



Campus
SECURITY and
FIRE SAFETY
Information Brochure



Annual Report for 2011

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Campus Security and Fire Safety Information Brochure

Annual Report for 2011

Introduction

Thank you for taking the time to read this *Campus Security and Fire Safety Information Brochure*. This document details the policies and procedures that Western Wyoming Community College (WWCC) uses to deter and respond to emergency and criminal situations on campus. In it, one will find measures that WWCC has taken to maintain a safe and secure environment for employees, students, and visitors. Information provided in this document is required by law as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well the amendments to this law as outlined in the Higher Education Opportunity Act of 2008 (HEOA).

The Associate Vice President of Administrative Services of the college compiles the information and statistics for this report in cooperation with the Protective Services Department, Student Development Center, Office of Residence Halls & Student Life and local law enforcement agencies in the college service area.

Like other small, rural community colleges, WWCC has historically been less susceptible to many of the violent crimes more prevalent at colleges located in other areas of the country. However, neither WWCC nor any other institution of higher education can completely isolate itself from the ills of society. No institution can guarantee that all members of its community will be free from personal attack or loss of personal property. This level of absolute protection is unavailable anywhere. What should be expected is that an institution will take reasonable steps to provide a level of security that is acceptable and will promote an environment in which personal safety is taken very seriously by all members of the college community.

Therefore, the Administration encourages you to read and understand this document. Your use of the facilities, programs, and services mentioned herein, along with taking steps to increase your personal safety, will help you have a positive educational experience.

Enforcement Authority of Protective Services

The Protective Services Department of Western Wyoming Community College is primarily responsible for providing safety and security for the Rock Springs campus and providing support to all other college facilities. Protective Services Officers (PSO) are non-sworn employees of the College with limited authority. This authority is limited to actions necessary to protect the interests of the college, report criminal activity and reasonably control situations until local authorities arrive. PSO's do not have authority to make arrest and report criminal activity to police. PSO are only authorized to physically restrain or prevent the lawful movement of a person if it is deemed necessary for self-protection or the protection of others from harm, including self-inflicted harm.

PSOs are instructed to exhaust all reasonable means available to resolve situations before notification of the local authorities. However, if there is a threat to the safety of a person or actual physical harm to a person, police notification is to be immediate. Additionally, when it has been determined that there has likely been a violation of state law (Minor in Possession, Alcohol on the Breath of a Minor, Supplying Alcohol to a Minor, Possession of a Controlled Substance, etc.) PSOs, Residence Halls staff, and RAs have been instructed to notify the Rock Springs Police Department.

College Relationship with Law Enforcement

Although the college does not have a police department, the college does have a close working relationship with local law enforcement agencies within its service area. The college recognizes the need for a close and positive working relationship with law enforcement to provide a safe and secure environment on campus. The college encourages the campus community to promptly report crime to the City of Rock Springs and City of Green River Police Departments as well as the law enforcement agencies that service the areas where college outreach sites are located. The college has no formal agreements with these agencies to provide exclusive services to the college.



Reporting Emergencies and Criminal Activities

It is the desire of the College to deal with the reporting of criminal activities or other emergencies that may occur on campus in an organized and timely manner. If personal safety or lives are at risk, call 911 or 5-911 from any on campus phone for immediate police assistance. Crimes should also be reported to the Protective Services Department to provide timely warning notices to the campus community and to help insure accurate record keeping for the annual crime statistics. In addition you may report crimes to the following individuals at the following locations:

Location	Phone Number Extension 1234 (On Campus Emergency Only)
Information Desk Operator,	
Protective Services Officers, RM#1122 Rock Springs	(307) 382-1690 or (307) 922-4961
Residence Hall Director, RM#1102 Rock Springs	(307) 382-1644
Student Development Director, RM#2013 Rock Springs	(307) 382-1645
Director of Workforce & Development, RM# 207A Green River	(307) 872-1307
Vice President Student Success Services, RM#3011 Rock Springs	(307) 382-1639
Assoc. Vice President of Administrative Services, RM#3034 Rock Springs	(307) 382-1832

Voluntary and Confidential Reporting of Crime

Protective Services Department reports may be public records subject to release under the Open Records Act. Based on this information, voluntary confidential reporting is not available to the campus community. However anyone in the campus community can report a crime or suspicious activity anonymously by going to the reporting form at the following website:

<https://publicdocs.maxient.com/incidentreport.php?WesternWyomingCC>

You may also find access to this form from the campus homepage; just look for the icon as follows:



Just click the icon to go to the report form. The report form gives you the option to report anonymously by filling in only the information marked with a red asterisk next to it.

The information submitted using the report form will be investigated promptly by the appropriate campus departments. Serious crimes may be referred to local law enforcement. The information will also be included in the annual disclosure of crime statistics.

Western Wyoming Community College Timely Warning Procedure

In the event that a situation arises on or off campus that Protective Services, in consultation with the Vice President for Student Success or his/her designee, the College President or other designated senior administrative staff, determines is an ongoing or continuing threat, a campus wide “timely warning” may be issued per requirements of the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Initial notification will occur through WWCC Mustang Cruiser and the emergency notification system. The warning may also be posted on the WWCC Web Site, www.wwcc.wy.edu, distributed through the employee Outlook e-mail system, residence hall phone system, and other campus communications as appropriate.

