s current policies which govern faculty, staff, and students.

ANTI-HAZING POLICY

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northwest Louisiana Technical College (NLTCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14.502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NLTCC for all students who participate in the institutions' activities and organizations.

A. Definitions

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

Organization is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization,

including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.

Appropriate authority includes:

- (i) Any state or local law enforcement agency.
- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

- B. Consent Statement:** A student's request to join or become a member of an organization is not consent to any form of hazing. Further, a student's acceptance to an invite or open enrollment to join is not consent to undergo hazing nor a defense for those accused of Hazing pursuant to this Policy.
- C. Prohibition Statement:** No organization or individual shall employ a program of student initiation/pledge education or social event which includes hazing. NLTCC operates with a zero tolerance and all alleged cases will be investigated
- D. Duty to Report:** It is the duty of all current or potential student organization members and any faculty or staff member to report any violation of this policy to the Chief Student Affairs Officer or designee. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the College. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the College.
- E. College Response to Allegations of Hazing:** Any allegations of hazing reported to the college will be investigated. If the investigation yields evidence of hazing, the college will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. Enforcement of Laws, BOR Policy and Northwest Louisiana Technical College Policy.
- F. Expectations for Violations:** In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of employees. Students will not be permitted to return for at least one

semester. In addition, there will be a suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the college's codified student and/or employee judicial process, and may be subject to criminal penalties as outlined in Act 635.

If any person serving as a coordinator or officer of an organization, including any coordinator, Chancellor, trustee, or officer of any national or parent organization of which any of the underlying entities as recognized in this Policy is sanctioned or recognized member at the time of the hazing, knew and failed to report to law enforcement that one or more of the organization's members were hazing another person, the organization may be subject to penalties under R.S. 14:40.8.

G. Publication and Dissemination: College policies on hazing shall be published on college and student organization websites and included in the Student Handbook and Student Code of Conduct. (Student Handbook: www.NLTCC.edu)

H. Education, Awareness, and Prevention: NLTCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:

1. Awareness training during student orientation sessions.
2. Awareness seminar with student organization advisors and student organization members.
3. Policy distribution to all students through email.
4. Policy posting on the College website at www.NLTCC.edu

I. Duty to Seek Assistance In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Failure to seek assistance in violation of R.S. 14:502 may include criminal penalties.

J. Recommended Best Practices

(i) Prevention and Education Program

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.
3. Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report

annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.

4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws

(ii) **Effective Intervention** In collaboration with any relevant organizations/offices, NLTCC will provide education and training aimed at preparing faculty and staff club advisors, students and community members on hazing issues and statistics.

DIVERSITY AND INCLUSION STATEMENTS

Northwest Louisiana Technical Community College (NLTCC) condemns racism, discrimination, and any act of violence towards anyone based on the color of their skin, religion, or sexual preference. I strongly acknowledge the injustices and hardships faced by African Americans in this country. In challenging times like these, we must draw on the strength of our humanity, recognizing that all walks of life make up the fabric of America, and it is only with respect, understanding, empathy, and kindness can this be done.

WWW.NLTCC.EDU/COMMUNITY/A-STATEMENT-AND-CALL-TO-ACTION-BY-LOUISIANAS-COMMUNITY-AND-TECHNICAL-COLLEGES

DRUG AND ALCOHOL ABUSE POLICY

NLTCC follows The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College's sanctions for violations;
- Description of any available drug and alcohol counseling, treatment, or rehabilitation services; and
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.
- The information below is in compliance with the requirements of the Act.

In an effort to assure compliance with Public Law 101-226, all facilities of NLTCC are designated as Drug Free Zones. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. It is unlawful to possess, use, or distribute

illicit drugs on NLTCC property or at any college-sponsored event, whether or not the event occurs on campus. In addition, NLTCC prohibits the consumption, possession, or distribution of alcohol on campus, except as designated in the College's Alcoholic Beverages at Student Functions policy.

Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors that lead to self-destruction.

The College provides referral services and other assistance to students, faculty, and staff who seek help with substance abuse problems. See your campus' confidential advisor (listed below) for more information about alcohol and/or drugs and their effects. The college's alcohol and drug free campus policy can be found on the website, www.NLTCC.edu.

