



## INTRODUCTION

Wade College prepares the following report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report is prepared in cooperation with local law enforcement agencies, the Office of the President, and the Office of the Director of Financial Services and includes campus crimes and arrests reported to, but not limited to, such entities. On an annual basis, a notification to every enrolled student and employee is made through electronic mail service of the *Wade College Annual Security Report and Safety Plan's* availability online at the website address provided in the notification. Additionally, a copy of the report is available to prospective employees and students at their request by calling the Office of the President at 214.637.3530.

The statistics included in the *Annual Security Report and Safety Plan* are prepared by compiling campus crime statistics and data from INFOMART protective services, Dallas Market Center Protective Services, local police departments, and other relevant information by the Office of the President.

If someone has any questions regarding the information contained herein, he or she may contact the Office of the President at 214.637.3530.

## REPORTING CRIMINAL OFFENSES AND EMERGENCIES

Students, faculty, and staff are encouraged to report any problems with the college environment promptly and have the right to report these matters confidentially. The college environment includes the campus facilities on and around the 4th floor of the INFOMART located at 1950 N. Stemmons Freeway and on the 1<sup>st</sup> floor of the World Trade Center located at 2050 N. Stemmons Freeway, Suite 158. Reports can be filed on a voluntary, confidential basis by contacting the Office of the President at 214.637.3530, the Dallas Market Center Protective Services at 214.655.6166, the INFOMART Protective Services at 214.800.8111, or to local law enforcement agencies (the Dallas Police Department at 911 or 214.744.4444). Victims or witnesses to a crime are encouraged to file a report of the incident. Reports are kept in the Office of the President for inclusion in the annual statistical crime report and names of victims and/or witnesses are not disclosed in the crime report. Wade College documents all criminal acts and emergencies and reports such to local law enforcement as required by federal and/or state law.

If a student is a victim of a crime and does not want to pursue action through the Wade College system or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Office of the President can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual crime statistics for Wade College. Reports are kept in a secure location in the Office of the President.

Wade College maintains a crime log of all criminal incidents reported to the institution. The *crime log* includes the date and time the incident occurred, the nature of the offense, the location of the offense and the offense allegedly committed. The crime log is available for public inspection in the Office of the President during normal business hours.

In the event of fire or medical emergencies, staff and employees should contact the Dallas Police Department by dialing 911 and then notify the INFOMART Protective Services, and the Office of the President.

## VICTIM NOTIFICATION

Wade College, upon written request, will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Wade College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

Access to academic facilities is limited to authorized personnel, students, and invited guests; electronic access cards are required to enter the INFOMART. Guests are subject to Wade College policies and conduct codes. Employees and students are responsible for the conduct of their guests. Employees and students must get prior approval from the Office of the President before bringing a guest onto the academic facilities. Students, staff, and faculty may be required to show a valid Wade College identification card to gain access to campus facilities or services.

### Academic Facilities

The academic facilities on the 4<sup>th</sup> floor of the INFOMART are generally open from the hours of 8:00 a.m. to 10:35 p.m., Monday through Thursday, 8:00 a.m. to 1:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. on Saturday. To gain access to the facility after normal business hours, college employees must use their electronic access cards which register when each employee enters and exits the facility.

The INFOMART Protective Services provides unarmed protective services and armed peace officers to the academic facilities to assist students, faculty, and staff. It is responsible for ensuring that individuals entering and within the building are employees, students, and invited guests; consequently, employees of the INFOMART are authorized to request identification from any individual arriving, leaving, or within the building. They have the authority to evict unauthorized persons from the INFOMART complex; therefore, employees and students must display their Wade College identification cards at all times.

If a safety concern exists, employees and students should contact the Wade College administrative offices at 214.637.3530 or the INFOMART Protective Services at 214.800.8111, and in the event of a crime in progress, dial 911.