Timely warnings are usually issued for the following classifications:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Sex offenses
- Any other emergency as deemed necessary

Depending on the particular circumstances of the threat, especially in situations that pose an immediate or on-going threat to the community and individuals, a copy of the notice may be posted in each residence hall, on-campus throughout the building, and in the Green River Center.

Anyone with information warranting a timely warning should report the circumstances to Protective Services at 382-1690, security@wwcc.wy.edu, or by going to the Protective Services Office, Room 1122. If they are not available, contact the VP for Student Success Services through the College Information Desk.

Security Considerations and Access to Campus Facilities

The college strives to provide a safe and secure environment for its students, employees and visitors. The college utilizes a system of key locks and electronic card access to secure all campus facilities. Additionally, the exterior doors of the Rock Springs main campus building and the Green River Center utilize a security system that monitors exterior door entry. The security system also uses a forced entry alarm, monitored by PSOs. Also, all campus facilities utilize security lighting in parking lots, along walkways, outside areas frequented by students and inside facilities, even past normal business hours.

All keys are issued and maintained by the Physical Resources Department. Keys are issued to specific employees for the purposes of being able to enter their specific work areas and their level of access is specific to the needs of their work.

Employees are issued access cards by the Media Services Department with approval of their supervisor. Access cards may be issued to part-time employees, contractors and visitors on a temporary basis with limited access to specific areas of campus and a set time to expire rendering the card useless.

The Main (Northeast) parking lot and West parking lot outside of the main campus building are also electronically monitored by security cameras. All Residence Hall parking lots are electronically monitored by cameras.

At Western, campus security issues are primarily reviewed and addressed in a coordinated effort by the Campus Safety Committee, Protective Services Department, Physical Resources Department, Student Success Services Division leadership and Administrative Services Division leadership with input from all levels of the campus community.

The Protective Service, and Physical Resources Departments regularly inspect safety and security related equipment. The Physical Resources Department is primarily responsible for the maintenance of security related equipment.

Access and Security – Rock Springs Campus

The Rock Springs main campus building is open to students, employees and visitors from 7:30 a.m. to 11 p.m. 7 days a week. This schedule may vary depending on campus events scheduled for that particular day.

The building closes at 11:00 p.m. and by 11:30 p.m. individuals are asked to leave the building. However, some events may be scheduled past closing time. Individuals attending such events will be requested to exit the building within one-half hour after the event has ended and should do so through the doors designated for exit by the PSO on duty.

Individuals remaining in the building after 11:00 p.m. and not associated with a scheduled event may do so under the on-site supervision of a WWCC employee or with the consent of the PSO on duty. Full-time employees with access cards may enter the building at any time.

On holidays and weekends public access to the main building will be restricted to the main entrance unless scheduled events require additional doors to be unlocked to provide appropriate access to facilities.

Security Staff- Rock Springs Campus

The Protective Services Department officers conduct random foot patrols of all Rock Springs campus facilities, conduct random vehicle patrols of the parking lots, assist with monitoring access of campus facilities, answer calls for service, provide on campus escorts and respond to emergencies. PSO's utilize two-way radios to communicate with other campus departments and local emergency services as needed. All weekends, holidays or when the campus is closed, PSO's are on duty 24 hours a day. All other times Protective Services attempts to provide 24 hour services but coverage may be limited from 8 a.m. to 4 p.m. on weekdays. During special events additional PSO's may be provided as needed.

The college maintains an Information Desk located near the main entrance of the building that is staffed from 7:30 a.m. to 10 p.m. on weekdays, 8 a.m. -10 p.m. on Saturday and 10 a.m.-10 p.m. on Sunday. The desk operator provides public information, operates the campus switch board, assists with emergency communications, assists with monitoring the main entrance area and assists Protective Services by dispatching calls for service.

Access and Security- Residence Halls, Rock Springs Campus

Access into Residence Halls buildings are restricted to student residents and select employees using access cards and key locks. Student residents have 24 hours access to the Residence Halls. Individual student living areas are further protected by combination locks restricting access into the living area only to students contracted to the suite or apartment. Non-student visitors are restricted from entering the Residence Halls facilities without invitation from a student resident.

Staff-Residence Halls, Rock Springs Campus

The College maintains a staff of 17 live-in Resident Assistants (RAs) and one live-in Hall Director who are available 24 hours a day. The RAs are specially trained to handle a variety of emergencies.

PSOs conduct random patrols in the housing areas each shift. An extra PSO is assigned to work in the Residence Halls from late evening to early morning. PSO's conduct random foot patrols, check the security of doors, receive calls for service, provide escorts and respond to emergencies.

All Residence Hall parking lots are electronically monitored by cameras.

Access and Security-Green River Center, Green River Campus

The Green River Center (GRC) is generally open to students, employees and visitors from 7 a.m. to 10 p.m., Monday through Friday. This schedule may vary depending on the events scheduled for that particular day. In the event that no evening activities are scheduled, the GRC will be closed at 5 p.m. The Green River Center will be closed weekends and holidays unless Center events are scheduled. Employees with access cards may access the GRC building at any time.