COLLEGE SANCTIONS

Violations of the college drug policy by students, faculty, or staff will result in disciplinary action, as outlined in NLTCC's Alcohol and Drug Free policy. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with NLTCC. Penalties for faculty and staff members may include termination of employment. Disciplinary actions against students will be imposed in accordance with the College's Student Judicial Code, and may include suspension or expulsion. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101- 226).

LEGAL SANCTIONS

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966-970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable provisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes;

for medical purposes when prescribed by a licensed authority; when an 18-20 year old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages. In accordance with Louisiana Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

DRUG FREE WORKPLACE POLICY

The Louisiana Community and Technical College System (LCTCS) has a Drug Abuse policy that governs all community and technical colleges within the state. The policy reads, the unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in LCTCS business is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on LCTCS property in addition to any location from which an individual conducts LCTCS business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to LCTCS disciplinary action up to and including termination of employment. Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job. The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. LCTCS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, LCTCS reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

TOBACCO FREE POLICY

In accordance with Louisiana Community and Technical College System Policy #6.024 Smoke-Free Environment, NLTCC operates in compliance with Louisiana Revised Statute 40:1300.251-263 to provide a tobacco-free environment. Therefore, student, faculty, staff and visitor use of tobacco derived or containing products is prohibited on all College premises, including all facilities and within its vehicles. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, oral and smokeless tobacco products, electronic cigarettes, and any additional products that meet the definition of a tobacco product as defined by the U.S. Food and Drug Administration (FDA). Alleged employee violations of this policy may result in review by the immediate supervisor and possible referral to the Chancellor and/or Chief Human Resources Officer for potential disciplinary action in accordance with LCTCS Policy #6.014, Discipline for All Employees. Alleged violations of this policy by students may be

addressed in accordance with the procedures outlined in the College's Student Judicial Code policy.

TITLE IX ANTI-DISCRIMINATION STATEMENT

As part of its commitment to providing an educational environment free from discrimination, NLTCC complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at NLTCC sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third-parties, such as visiting student athletes, from sexual harassment or violence in NLTCC's programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. NLTCC will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

NLTCC
Amber Saunders, Title IX Coordinator
9500 Industrial Drive
Minden, Louisiana 71055
Phone: (318) 371-3035
Email: ambersaunders@nwltc.edu

OR

U.S. Department of Education
Office of Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481
Fax (202) 453-6012; TDD (800) 877-8339
Email: OCR@ed.gov

More information about NLTCC Sexual Misconduct Policy, click on the link: [Campus Sexual Misconduct Policy](#).

DEPUTY TITLE IX COORDINATORS AND CONFIDENTIAL ADVISORS

Confidential Advisors

A Confidential Advisor will be assigned to the victim and the accused as warranted. The victim and accused will be assigned different Confidential Advisors.

Mansfield:

- Pamela Hubier pamelahubier@nwltc.edu 318-872-2243

Mansfield (confidential advisors)

- Tammy Morgan tammymorgan@nwltc.edu 318-872-2243
- Mary “Cathy” Touns marytouns@nwltc.edu 318-872-2243

Minden

- Treva Askey trevaaskey@nwltc.edu 318-371-3035

Minden (confidential advisors)

- Margaret “Megan” White margaretwhite@nwltc.edu 318-371-3035
- Joni Nelson joninelson@nwltc.edu 318-371-3035

Shreveport

- Alena Harris alenharris@nwltc.edu 318-676-7811

Shreveport (confidential advisors)

- Lawrence Richardson lawrencerichardson@nwltc.edu 318-676-7811
- Shadealia Hudson shadealiahudson@nwltc.edu 318-676-7811

PROHIBITION ON RETALIATION

Along with LCTCS, NLTCC will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution’s policies in place governing students. When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of NLTCC's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review. NLTCC will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

SEX OFFENDER REGISTRY AND ACCESS

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), was signed into law on October 28, 2000. It amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act and the Clery Act. Any person required to register under a state sex offender registration program must notify the state regarding whether he/she is enrolled or works at an institution of higher education; identify each institution of higher education in that State at which

the person is employed, carries on a vocation, or is a student; and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institution. It requires state law enforcement agencies to provide a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at the college. The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and is responsible for the enforcement of the applicable sections of laws cited above. Information about any such registered individual affiliated with NLTC may be found at the public SOPR website:

<http://www.lsp.org/socpr/default.html>.