## **CAMPUS LAW ENFORCEMENT**

Wade College security authorities include Dallas police officers, INFOMART and World Trade Center protective services, and any official of the institution who has significant responsibility for student and campus activities, including student discipline. The college President or his designee may identify other officials as it is deemed necessary. Wade College security authorities include the college President, the Executive Vice-President, the Director of Academic and Student Affairs, and the Director of Financial services. This list of security authorities is subject to modification, and is not intended to be all inclusive due to changes in responsibilities within the institution.

Security authorities are on duty during the hours the campus is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Wade College identification card at all times and to present them upon request.

Security authorities will contact the Dallas Police Department if any illegal activity occurs.

## **RELATIONSHIPS WITH BUILDING PROTECTIVE SERVICES**

Wade College maintains close working relationships with the INFOMART and World Trade Center protective services via periodic contact initiated by Wade College personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

## **TIMELY WARNINGS OF CRIMINAL ACTIONS AND OTHER EMERGENCIES**

The current campus policy for making timely reports to members of the campus community is as follows:

The Office of the President, or an express designee, has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes.

#### The Decision to Issue a Timely Warning

A warning must be issued when both of the following conditions are met: (1) arson, aggravated assault, criminal homicide, robbery, sex offenses, illegal weapons possession, burglary, motor vehicle theft, or any crime determined to be a hate crime is reported to the Office of the President; and (2) the crime is considered by the college to represent a continuing threat to students or employees.

A warning may be issued regarding other crimes as deemed necessary by Office of the President. The Office of the President, or an express designee, is responsible for making the decision whether a timely warning will be issued.

#### Determining Whether a Continued Threat Exists

1. Whether a reported crime constitutes a continuing threat must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.
2. Examples of crimes that could constitute a continuing threat include but are not limited to:
  - a. a serial crime that targets certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended;
  - b. a crime in which there is no apparent connection between perpetrator and victim and the perpetrator has not been apprehended.
3. Crimes that would not constitute a continuing threat include but are not limited to:
  - a. crimes in which the perpetrator has been apprehended, thereby neutralizing the threat;
  - b. crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

#### Content of the Warning Notice

1. The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves. Some, if not all, of the following information will be included in the warning:
  - a. A succinct statement of the incident.
  - b. Possible connection to previous incidents, if applicable.
  - c. Physical description of the suspect.
  - d. Composite drawing of the suspect, if available.
  - e. Date and time the warning was released.
  - f. Other relevant and important information.
2. In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.

#### Timing of the Warning

1. In an immediate and serious threat, e.g., an active shooter on campus, a warning may need to be issued immediately with few facts and then be continually updated until the threat is contained or neutralized.
2. If a threat that is less immediate, the warning can go out later after facts are more fully developed.

#### Method of Distribution

1. The warning must be distributed in a manner reasonably likely to reach the entire campus community.
2. Depending on the circumstances, any of the following methods, or combination thereof, may be used:
  - a. Activation of the Wade College siren system
  - b. Text and/or email alerts
  - c. Posting of notices
  - d. Activation of the INFOMART siren system
  - e. Posting to the Wade College website home page
  - f. Press release

- g. Voice message over the INFOMART public address system

## EMERGENCY COMMUNICATIONS TOOLS

- a) Emergencies may range from inclement weather, to building evacuations, to campus closures, and the college has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, the college may use some or all of the following tools to communicate with faculty, staff, and students:
  1. INFOMART Siren System: This system delivers a siren warning and public address in the event of certain outdoor emergencies.
  2. Wade College Siren System: This system delivers a siren warning in the event of certain on-campus emergencies.
  3. Text/Email Alerts: Wade College provides an emergency text/email notification system for members of the campus community. To sign up for a text/email notification system, each student will receive a text message to Opt-In to the **REMIND** text messaging system. The service will send text messages to the student in the event of a campus closure or other emergency. There is no charge for this service, other than any standard text messaging rates that the student's carrier may apply. Failure to subscribe to the emergency text/email notification system constitutes the student's implied acceptance to opt out of the notification system. The alert system can transmit short notifications by email to any outside email address and/or by text message to a cell phone.
  4. College Group E-mail: During emergencies, the Office of the President or an express designee sends an "urgent" group e-mail to every student, faculty, and staff member.
  5. Local Media: The Office of the President makes calls to local media. Due to the transient nature of the college population, the college depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.
  6. Telephone Tree: The Office of the President has a telephone tree of department contacts that is initiated during an emergency.