Security Staff-Green River Center, Green River Campus

The Green River Center of WWCC maintains a staff of 2 fulltime security/custodial staff who monitor the campus when the GRC is open for regular business. Additional security staff is assigned as needed for special events or to address any concern.

Safety Programs and Services

At the beginning of each semester, all resident-students are required to attend housing orientation. At this orientation, crime and security topics, such as crime prevention, date rape and campus security systems are covered in detail. In addition, each resident-student receives a Residence Hall handbook, which discusses a variety of personal safety and security topics, including campus security procedures and practices.

During the year, the administration displays a series of educational messages via the campus closed circuit television system throughout the campus, informing students/employees of ways they can prevent campus crime. The information in these messages is frequently changed and highlights topics such as protecting yourself in your room, protecting yourself when walking, protecting your automobile and bicycle, and protecting yourself when driving. Messages are also posted throughout the campus, notifying students about the Campus Escort service and other safety issues.

An emergency call station is available in the lower resident hall parking lot to enhance security efforts. When the call station is activated it connects to the Protective Services' radio.

The College also has a Campus Escort service available to students, employees and visitors. Contact the Information Desk to request an escort to walk you to your car or residence hall.

Criminal Activity off Campus

The College has no recognized student organizations with off campus locations that are monitored by the college.

Emergency Response and Evacuation Procedures

In the event that a significant or dangerous situation threatens the health or safety of students, employees or visitors (campus community) at any property owned or under the control of the college and upon the confirmation of the emergency or dangerous situation, college officials will immediately notify the campus community.

The College will use any reliable source available to obtain information to confirm that an emergency or dangerous situation exists. A campus employee receiving such information shall notify the campus President or their designee. The President or Emergency Response Team (ERT) will use the information available, taking into account the safety of the community, create a notification and begin the emergency notification process. The information available concerning the threat or emergency will determine if the notification will be limited to a segment of the campus or the whole campus community. The situation will be continuously assessed as the duration of the incident and additional notifications will be made as necessary.

The college will make this notification, with no unnecessary delay, using one or more of the following resources:

- Mustang Cruiser Alert
 - Web posting
 - Email Notification
 - Cell Phone Notification
- Campus Employee Exchange Email System
- Campus Interior Annunciator System (Main Building, Rock Springs Campus Only)
- Campus Phone System Burst (Rock Springs and Green River Campuses)

The only reason that a notification would not be immediate is if the notification will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Or at the request of the fire or police department, in their professional judgment, that making a notification will compromise the efforts of emergency services.

Emergency Response Team (ERT)

The Emergency Response Team is a group of senior level staff officially appointed by the College President to advise and assist in an emergency situation. The members of the team will oversee and focus the efforts of the campus community in the case of an emergency on campus. The responsibilities of this group include:

- Make strategic decisions during an emergency.
- Gather and analyze conditions.
- Allocate and direct resources.
- Request internal and external resources.

The following are a list of titles of those responsible for the notification process and are members of the ERT.

- President
- VP Admin Services
- VP Student Success Services
- VP Student Learning
- Assoc. VP Student Services
- Assoc. VP Planning & Improvement
- Assoc. VP Admin Services
- Protective Services Supervisor
- Director Physical Resources
- Building Operations Systems Specialist
- Residence Halls Director
- Registrar/Information

Crisis Communication Team

It is the practice of the college to respond to emergencies as rapidly and with as much information possible. The goal is to provide accurate information and visible leadership in a timely fashion.

Emergencies that significantly disrupt classes and services will be announced to employees, students and the public as quickly as possible. The Crisis Communication Plan will be invoked for each emergency, but every situation has unique characteristics and will require independent decision-making by the ERT so that the response is appropriate and directly related to the incident. The Crisis Communication Team (CCT) will determine the sequence of communication and will review all communication before it is distributed.

The following individuals make up the CCT, working to determine the best plan of action and the approach to be taken concerning distributing information to off campus sources:

- President
- Vice President of Student Success Services
- Vice President of Learning
- Vice President of Administration
- Coordinator of Marketing and Public Relations

The CCT may choose to use one or all of the following sources to distribute emergency information to off campus audiences:

- Contacting Sweetwater County Emergency Management
- Contacting local law enforcement and emergency services by phone or using

- WyoLink, the statewide digital emergency radio communications system
- Contacting the National Weather Service for activation of the Emergency Alert System
- Contacting, local cable television provider, local radio and print media outlets
- Web postings on the campus website
- Mustang Cruiser Alert System

Testing of Emergency Response and Evacuation Procedures

The college will conduct at least one annual test of the emergency response and evacuation procedures. The following describes the criteria that the college will follow to test the procedures:

- Tests will be scheduled in advance
- Tests will include a drill to test campus response to an emergency
- Tests will contain an exercise involving coordination with local emergency services
- Tests will contain follow-up to review the results of the testing
- Testing will have measurable goals for assessment of plans and capabilities

The college will publicize its emergency response and evacuation procedures in the form of an email to employees containing a link with where to locate and review the campus emergency procedures. Additionally, the Campus Safety Brochure will be published annually for students and staff as well as the Annual Campus Security and Fire Safety Report Brochure for the campus community.

The college will document all tests of the campus emergency plans. This documentation will include a description of the exercise, the date and time of the exercise and if it was announced or unannounced.