In addition to the amendments previously mentioned the CSCPA also amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

SEXUAL ASSAULT

- Ensure the safety of students and staff first.
- Notify Campus Security/Campus Safety Coordinator, if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Call 911 for local police department response.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow Code Blue procedures as stated in the [Emergency Preparedness Plan](#).
- Do not leave the victim alone.
- Campus Safety Coordinators:
 - Document all activities witnessed by staff
 - Assess counseling needs and
 - Implement post-crisis procedures as needed

SEXUAL MISCONDUCT/HARASSMENT

The College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual harassment of its members. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972. Sexual harassment is demeaning and degrading; it affects an individual's self-esteem and can have a negative impact on performance at work or in class. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used

as the basis for decisions affecting an individual's employment or academic standing; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment. It is the policy of NLTCC that no member of the College community may sexually harass another. This includes sexual harassment of an employee by another employee, of a student by an employee, of an employee by a student, and of a student by another student. Visitors to the campus are also covered by this policy should the alleged incident occur on College property. Additionally, the College does not tolerate harassment of its students or employees at campus-sponsored events or programs held at off-campus locations or by non-institutional personnel in programs sponsored or supported by the institution. Through the procedures established by the College and outlined in this memorandum, employees and students who believe they have been subject to sexual harassment can have their complaints handled promptly and receive due process for the filing of grievances.

NLTCC's programs to prevent dating violence, domestic violence, sexual assault and stalking and of procedures that the school will follow when one of these is reported is outlined in the [Violence Free Campus Policy](#).

MISSING /ABDUCTED STUDENT NOTIFICATION

Missing/Abducted Student

Overall Procedures:

- If abduction is observed or suspected, call 911.
- Obtain a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen).
- If a student is missing/abducted, immediately notify the Administration
- If possible, obtain a detailed description of clothing/time/location when student was last seen and photograph of the student if possible.

Administrator's Responsibilities:

A. Missing Student

- (i) Conduct an immediate search of the campus.
- (ii) Call 911.
- (iii) Have Student Services make contact with the emergency contact on file in Student Services for the missing student.

B. Abduction

- (i) Call 911, provide suspect/vehicle information.
- (ii) Notify the Chancellor at the main campus, 318-377-3035.
- (iii) If abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.

Faculty/Staff Responsibilities:

A. Missing Student

- (i) Notify the Administration.
- (ii) Assist the Administrator with questioning friends/ classmates.
- (iii) Maintain control of the returning students.

B. Abduction

- (i) If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- (ii) If abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.
- (iii) Do not place yourself or students in harm's way.

Maintenance/Custodial Responsibilities:

- If you are informed of an incident notify Administration immediately.
- Follow the Administrator's Responsibilities listed in the previous column.
- Call 911. Follow the Administrator's direction and assist in any way possible.

CRISIS INTERVENTION ASSISTANCE/REFERRAL

NLTCC is committed to support and strengthen safety and security efforts across the college at its three campus locations by providing immediate crisis intervention for students if needed and to serve as the referral team for counseling services, emergency basic needs, psychiatric and dependency assistance, sexual assault, domestic abuse, and other crisis situations.

COLLEGE SAFETY COMMITTEE (Campus Safety Coordinators)

Chief Facilities Officer:	Karen Nash	karennash@nwltc.edu	318-371-3035
Mansfield Campus:	Pam Hubier	pamelahubier@nwltc.edu	318-872-2243
Northwest (Minden) Campus	Mike Ritchie	michaelritiche@nwltc.edu	318-371-3035
Shreveport Campus	Joe Lacour	joelacour@nwltc.edu	318-676-7811

DEPUTY TITLE IX COORDINATORS AND CONFIDENTIAL ADVISORS

Confidential Advisors

A Confidential Advisor will be assigned to the victim and the accused as warranted. The victim and accused will be assigned different Confidential Advisors.