The implementation of each tool described above is assigned to an individual who has at least two backups who can also carry out the communications task. Individuals with communication tools assigned to them have remote access (from their homes, etc.) to those tools.

The Office of the President or an express designee is typically the one who delivers emergency information to college administration. Upon considering this information, administration develops the messages and activates campus-wide communications. The only exceptions to this are the sirens and intercom system, which are activated directly by the Dallas INFOMART and/or World Trade Center Protective Services in extremely urgent situations where immediate action is required.

## ALCOHOL AND DRUG USE/ABUSE POLICY

Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. Public Law 101-226, *Drug-Free Schools and Communications Act Amendment*, requires institutions of higher education to distribute information about and to enforce policies concerning illicit drugs and illegal consumption of alcohol. These policies apply to actions on college property and participation in any college-sponsored activity. In keeping with the college mission and the requirements of state and federal laws, Wade College maintains the following policies regarding alcohol and drug use/abuse:

- Wade College does not accept or condone the use of illicit drugs in any form on college grounds or during college-sponsored events.
- Employees caught using illegal narcotics or under the influence of alcohol during working hours will be subject to disciplinary action up to, and including, termination of employment.
- Students who come to class under the influence of illegal drugs or alcohol, or are caught in possession of illegal drugs on college grounds, on college transportation, or during college-sponsored events will be subject to disciplinary action up to, and including, expulsion from the college. In the case of an expulsion, reinstatement of such an offender will occur only after the student has successfully completed a drug rehabilitation program.

- Individuals who are dismissed on the above grounds will be referred to criminal authorities for prosecution for violations of the standards of conduct listed above.
- Students who are convicted of violating federal, state, or local laws pertaining to illicit drugs and illegal alcohol use will be ineligible for federal financial aid.
- In the state of Texas, anyone under 21 years of age may not legally drink or purchase alcohol. Students under age 21 cannot possess or consume alcohol on college grounds or at any college event.
- Wade College does not allow alcoholic beverages to be consumed by students in the vicinity of the college grounds.
- The college administration maintains the right to deny any college organization the privilege to serve alcoholic beverages at any event if it is deemed to be in the best interest of the college and students involved.

#### Health Risks of Alcohol and Drugs

**ALCOHOL.** Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons compared to nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse can cause any or all of the following: bleeding from the intestinal tract, damage to nerves and the brain, impotence, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms. Drinking during pregnancy can cause fetal alcohol syndrome. Overdoses of alcohol can result in respiratory arrest and death.

**DRUGS.** The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol.

**Cocaine.** Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (crack) is smoked. Users can progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes which can result from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Cocaine dependency requires considerable assistance, close supervision, and treatment.

**Amphetamines.** Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, and hallucinations. Intense fatigue and depression resulting from use can lead to severe depression. Large doses may result in convulsions and death from cardiac or respiratory arrest.

**MDA and MDMA (XTC, Ecstasy).** These amphetamine-based hallucinogens are sold in powder, tablet, or capsule form and can be inhaled, injected, or swallowed. They cause similar, but usually milder, hallucinogenic effects than those of LSD. Because they are amphetamines, tolerance can develop quickly and overdose can result. Exhaustion and possible liver damage can occur with heavy use. In high doses, these drugs can cause anxiety, paranoia and delusions. While rare, these drugs have been associated with deaths in users with known or previously undiagnosed heart conditions.