Crimes Reported to the Department of Education

Definitions followed are from the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

Criminal Homicide

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

Negligent Manslaughter - The killing of another person through gross negligence.

Forcible Sex Offenses - Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent.

Non-forcible Sexual Offenses (Except "Prostitution Offenses") - Unlawful, non-forcible sexual intercourse.

Robbery - The taking, or attempting to take, anything of value, from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. NOTE: The UCR considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.

Burglary - The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; house breaking; safecracking; and all attempts at these offenses as Burglary. UCR's definition of a structure includes, but is not limited to, the following: apartment, barn, cabin, church, condo, dwelling house, factory, garage, house trailer or houseboat, mill, office, other building, out building, public building, railroad car, room, school, stable, storage facility, vessel and warehouse.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. UCR defines motor vehicle as a self-propelled vehicle that runs on land surface and not on rails: for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles and snowmobiles are classified as motor vehicles.

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

Arrest- (for Clery Act purposes) Persons processed by arrest, citation or summons.

Referred for Disciplinary Action - The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Liquor Law Violations - The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.

Drug Law Violations - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium, or cocaine and

their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics-manufactured narcotics which can cause true addiction (Demerol, methadone), and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Illegal Weapons Possession - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Hate Crime – A performed negative attitude toward a group of persons because of race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Crime Statistics for WWCC

The following are statistics required by the Jeanne Clery Act and reported annually to the Department of Education for reportable crimes, arrests and referrals for campus disciplinary action that occurred on the Rock Springs and Green River campuses. Outreach sites include: Big Piney, Bridger Valley, Cokeville, Elk Mountain, Evanston, Kemmerer, Little Snake River, Pinedale, Rawlins, Saratoga and Star Valley. Statistics for Outreach sites are located under the non-campus category.

Statistics are disclosed in four categories: (1) Campus (Rock Springs and Green River Center); (2) Non-campus, which includes any remote facilities of WWCC; (3) Public property, which includes publicly owned sidewalks, streets or other thoroughfares, and parking facilities that provide immediate access to facilities owned by WWCC in Rock Springs or Green River and are within the same reasonably contiguous geographic area of these institutions; and (4) Residential facilities, which includes all dormitories or other residential facilities for students, or other facilities affiliated with WWCC.

Statistics reported are between January 1, 2008 and December 31, 2010 by the local police departments and campus Protective Services.

LOCATION: Rock Springs Campus

CAMPUS	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	1	1	1
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Arrests

Liquor Law Violations	10	4	4
Drug Law Violations	4	10	9
Illegal Weapons Possession	0	0	0

Referrals

Liquor Law Violations	33	42	49
Drug Law Violations	3	2	20
Illegal Weapons Possession	0	0	0

Of those listed above, the following occurred in the Residence Halls

RESIDENCE HALLS	2008	2009	2010
Murder/ Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	1	1	1
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Arrests

Liquor Law Violations	8	1	3
Drug Law Violations	2	6	8
Illegal Weapons Possession	0	0	0

Referrals

Liquor Law Violations	28	31	47
Drug Law Violations	3	2	17
Illegal Weapons Possession	0	0	0

NON-CAMPUS (Outreach Sites)	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	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
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

PUBLIC PROPERTY	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	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

Arrests

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Referrals

Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

HATE CRIMES	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0

LOCATION: Green River Center

There has been only one crime reported at this location, which is reported below.

CAMPUS	2008	2009	2010
Non-Forcible Sex Offenses	0	0	0
Burglary	1	0	0

Registered Sex Offenders

One may obtain information about registered sex offenders at http://attorneygeneral.state.wy.us/dci/so/so_registration.html or by contacting the State of Wyoming Attorney General at 307-777-7841.

One may also obtain information about registered sex offenders employed by or attending school at WWCC by contacting the Protective Services office or the Sweetwater County Sheriff's office.

Use of Alcoholic Beverages Policy

Western Wyoming Community College Policy 5420 B, adopted November 1, 1989 states:

“The college prohibits students from using, possessing, or selling alcoholic beverages at college sponsored or supervised activities or on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution. Due process is insured through the established administrative and judicial processes.

By law, minors in the State of Wyoming under the age of 21 are prohibited from using, possessing, or purchasing alcoholic beverages. Furthermore, students over 21 are prohibited from purchasing or supplying alcoholic beverages to minors. Both of these groups can be prosecuted and/or disciplined.

To prevent the use and misuse of alcoholic beverages, the College will cooperate with the Associated Student Government and local and area agencies to educate the college community”.

In addition to these College policies, the College also has issued administrative regulations regarding the prevention of illicit drug or alcohol use and abuse by students and employees, as required by the Federal Drug-free Schools and Communities Act, amended in 1989.

As it applies to students, this regulation states, in part, “The College prohibits the possession, use or distribution of alcoholic beverages and/or illicit drugs on its property or as a part of any student activity sponsored or supervised by the College. Violations will result in the imposition of penalties up to and including expulsion from the College and referral for prosecution under applicable Local, State and Federal laws”.

As it applies to employees, this regulation states, in part, “The College prohibits the possession, use or distribution of alcoholic beverages and/or illicit drugs on its property or as a part of any student activity sponsored or supervised by the College. Violations will result in the imposition of penalties up to and including termination of employment and referral for prosecution under applicable Local, State and Federal laws”.