Mansfield:

- Pamela Hubier pamelahubier@nwltc.edu 318-872-2243

Mansfield (confidential advisors)

- Tammy Morgan tammymorgan@nwltc.edu 318-872-2243
- Mary "Cathy" Toups marytoups@nwltc.edu 318-872-2243

Minden

- Treva Askey trevaaskey@nwltc.edu 318-371-3035

Minden (confidential advisors)

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|--------------------------|--|--------------|
| • Margaret “Megan” White | margaretwhite@nwltc.edu | 318-371-3035 |
| • Joni Nelson | joninelson@nwltc.edu | 318-371-3035 |

Shreveport

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| • Alena Harris | alenaharris@nwltc.edu | 318-676-7811 |
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Shreveport (confidential advisors)

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| • Lawrence Richardson | lawrencerichardson@nwltc.edu | 318-676-7811 |
| • Shadealia Hudson | shadealiahudson@nwltc.edu | 318-676-7811 |

CRISIS LINES

- | | |
|-----------------------------|---------------------|
| • Suicide Hotline | 800-273-8255 (TALK) |
| • Sexual Assault Hotline | 800-656-4673 (HOPE) |
| • Domestic Violence Hotline | 800-799-7233 (SAFE) |
| • Alcoholics Anonymous (AA) | 318-865-2172 |
| • Al-Anon | 318-683-1399 |
| • Narcotics Anonymous (NA) | 318-677-4344 |
| • Gambling Hotline | 877-770-7867 |

COUNSELING SERVICES

- Council on Alcoholism and Drug Abuse of NWLA (substance abuse treatment)
 - 318-222-8511
- Legal Services of North Louisiana
 - 318-222-7186 or 1-800-826-9265
- Northwest Louisiana Human Services District (individual/family counseling)
 - 318-862-3085
- Project Celebration (domestic violence, sexual assault)
 - 318-221-8003 or 318-227-7900
- Samaritan Counseling Center (individual/family counseling)
 - 318-221-6121
- YWCA of Northwest Louisiana (counseling and support services for female trauma victims)
 - 318-550-4417

EMERGENCY BASIC NEEDS

- | | |
|------------------------------------|--------------|
| • Catholic Charities | 318-865-0200 |
| • Food Bank of Northwest Louisiana | 318-675-2400 |
| • Hub: Urban Ministries | 318-606-2518 |

- Providence House 318-221-7887
- Salvation Army 318-424-3200

PYSCHIATRIC AND DEPENDENT NEEDS

- Steps Detox Program 318-222-1289
- LSUSHC Emergency Room 318-675-6885
- Shreveport Mental Health Center # during office hours - 318-676-5111
after office hours –
Adults 1-866-416-5370
Kids 1-800-820-6143
- Samaritan Counseling 318-221-6121
- Center for Families 318-222-0759
- David Raines Community Center 318-425-2252
- Shreveport/Bossier Rescue Mission 318-227-2868

ANNUAL SECURITY REPORT OF CRIME STATISTICS

The following statistics are provided in an effort to assure compliance with Public Law 102-542, the Student Right-to-Know and Campus Security Act of 1990.

	1-1-18 to 12-31-18	1-1-19 to 12-31-19	1-1-20 to 12-31-20
Occurrence of:			
Murder/Non –Negligent Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	1	0	0
Arrests for:			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	1
Illegal Weapons Possessions	0	0	0
TOTAL	1	0	1

The National Collegiate Crime Statistics are available on the US Department of Education's [Office of Postsecondary Education](#) web site.

Information containing the registered sex offenders as required by state law is available on the [Louisiana State Police Sex Offender and Child Predator Registry](#) web site.

COMPREHENSIVE SAFETY PROGRAM

NLTCC is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents. The college's [Emergency Preparedness Plan](#) covers multiple procedures to provide general guidelines for the handling of a school crisis that is not covered in this report. A school crisis includes, but not limited to the student violence, school shootings, and student protests, stabbings, riots or other possible life threatening situations.

The College works in cooperation with appropriate federal, state and external agencies – in particular the State of Louisiana Office of Risk Management, which is responsible for coordination, implementation and maintenance of safety and loss prevention programs within all State agencies. Furthermore, NLTCC strives for adherence to and compliance with all safety-related laws and regulations.