**Rohypnol (Rophies, Roofies, Rope).** This drug is in the same category of drugs as Valium, a benzodiazepine, but it is more potent than Valium. Initially, it causes a sense of relaxation and a reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

Heroin and other opiates. Addiction and dependence can develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, and muscle and joint pains.

Hallucinogens or psychedelics. These include LSD, mescaline, peyote, and phencyclidine or PCP. Use impairs and distorts one's perception of surroundings, causes mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects.

Solvent inhalants (e.g., glue, lacquers, plastic cement). Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent with chronic use.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Smoking marijuana causes disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination. Prolonged use can lead to psychological dependence.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop HIV, hepatitis, tetanus (lock jaw), and infections in the heart. Permanent damage or death can result.

#### Offenses and Penalties under Texas Law

[\*Texas Penal Code, Title 10, Chapter 49\*](#) contains the intoxication and alcoholic beverage offenses recognized by the State of Texas; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[\*Health and Safety Code, Title 6, Subtitle C, Chapter 481\*](#) is the *Texas Controlled Substances Act* which contains the offenses recognized by the State of Texas for the possession and delivery of controlled substances; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[\*Alcoholic Beverage Code, Title 4, Chapter 106\*](#) contains the offenses involved in the purchase, consumption, and possession of alcohol by a minor, the sale of alcohol to a minor, the purchasing or furnishing alcohol to a minor, and the misrepresentation of age by a minor; these offenses are subject to change at any time by the Texas State Legislature and the Governor.

[\*Texas Penal Code, Title 3, Chapter 12\*](#) contains the possible punishments of a person adjudged guilty of an offense. Penalties are subject to change at any time by the Texas State Legislature and the Governor.

#### Offenses and Penalties under Federal Law

[\*United States Code, Title 21, Chapter 13, Part D\*](#) contains the federal offenses and penalties regarding controlled substances and are subject to change at any time by the United States Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Section 860 provides that the federal statutory penalties double (and in some cases triple) when a controlled substance is distributed (or even possessed with intent to distribute) near schools and colleges.

### **WEAPONS POLICY**

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Wade College-controlled property and at college-sponsored activities.

### **SEXUAL GENDER-BASED HARASSMENT POLICY**

Wade College is committed to providing educational programs and activities for students and applicants for admission that are free from sexual harassment. Sexual harassment in any manner or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated. Appropriate action will be taken based upon the results of the investigation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed toward a student or applicant for admission where:

- *submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program, or activity; or in admission; or in an academic discussion; or*
- *submission to or rejection of the conduct is used as the basis for academic decisions; or*
- *the conduct has the purpose or sole effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile, or offensive environment.*

Students or other individuals who feel they have been sexually harassed have several ways to make their concerns known. We each have an obligation to:

- *tell the individual if his/her language or actions are offensive;*
- *indicate to the individual that you will report any repeat occurrence or problem; and*
- *report harassment to the college President promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.*

If a student wishes to make a complaint of sexual harassment, please be prepared to lodge a formal grievance. For more details about processes, please see "Appendix A" of this *Annual Security Report and Safety Plan* and the "Grievance Procedures" section in the *Wade College Student Handbook*.

A person who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from Wade College.

When a complaint investigation shows probable cause that the harassment did take place, the offender will be subject to disciplinary action, up to and including dismissal from the college.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

Wade College is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the college.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other college policies.

Corrective discipline, and/or referral to law enforcement and counseling will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **EMERGENCY NOTIFICATION SYSTEM**

In the event of an emergency, it is critical to stay informed. That's why Wade College offers an electronic emergency notification system, called REMIND.

### **What is it?**

In an emergency, REMIND System enables authorized college officials to inform the Wade College community about emergency situations through mechanisms other than regular college email, telephones, or building alarms. However, in addition to REMIND, additional methods of notifications used may include emails, phone trees, campus websites, and signs.

### **How does it work?**

REMIND is a system that can transmit short notifications by email to any outside email address or by text message to a cell phone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's senior administration only when required for safety purposes. Your personal information and the REMIND will never be used for any purpose other than emergency notification.