Use of Illegal Drugs Policy

Western Wyoming Community College Policy 5420 C, revised May 26, 1988 states:

“The College prohibits students from using, possessing, or selling illegal drugs on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution.

To prevent the misuse of drugs, the College will cooperate with local and area agencies to educate the College community on the dangers of using illegal and harmful drugs”.

In addition to these college policies, the College also has issued administrative regulations regarding the prevention of illicit drug or alcohol use and abuse by students and employees, as required by the Federal Drug-free Schools and Communities Act, amended in 1989.

As it applies to students, this regulation states, in part, “The College prohibits the possession, use or distribution of alcoholic beverages and/or illicit drugs on its property or as a part of any student activity sponsored or supervised by the College.

Violations will result in the imposition of penalties up to and including expulsion from the college and referral for prosecution under applicable local, State and Federal laws”.

As it applies to employees, this regulation states, in part, “The College prohibits the possession, use or distribution of alcoholic beverages and/or illicit drugs on its property or as a part of any student activity sponsored or supervised by the College. Violations will result in the imposition of penalties up to and including termination of employment and referral for prosecution under applicable local, State and Federal laws.”

Description of Drug or Alcohol Abuse Education Programs

The Student Development Center (SDC) at WWCC coordinates all alcohol and drug education programs for the campus community. The philosophy behind this program is threefold: education, intervention, and prevention. The purpose is to educate the campus community about responsible behaviors with regard to alcohol and drugs, to intervene when alcohol and/or drug use interferes with a healthy lifestyle, and to offer lifestyle options that prevent the onset of problems which can result from the irresponsible use of alcohol and drugs.

In addition, housing regulations at WWCC prohibit the use and/or possession of alcohol or illegal drugs in college housing. The alcohol and drug education program incorporates a component that addresses this regulation and serves as part of the disciplinary and education procedure for students who violate this policy (see Personal Awareness Seminar below). All aspects of the alcohol and drug program are designed to protect the privacy and confidentiality of the participants.

The drug and alcohol prevention program consists of seven components:

1. National Collegiate Alcohol Awareness Week
2. National Drunk and Drugged Driving Prevention Month
3. Personal Awareness Seminars
4. Student Success Seminars
5. Referrals
6. Workshops – On Drug and Alcohol Issues
7. Resource Library

National Collegiate Alcohol Awareness Week

Colleges and universities across the country participate in National Collegiate Alcohol Awareness Week (NCAAW) every year during the third week in October. Sponsored by the Inter-Association Task Force on Alcohol and Other Substance Abuse, this week is comprised of activities designed around the theme of alcohol and drug awareness.

Individual colleges and universities develop and promote their own activities. At WWCC the activities are designed to be educational but also fun and entertaining when appropriate.

Listed below are the activities around which NCAAW on this campus is organized annually. Not every activity is used every year.

1. Mocktail Mix-off — Students compete for cash prizes for the best non- alcoholic drink recipe.
2. Tie-One-On Tie-Dye Contest — Students, faculty, and staff compete for prizes as they attempt to create the best tie-dye art.
3. Movie Night — A motion picture with a theme surrounding alcohol and/or drugs is shown. Refreshments are served.
4. DUI Presentation — A local law enforcement agent presents a program on driving while under the influence and the legal system’s response to this behavior.
5. Alcohol Simulator — The local highway patrol displays a computer simulator on campus that allows students, faculty and staff to simulate a drinking and driving experience.
6. Classroom Lectures — Student Development Center Counselors volunteer to present in various classrooms during the week on alcohol-related issues.
7. Displays — Local agencies are invited to set up displays advertising their alcohol and drug programs.
8. Twister Tournament — Students, faculty and staff compete on twister game mats for prizes.
9. “Shoot for Sobriety” 3-Point Basketball Shooting Contest – Students, faculty and staff compete for prizes.

National Drunk and Drugged Driving Prevention Month

Sponsored by the National Highway Traffic Safety Administration of the Department of Transportation, the month of December is nationally recognized as National Drunk and Drugged Driving Prevention Month. In support of this month, the SDC sponsors a Pledge Christmas Tree on campus. Faculty, students, and staff are encouraged to sign an ornament pledging that they will not drink and drive during the holiday season. The ornaments are then hung on the tree that is displayed throughout the holiday season, reminding the campus community not to drink and drive. Annually about 300 faculty, students and staff participate in this project.

In addition, WWCC students meet with the president of the college and the mayors of both Rock Springs and Green River and ask them to sign a proclamation which proclaims December as National Drunk and Drugged Driving Prevention Month in their respective communities.

Personal Awareness Seminar

The Personal Awareness Seminar is required of all students who violate the alcohol policy in the residence halls. It is also open to any interested student, faculty, or staff.

The emphasis of this program is on wellness and healthy lifestyles, not alcohol rehabilitation. It is designed to enhance the student’s overall development. The philosophy behind the program is that positive personal growth will result in more responsible alcohol related behaviors.

For students on alcohol probation, a mandatory initial meeting with a SDC counselor is required. At this time the counselor will review the probation requirements which include but are not limited to additional counseling sessions and completion of the educational program entitled MyStudentBody.