Crime Prevention Tips

On Campus

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Walk in public areas. Do not take shortcuts with little or no lighting.
- Walk with confidence and determination, holding your head up, always looking around.
- Recognize potentially dangerous situations before they develop. Trust your intuition, it is usually correct.
- Carry your keys in your hand, along with your chemical spray. Never place your name, address, or phone number on your key ring.
- Do not leave valuables in plain view in your vehicle.
- Look inside your vehicle before entering it.
- If you see something suspicious, call 911.
- If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside, and contact faculty/staff.
- If someone has entered your vehicle and told you to drive, then drive your vehicle into anything available: walls, buildings, curbs, or other vehicles. Never drive off.
- Never let someone force you into a vehicle. Your chances of survival go down after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and takes a lot longer to move. Stretch your arms out to grab

onto anything, but try to keep out of the vehicle. If you are forced into the trunk, kick out a tail-light and push your hand out, waving it.

- If confronted, surrender your valuables, including your purse. Toss your purse or wallet away from you and run in the other direction.
- Scream or shout if attacked.
- If you must fight someone, hit hard and fast. Use your fingers to target the eyes. Use the palm of your hand to strike the nose. Strike the groin area with your hands and/or knees. Use your elbows when close enough.
- When using the stairwells, walk in pairs or groups. Use the elevator when alone. The elevator has an emergency use phone and is a direct line to the Campus Police.
- Never leave your books, book bag, or personal items unattended.
- Mark all items with your name or student ID number, especially books.
- Keep a record or copy of your credit card numbers, identification cards, and checking account numbers. Never write down your PIN number where it can be used, such as in your check book.
- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- So not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.
- Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
- Engrave expensive accessories, such as car stereos and speaker systems, with your driver’s license number. This aids the police in tracing the stolen items.
- Never leave your vehicle running and unattended.
- Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- Drop a business card or address label in the map pockets of your doors.
- Don’t hide a spare key.
- Don’t leave important papers such as bank statements, credit card statements, and other important documents in your car.
- Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
- Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.
- If you find your car has been burglarized, contact the NLTC Campus Police Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

Other Safety Awareness Tips:

If your vehicle breaks down or you have a flat:

- Pull off the side of the road past the white line.
- Lock all of your doors and roll up your windows.
- Immediately call a family member or friend to assist you.
- If no one is available, call the police department and ask for a police officer to stand by with you until help arrives.
- If a stranger stops to help, do not get out of your car. If you do not have a phone, ask him/her to call the police, but remain in your car until the police arrive.

If you believe you are being followed:

- Do not go home.
- Drive to a well-lighted public place or the police station.
- Try to get the license number, a vehicle description, and suspect description of the person following you.

If you see what appears to be an emergency situation:

- Do not stop.
- Call 911 and describe the situation you observed.

There are numerous ploys that are used to attempt to get drivers to stop and render aid. One such ploy would be a child's car seat with a doll dressed as a child sitting on the shoulder of the road. Once you stop, you are subject to criminal activity such as rape, kidnapping, mugging, robbery, car-jacking, etc.

If you are confronted by an armed robber:

- Do not resist.
- Look at the robber but do not stare. This will enable you to provide a description to the police later.
- Assure the robber you are complying with his or her demands.
- Move slowly – avoid quick movements.
- Carry only as much cash and credit cards as you will need for the occasion.
- Take a cab to move about the city or travel in groups.
- Report any incidents to the University Police Department or if off campus to the local law enforcement authorities.

Protecting yourself against sexual assault:

If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.

- Stall for time.

- Figure out your options. Each situation is different.
- Decide if you will fight, try to talk your way out of the assault, scream, or, if necessary for your survival, submit.
- If you fight,
 - Hit hard and fast.
 - Target the eyes and groin.
- Try to dissuade the attacker from continuing.
 - Tell him you have a sexually transmitted disease,
 - Tell him you are menstruating, urinate, vomit, or do anything to discourage the attacker.

Protecting yourself against stalking:

In recent years society has become more aware of the dangers of stalking. Stalking, under Louisiana law, is repeated harassment that could or does cause the victim to feel intimidated, threatened, or frightened. While it is difficult to prevent stalking from occurring, you can take steps to prevent it from continuing.