### **How do I register?**

To sign up for a text/email notification system, the student may go to the following website: <https://www.remind.com/>. There is a link to create a new account. The student will be asked to create a user name and password, select an opt-out date (the date after which the student will not receive messages), and enter phone and/or email information. The service will send a validation text/email to the student's account(s). The student must enter the validation code provided (for the text service) or reply to the email (for the email service) for the account to become active. There is no charge for this service, other than any standard text-messaging rates that the student's carrier may apply.

Failure to subscribe to the emergency text/email notification system and keep account current constitutes the student's implied acceptance to opt out of the notification system.

### **Why is this important?**

The information in the emergency notification system will be used primarily to contact all members of the college community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of the Wade College community as determined by the college's senior administration.

### **Questions?**

For further assistance about registering with REMIND or help accessing your Wade College faculty or student email, please contact Director of Academic and Student Affairs, at 214.637.3530.

## **EMERGENCY NOTIFICATION AND EVACUATION POLICY**

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the college President or any other senior administrative officer to report the situation. The college President or any other senior administrative officer will



then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if emergency notification is warranted.

In the event of a confirmed emergency situation, the college President or any other senior administrative officer will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members. If appropriate, REMIND will be activated. Wade College would not immediately notify the campus community if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

In the event of an emergency requiring Wade College to close temporarily, the college President will initiate an announcement of the duration of the closure via REMIND and voicemail on the college's main line – 214.637.3530.

**EMERGENCY RESPONSE PLAN PROCEDURES**

Emergencies and disasters are unpredictable and strike without warning. Wade College has organized and implemented emergency response procedures, as well as guidelines to help prepare and train all employees to respond effectively to an emergency.

This pamphlet contains quick reference information and procedures on how to report an emergency, what to do, who will assist you and what help will come from building and professional emergency units during such emergencies. Students, faculty and staff should be very familiar with the safety procedures.

Phone Numbers for Emergencies

If necessary, dial 9 for an outside line.

INFOMART .....	214.800.8111
World Trade Center .....	214.655.6166
Police.....	911
Fire Department.....	911
Ambulance .....	911
Office of the President.....	214.800.3785

An effective safety program requires total commitment by administration, faculty and staff. The key to this commitment is the development of a reasonable set of guidelines on safety practices under which all concerned are willing to operate and assume responsibility. Careful planning means all work will be based on an understanding of the hazards involved, knowledge of the work area and safe working procedures.

It is especially important that all levels of supervision and management accept the philosophy that accidents and injuries are preventable and reflect this in their actions. The extent to which supervision does this will determine the success or failure of the safety procedures and accident prevention programs.

Emergencies and disasters are unpredictable and strike without warning. Failure of advance emergency preparation may result in death or injury to personnel or students, loss or damage facilities, property and equipment.

This safety plan contains quick reference information and check list procedures on how to report an emergency and what to do, who will assist you, and what help will come from building and professional emergency units during such emergencies.

Special Provisions

- Fire alarms and the public address systems are located on each floor of the building.
- Portable ABC chemical fire extinguishers are located at each stairwell of each floor of the buildings as well as on the college campus in accordance with all federal and state regulations. These are to be used for electrical fires or on gasoline, paint, or other combustible materials.
- In the event of a fire or other such emergency, the elevators will not be used for emergency evacuation unless you are directed to do so by the fire department or other emergency official. The elevators will be called to the ground floor and made available for emergency personnel entering the building.
- There are exit stairways as indicated by signs on each floor. These stairways exit at the ground level and may be entered from any floor. These stairways are the fire safe areas, so to prevent the drawing of smoke into the stairways, all doors must be kept closed except to pass through in case of emergency.
- At any time a fire is discovered or any time a fire extinguisher has been used, the appropriate security office must be notified. These extinguishers must be recharged after use.
- If at any time it becomes necessary to evacuate any floor for any reason, the evacuees should proceed by stairway to the ground level and out of the building. All personnel should again be accounted for at this time.