Referral

Should a student, faculty, or staff member exhibit maladjusted behaviors involving the use of alcohol and/or drugs that warrant more intensive therapy beyond the SDC program, a referral is made to one of the local counseling agencies or to the local chapter of Alcoholics Anonymous. Local agencies include Southwest Counseling, Counseling Associates, Family Dynamics Counseling, or New Perspectives. Should an individual voluntarily seek assistance/referral for an alcohol and/or drug problem prior to the time that a violation of the college policy has occurred, no college disciplinary action will be taken. Under circumstances where the policy has been violated, the college may require referral to an alcohol and/or drug rehabilitation program. Finally, under circumstances where an individual is perceived to be a danger to himself/herself or others as a result of alcohol and/or drug use, the college reserves the right to involuntarily refer the individual to the appropriate treatment facility or agency.

Changes to be Made in the Program

The Student Development Center and the Housing Office are working with outside authorities to provide additional educational programs and outside enforcement, particularly in student housing.

Description of Sexual Assault Educational Programs

WWCC sponsors a number of educational programs to promote the awareness of rape, acquaintance rape and other sex offenses including:

- Acquaintance-rape presentations, given by Resident Assistants during housing orientation;
- Printed information, that is available in each residence hall, covers topics such as date rape, stranger rape, sexual assault and other sexual crimes;
- Crime prevention tips are displayed on campus-wide, closed-circuit television, covering such topics as date rape, stranger rape and other sex offenses;
- Residence Assistants are trained as referral people and are knowledgeable about College and community services available to victims of sexual assault.
- Sexual Assault presentations are given by SDC counselors in the residence halls throughout the academic year.

Possible sanctions for rape, acquaintance rape or other sex offenses (forcible or nonforcible), following an on-campus disciplinary procedure are described in Policy 4420C and 5420E, "Forcible and Non-Forcible Sexual Assault" and include, but are not limited to "probation, suspension, restriction or dismissal from student housing and/or the college". Please refer to the WWCC Policy and Procedures for the complete policy.

Procedures to be followed in the event of a sexual offense are clearly outlined in college Policy 4420C and 5420E, “Forcible and Non-Forcible Sexual Assault”. Please refer to the WWCC Policy and Procedures for the complete policy.

Missing Student Notification Procedure

In the case of a missing resident hall student, Campus Security will make the following contacts:

- Director of Housing
- Notify the Vice President for Student Success Services
- Notify the College President
- Investigate the facts of the case

If after 72 hours the student cannot be located, the Rock Springs Police Department will be notified. The Vice President for Student Success Services will notify the family if that has not already happened.

For off-campus students, the Vice President for Student Success Services will be contacted, who will:

- Notify the College President
- Attempt to contact the student’s off campus home and family

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

We are in the process of reviewing the existing Board Policy 5420E to assure compliance with Clery Standards and do not have a revised procedure.

Annual Residence Hall Fire Safety Policy Disclosure and Statics Report

The purpose of this report is to disclose fire safety information, policies and procedures currently used in the on campus residence halls at the college’s Rock Springs Campus. It is the hope of the college that the campus community, especially those planning on residing in the residence halls and current residents, read the following information to become familiar with fire safety rules, regulations and procedures. Being familiar with this information can keep everyone safe and save lives in a fire. These topics are also discussed extensively in the “Residence Hall Handbook” and questions concerning Residence Hall fire safety or security issues can be answered by contacting the office of Residence Halls and Student Life at (307)382-1845 or the Protective Services Department at (307)382-1690.

Electronics and Power Cords

Students are advised to consider the limited size of their living area and close living quarters when selecting electronic equipment for use in their living area. It is also requested that students use caution not use excessive wiring to set up equipment. The only power cords, extension cords, surge strips or surge protectors approved in the residence halls must be no longer than 6 feet in length and have a 15 amp breaker.

Although these items may be purchased from any business, for your convenience the college bookstore sells approved devices. For energy reasons, for safety reasons, and for aesthetic reasons, power cords cannot be run from residence halls windows to vehicles.

Cooking in the Residence Halls

Cooking in the Residence Halls Cooking is allowed only in apartment style rooms.

Limited cooking, using only microwaves is permitted in non-apartment units. George Foreman grills are not permitted in any apartment units.

Tobacco Use, Board Policy 1330F:

The College will regulate tobacco use on property owned or controlled by the College; and, tobacco use by students at locations where instruction or student activities occur off campus. A General Administrative Regulation shall implement this Board Procedure.

Definitions:

- “Smoking” as used in these procedures means the act of smoking tobacco or tobacco-like substances utilizing a cigarette, cigar or pipe.
- “Tobacco Use” means “smoking” or the use of “smokeless tobacco.”

Tobacco use is allowed in a designated tobacco use shelter and in all outdoor locations except where expressly prohibited.

On indoor property owned or controlled by the College, tobacco use is expressly prohibited.

Outdoor tobacco use on college property, including the residence halls, is expressly prohibited within twenty five (25) feet of any exterior doorway of any campus building. Ashtrays are located near all tobacco use signs and in the tobacco use shelter. Both smoking tobacco and chewing tobacco are not allowed to be used inside the residence halls. Residents who violate this policy may lose their residence halls contract.