If you are a victim of stalking:

- Report this to Campus Security or local police department, even if you do not know if you will be filing charges. Notify the campus safety coordinator.
- Gather information to help your case, such as taped recordings of threatening phone calls, license plate state and number, description of vehicle, a personal description, and a detailed listing of any contacts the stalker makes with you.
- Follow up in court. Take out an anti-stalking order at your local circuit court, and/or file a civil lawsuit against the stalker for damages resulting from the stalker's behavior.
- If the stalking continues after the anti-stalking order has been sent, contact the police.

No method of crime prevention is guaranteed to work 100 percent of the time. However, in taking these steps, you are removing the opportunity from would be criminals, and you will be less likely to be victimized. Be smart. Learn these steps, and make them a habit in your life.

Protect yourself from Date Rape Drugs:

- Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are odorless.
- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the evening.
- Have a designated driver arranged before going out to a party. The designated driver doesn't consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the COVID-19 and to comply with relevant state and local orders related to the COVID-19, Northwest Louisiana Technical Community College (NLTCC) has developed the following COVID-19 Preparedness and Response Plan (Plan) consistent with the recommendations in Guidance on Preparing Workplaces for COVID-19, developed by

the Occupational Health and Safety Administration (OSHA). The purpose of the plan is to provide guidance to help identify risk levels in the workplace settings and to determine any appropriate control measures to implement. The Plan may be updated as the COVID-19 related orders are issued or amended. The guidelines and expectations set forth in this Plan have been developed in line with scientific recommendations from the Centers for Disease Control (CDC). They also ensure that the College is complying with federal, state, and local health regulations and orders.

Our primary goal is to promote the well-being of College employees, students, and campus visitors, while continuing to provide the education that will be even more critical as our community returns to work.

Levels of Risk Assessment

The College's COVID-19 Executive Leadership Team will meet to review all operations of the College and determine the level of risk associated with each operation. The Team will review best practices and recommendations from OSHA, the CDC, the State of Louisiana, and the local health department and will implement policies and practices at the College accordingly.

Campus security, physical plant personnel, campus health technicians and some faculty have been designated as the College's designees at check-in points to monitor COVID-19 control strategies on campus. They will provide feedback to the COVID-19 leadership team who will further assess the need for adjustments to this plan.

Screening

Symptom pre-screening is required before entering buildings while they are open to the public. This requirement will be dependent on the level of COVID-19 spread in the local community and the Louisiana Governor orders. Direction from the CDC, state government, and the local health department may also affect the level and types of screening.

Contingency Plan (if outbreak)

The College will follow orders, guidelines, and recommendations from the State of Louisiana, the CDC, and the local authorities if a resurgence of the Covid-19 virus occurs.

BASIC INFECTION PREVENTION MEASURES:

Personal Responsibilities for Good Hygiene

In order to minimize the risk of transmitting COVID-19, employees are required to wear masks and encouraged to use personal protective equipment if applicable such as face shields. Employees should follow good personal hygiene practices both on and off campus.

Hand washing

Employees are instructed to wash their hands frequently and thoroughly. Employees, students and other visitors to campus are provided with access to places to wash their hands with soap and water. Alcohol-based hand sanitizer is available in public spaces for additional infection prevention measures. Signs regarding proper hand washing methods are posted in all bathrooms.

Stay home if sick

Employees are encouraged to stay home if they are sick or are experiencing any symptoms.

Respiratory etiquette

Employees are encouraged to cover their nose and mouth when they sneeze or cough.

Remote Work

The College encourages employees to work from home whenever possible.

Do not share equipment or supplies

The College discourages sharing of equipment (computers, phones, tools).

Flexible and protected work spaces

Work schedules may be staggered for individuals required to work on campus to comply with office social distancing recommendations. Safety measures will be implemented in work spaces, including, but not limited to PPE (such as face shields, masks, and gloves) and workspace redesign where in person services are required. Employees should work with their supervisor to determine schedules and work space options.

No contact deliveries

Employees are encouraged to keep deliveries to a minimum and to use contact free delivery methods whenever possible.

EMPLOYEES:

Regular housekeeping

Employees are encouraged to disinfect their personal high-touch surfaces and work space. Appropriate cleaning supplies will be provided by the College.