- This is a fire resistive building, with early warning sensor alarms. Do not panic.

#### Safe Working Facilities

The continuous practice of good housekeeping is essential to the prevention of accidents, fires and personal injuries. Faculty, staff and students are expected to keep work areas neat and orderly. A cluttered working environment is a dangerous place. By cleaning up after each task performed, a general housekeeping is necessary only occasionally. All personnel and students are responsible for:

- Keeping benches, tables, floors, aisles and desks clear of all materials not being used.
- Keeping an adequate passageway to exits clear.
- Keeping clear space around fire extinguishers and electrical controls.
- Keeping floors free of liquids, spilled ice, oil, stirring rods, stoppers, electrical cords, pencils and other tripping hazards.
- Reporting all loose tiles on floor to the Office of the President.
- Cleaning up spills and disposing of the materials used to absorb the spills.
- Removing and disposing of broken glass.
- Using proper waste-disposal receptacles for solvents, rags, paper, etc.
- Keeping containers clean and properly labeled.
- Keeping the quantities of chemicals needed for current work.
- Hanging clothing in its proper place; not draped over equipment, work benches, chairs or desks.
- Placing boxes and chemicals at a safe height.
- Securing all laboratories, classrooms, and offices at the end of each working day to insure the off-hour safety of buildings and those who may yet be working in it.
- Knowing the location of the nearest exit from the buildings.
- Smoking is prohibited in the buildings.

#### Off-Hour Employee Working Policy

- There are certain types of work which require being continued after normal working hours. Occasionally, the nature of this off-hour work involves some risk. Should this be the case, a single individual should not be permitted to work alone.
- When the above conditions exist, the judgment of risk involved rests with the college President and he or she must decide whether or not this person should work alone during the necessary off-hours.
- Except for regularly scheduled courses, all personnel must notify the college President when and where they will be working.

#### Safety Training

The implementation of a good safety program depends on effective training. It is everyone's responsibility to maintain an active safety interest and obtain the necessary information regarding safety policies and procedures.

- Proper training should be given in inspection and hazard spotting emergency procedures in the event of a fire and in the proper use of fire extinguishing equipment.
- Periodic spot inspections (preferably unannounced) should be made to determine the safety conditions under routine operations.
- Safety meetings should be planned and scheduled.
- Invitations to outside speakers on safety should be extended.

#### General Safety Recommendations

- Laboratories, classrooms, hallways and shop areas should be well lighted.
- There should be two exits located at opposite ends of laboratories.
- All exit signs should be checked for illumination and in full view of observer.

### *Heavy Objects*

- Many injuries, especially to the back, result from using improper techniques when lifting objects. When lifting an object from the floor, always bend the knees and hold the back straight so that the lifting effort is accomplished with the leg muscles instead of the back. Lift slowly so the weight of the object can be sensed and if it is too heavy either get help or a mechanical lifting device. Always wear a back brace when lifting heavy objects.
- Objects should never be left standing or stored in an unstable position. If an object is top heavy, either lay it down or fasten it to something so it will not fall on anyone.
- Heavy objects should not be stored at an elevation above the floor where they are a menace to a passerby.
- Objects stored on shelves should be stabilized so that they cannot roll or fall on anyone.

### *Electrical Equipment*

- Equipment should not be used if power cords are frayed or control switches and thermostats are not in good working order.
- All equipment and hands should be kept dry while handling.
- No one should try to repair equipment themselves. This should be done by qualified personnel.
- Grounded outlets should always be used. Do not overload outlets.
- One should never try to by-pass any safety device on a piece of electrical equipment.
- In case of a fire on or near electrical equipment, only carbon dioxide or dry powder fire extinguishers should be used.

### *Pathogens*

Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens. Universal precautions shall be observed at all times to prevent contact with blood or other potentially infectious materials.