Burning Items and Open Flames

Any items that produce burning or open flame are not permitted inside the Residence Halls, this includes but not limited to burning of incense, candles or any items that produce “hot wax”.

Storage of Combustible Materials and Explosive Materials

At no time are combustible items to be stored in the residence hall living areas or storage areas. The College prohibits employees, students and visitors from possessing, using or storing any dangerous chemicals or explosive material on campus including fireworks and firearm ammunition. For a more specific list of prohibited items please see Board Policy 3910K, concerning “weapons”.

Fire Evacuation Procedures Snowy Range, White Mountain, Teton, Rocky Mountain and Wind River Halls.

Upon activation of the fire detection system in the campus residence halls at 3500 College Drive, Rock Springs Campus, the residence hall community is instructed to follow these procedures:

- All students and visitors are instructed to leave the building using the nearest and safest exit.
- Students and visitors are requested to move at least 100 ft. from the building keeping clear of fire lanes and wait for further instructions from campus staff.
- Students and visitors cannot reenter the building without authorization from campus staff.
- Resident Assistants (RAs) are to notify the Protective Services Officer and/or the Custodial/Maintenance Staff of the alarm.
- RAs are requested to assist with efforts to maintain order, unauthorized entry into the evacuation area and communicate information to students and visitors outside of the building.
- PSOs or Custodial/ Maintenance Staff are instructed to respond to the building in alarm looking for obvious signs of fire.
- If no obvious sign of fire is observed, PSOs will respond inside the building to the fire detection alarm panel to obtain an approximate location of the alarm and type of device activated letting the audible alarm to continue until a source of the alarm is verified.
- Using caution, PSO's will respond to the location of the alarm looking for signs of fire.
- If any sign of fire is detected or no obvious source of a false alarm is detected the PSO shall immediately evacuate the building and request fire department assistance.
- PSOs will then move to a safe distance, update the fire department of changing conditions and meet the fire department when they arrive.
- PSOs will provide reasonable assistance to emergency services and make emergency notifications to campus administration.

Fire Evacuation Procedures Aspen Mountain Hall

Upon activation of the fire detection system in the campus residence halls at 525 Gateway Blvd., Aspen Mountain Hall (AMH), the residence hall community are instructed to follow these procedures:

- Protective Services Officers or Custodial-Maintenance Staff can expect to be notified a fire alarm in AMH from the following sources:
 - Phone call to the Information Desk operator or directly to the PSO phone extension from the alarm monitoring company.
 - Campus staff working in the building and the alarm monitoring company
- The alarm monitoring company will also notify the Rock Springs Fire Department who will respond to AMH until a source of the alarm can be verified.

- All students and visitors are instructed to leave the building using the nearest and safest exit.
- Students and visitors are requested move at least 100 ft. from the building keeping clear of fire lanes and wait for further instructions from campus staff.
- Students and visitors cannot reenter the building without authorization from campus staff.
- Resident Assistants (RAs) are requested to assist with efforts to maintain order, unauthorized entry into the evacuation area and communicate information to students and visitors outside of the building.
- Protective Services Officers (PSOs) or Custodial/ Maintenance Staff are instructed to respond to the location of the alarm looking for obvious signs of fire.
- If no obvious sign of fire is observed PSOs will respond inside the building to the fire detection alarm panel to obtain an approximate location of the alarm and type of device activated letting the audible alarm continue until a source of the alarm is verified.
- Using caution, PSO's will respond to the location of the alarm looking for signs of fire.
- If any sign of fire is detected or no obvious source of a false alarm is detected, the PSO shall immediately evacuate the building and update the fire department.
- PSOs will then move to a safe distance, update the fire department of changing conditions and meet the fire department when they arrive.
- PSOs will provide reasonable assistance to emergency services and make emergency notifications to campus administration.

Fire Safety Education and Training

PSOs, RAs and Residence Hall Custodial-Maintenance staff are trained during their orientation to inspect the Residence Halls looking for fire safety issues while conducting their duties. Staff checks the maintenance of safety equipment, enforcement and correction of campus fire safety violations. They are trained in the basic operation of the fire detection system, evacuation procedures and documentation of issues pertaining to fire safety. Voluntary attendance for training in the use of fire extinguishers is also provided during the annual custodial workshops held in June.

Reporting of Extinguished Fires

Any fire that occurs inside the residence halls or causes damage to a residence hall building must be reported to the Protective Services Department at (307) 382-1690 for follow up investigation and accurate gathering of statistical data. This includes fires inside a RH building that meet the following definition:
 “Any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.”

Plans for Improvements in Fire Safety

There is a plan to improve the fire detection system in the residence halls to include off-site alarm monitoring and immediate fire department notification for the 5 residence halls located at the 3500 College Drive address at the Rock Springs campus. This project is estimated to be completed by the end summer of 2012.

Safety Systems and Statistical Data for 2010.