Confirmed Cases

The College is prohibited from retaliating against employees or students who stay home or leave work or a class as the result of a COVID-19 diagnosis.

The College is also committed to providing support to students to assist them with completion of their educational programs and to providing support and accommodations within the scope of the law to employees whenever feasible.

Upon notification of a positive COVID-19 diagnosis from an employee's health care provider or upon notice that a student in a classroom has tested positive for COVID-19, the following steps must be taken:

1. If the employee or student is on campus when they learn they have tested positive for COVID-19; the student or employee must immediately leave campus. In the event the employee or student does not have transportation available, they must self-quarantine in a private room on campus until they are able to coordinate transportation and leave campus.
2. The employee or student who has tested positive must contact the Campus Dean or a member of the Executive Leadership Team to inform the College of the diagnosis and report campus locations they have accessed within the last 14 days.
3. In collaboration with proper authorities, Leadership will notify any students, co-workers, contractors, suppliers, or others who may have been in contact with the person who tested positive. (This notice will be provided without disclosing names or confidential health/personal information of the person who tested positive.)
4. Leadership will follow local authority directives and take all appropriate measures to safeguard the health and safety of others and allow for deep cleaning.

Classrooms

Classrooms may require modification or need to be re-arranged to facilitate social distancing. Classrooms will be disinfected between each use.

Classroom management of rules and expectations, including College safety requirements, is handled by Faculty. Any student compliance issues are to be reported to Student Services.

Precautionary Steps

To make the campus environment safer and to slow the spread of the virus, the College has increased the frequency of disinfecting of high-traffic areas and high-touch surfaces. Dedicated entrances and exits to each building have been designated with signs to reduce congestion and maintain social distancing. Hand sanitizer stations have been strategically placed for convenience. Buildings will only be open when needed and access has been restricted to those who need to be there to minimize potential exposure. Additional signage has been posted to remind visitors of guidelines.

Everyone, including vendors, students, and guests are expected to follow posted guidelines.

Administrative controls

Stay Home if Sick

Employees who are sick or are experiencing symptoms will not be allowed on campus. Contact supervisors immediately if symptoms occur or a potential exposure has occurred.

Minimize Contacts

Employees are encouraged to meet virtually, even if attendees are on campus. The College encourages continuing to provide services using remote methods and requests that employees think about other services that might be provided remotely.

Discontinue Unnecessary Travel

The College has restricted college-related travel. Only essential off-campus travel is allowed and must be pre-approved.

General Housekeeping

The College has installed additional hand sanitizer dispensers on campus. The College will ensure ample placement of trash receptacles on campus for proper disposal of personal hygiene items such as used gloves, tissues or disposable masks.

Training and education

The College has training modules for employees to complete on topics and are accessed in the Canvas system. Training may occur in person or remotely.

Masks

To slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others employees, students, and guests are required to wear face coverings on campus. The College is prepared to provide a disposable face mask to any student or employee in need of one. Advise the individual manning the check-in point for the designated building or campus to obtain one. Face coverings **must** be worn on campus whenever in the presence of others.

Face Shields and other PPE

The College will supply additional PPE, such as face shields and gloves, to those employees who are required to work in an area or on a task that cannot be completed through social distancing. Employees must contact their supervisor if these are needed.

Existing OSHA Standards

Existing OSHA standards such as blood-borne pathogens, are to be followed. This plan supplements existing safety standards.

Unsafe work conditions

The College is committed to maintaining a safe work environment for all employees. If an employee becomes aware of an unsafe work condition, they should contact their supervisor immediately to share their concerns.

If the employee's concerns are not resolved by working with their supervisor, the employee should report their concerns to Human Resources.

Accommodations

If an employee or student needs additional considerations or accommodations during this time

For more information

Employees: Contact Human Resources Amber Saunders at Ambersaunders@nwltc.edu.

Students: Contact Student Services on the specific campus. Student Services will report it to the proper department or leadership to resolve.

SEE ALSO

- [Emergency Preparedness Plan](#)
 - [Data Security Policy](#)
 - [Campus Sexual Misconduct Policy](#)
 - [Violence Free Campus Policy](#)
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For further information please contact your Campus' Dean, Safety Coordinator, and/or Confidential Advisors.