The following work practice controls are in place at this facility in order to minimize or eliminate employee exposure:

- Hand washing is required at this facility. Faculty and students should wash their hands or any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of these areas with blood or other potentially infectious materials and to report such exposures immediately to the Office of the President.
- Whenever hand washing facilities are not feasible, antiseptic hand cleaners or towelettes should be used. Whenever antiseptic cleansers or towelettes are used, the area should be washed with soap and water as soon as possible.

### Hazards and Reporting

In almost every instance, a hazardous condition precedes an accident. Any safety program's major concern is the prevention of accidents and hazardous conditions. Hazardous conditions should be reported to the Office of the President immediately. A *Safety Hazard Report* will be completed.

### Policies and Procedures for Rendering Emergency Medical Assistance

- No one should undertake to render direct emergency medical assistance to persons on the campus who suffer an injury or illness unless he or she possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.
- What should be done in the event of an accident cannot be stated in a simple set of rules. Remaining as calm as possible and exercising common sense are the best tools for coping with an accident.
- In the event that an accident or illness of an employee, student, or visitor takes place, please:
  1. Call 911 directly. Calmly explain to the operator (1) how many were injured, (2) how serious the injuries appear to be and (3) the location of the accident.
  2. Call Protective Services (INFOMART @ 214.800.8111) or (WTC @ 214.655.6166).
  3. Give Protective Services and Fire Department this information:
    - a. Company name - Wade College.

- b. Floor of building and location of emergency.
  - c. Any details available of accident or illness.
4. Do not move the injured or ill person. Try to make him or her comfortable.
  5. If possible, have someone meet the emergency unit at elevators on your floor.
  6. All accidents, simple or complex, must be reported to the Office of the President. A record of the accident is important to the employee/student as well as the college. An *Accident Report Form* will be completed.
- This is what happens:
    1. If necessary, an ambulance will be dispatched to administer medical assistance.
    2. INFOMART/WTC Protective Services will respond to the area.
    3. Ambulance will arrive and provide medical treatment. If necessary, the injured or ill person will be taken to a hospital.

#### Policies and Procedures for Responding to a Tornado Watch or Warning

When the National Weather Service issues a tornado watch, it means that tornadoes and severe thunderstorms are possible. A tornado warning is an alert by the National Weather Service confirming a tornado sighting or location. The National Weather Service will announce the approximate time of detection and direction of movement.

Protective Services monitors National Weather Service Broadcasts. You will be notified by the public address system if a tornado threatens the INFOMART/WTC.