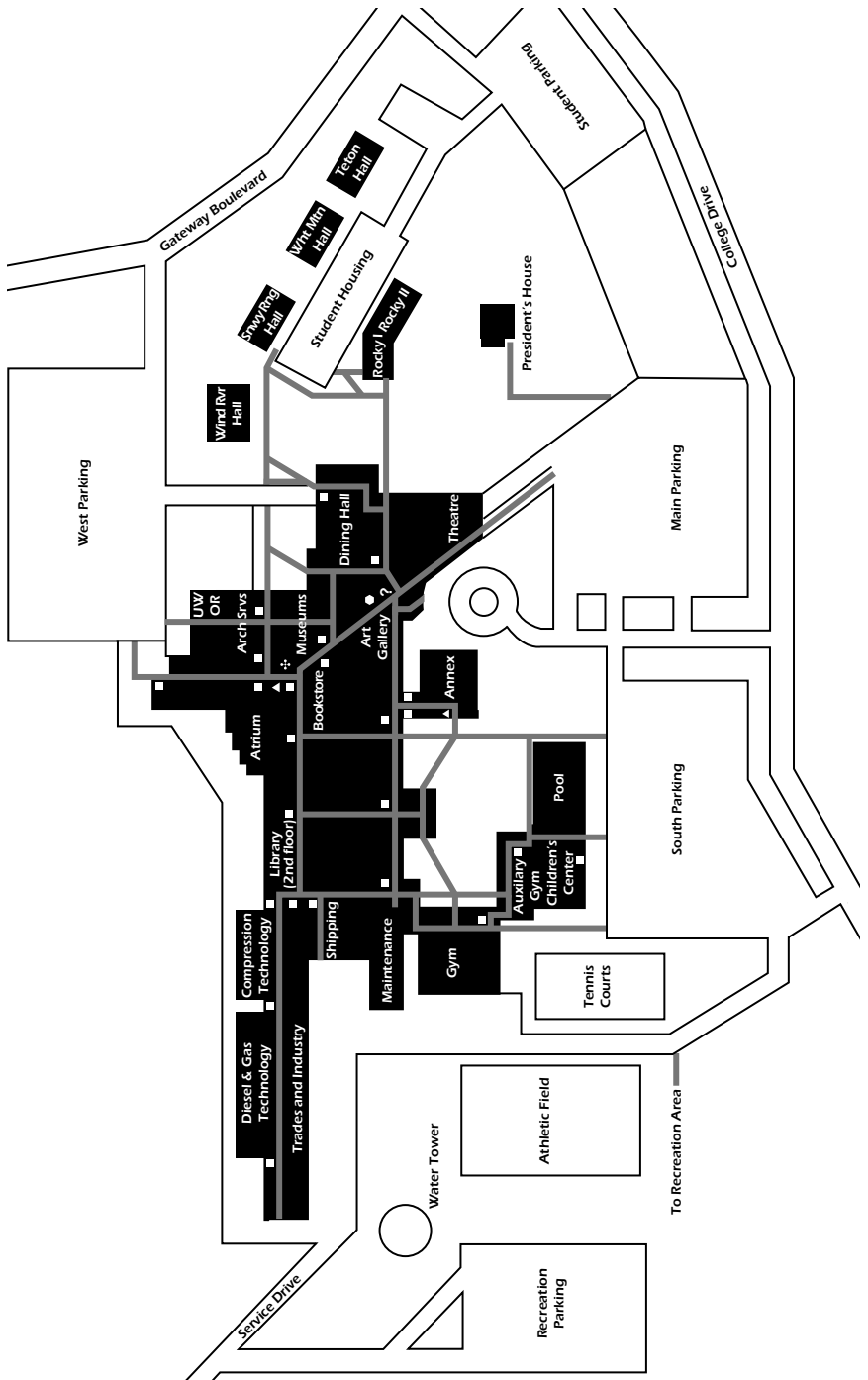
The table below describes the fire safety systems currently used at each residence hall facility, the number of fire drills conducted in the year 2010, and the statistical data show the number of fires that occurred in 2010. There were no reported fires in the year 2010 in the residence halls.

Building Name	Alarm Monitoring Occurs on site.	Sprinkler System	Smoke and Heat Detectors	Horn and Strobe Notification	Fire Extinguishers	Fire Doors	Fire Drills Calendar	Fires Reported in the 2010 Calendar
Snowy Range Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0
White Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0
Teton Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0
Rocky Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0
Wind River Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0
Aspen Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	1	0

Closing Comments

Western Wyoming Community College strives to ensure an open and honest level of communication with regard to campus crimes and issues of safety and security on our campus and in campus leased facilities. We hope that this document has helped you identify those features of the campus safety program that can help you have a positive educational experience here at Western Wyoming Community College.

In our efforts to continually enhance our safety program, we welcome your input regarding WWCC's safety and security programs and services.



Western Wyoming Community College is an Equal Opportunity institution and as such, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability status, disabled veteran, or veteran of the Vietnam, Gulf, or any other era in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, ADA, and other related laws may be referred to the V.P. for Administrative Services, WWCC Administrative Offices, P.O. Box 428, Rock Springs, Wyoming 82902-0428, (307) 382-1609; or Office for Civil Rights, Denver Office, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Spear Avenue Blvd., Denver, CO 80204-3582, (303) 844-5695, FAX (303) 844-4303 or TDD (303) 844-3417 or the Wyoming Labor Standards Department, 1510 East Pershing Blvd., Cheyenne, Wyoming 82002 (307) 777-7261.