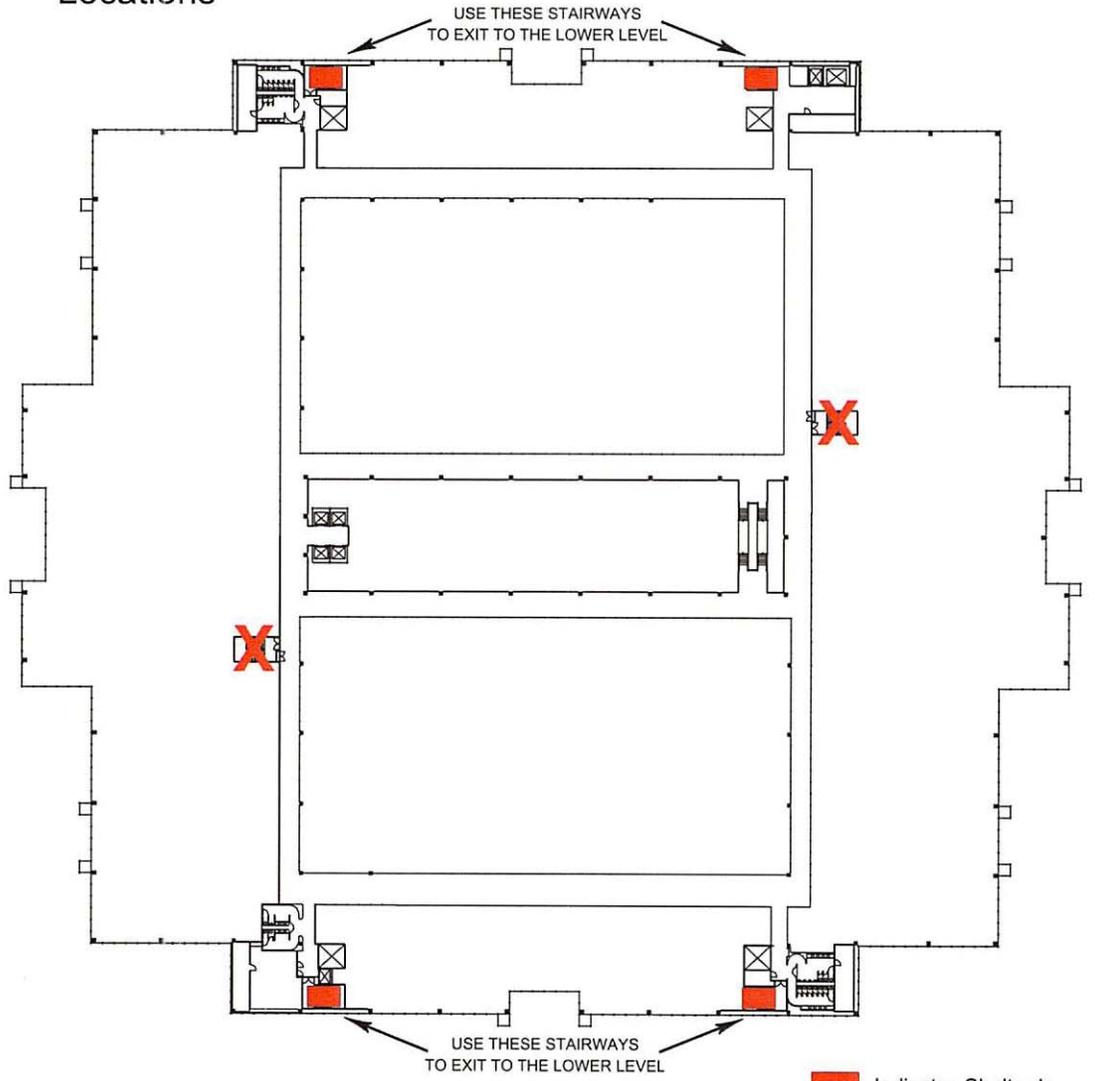
When a tornado warning has been issued, persons shall be directed to take the following safety precautions:

- Go to the nearest stairway (1, 2, 4, or 5) and proceed to the building lower level (see **Shelter-in-Place Locations** below). Do not use stairways 3 or 6 as they do not go to the lower level. Do not go to the first floor lobby. Do not leave the building.
- Do not use the elevators.
- Get away from the perimeter of the building and exterior glass.
- Leave your exterior rooms-close door.
- Sit down in corridor and protect yourself by putting head as close to your lap as possible, or kneel protecting your head with your hands.
- Make a special effort to assist disabled persons to reach safety.
- If caught in an outside perimeter office, seek protection under a desk.
- If caught outside, lie flat in a nearby ditch or depression.
- Protective Services will advise when all is clear.

All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the college indicates that the immediate threat of a tornado has passed.



### Shelter-In-Place Locations



Sample Floorplate  
Access Routes Vary  
On Each Floor

-  Indicates Shelter In Place Stairwells
-  Indicates Stairways that DO NOT go to the Lower Level - (not to be used)

### Policies and Procedures for Responding to Flooding

A flood watch is issued whenever a flood becomes a threat to our area. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a flood warning is issued. A flood warning is issued when danger of high water is expected in a specific area within 24 hours. When the campus is threatened by the effects of a flood, the following steps should be taken:

- Remain calm, but if you are told to evacuate, move out of the structure to designated higher grounds.
- Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.
- Avoid travel in automobiles since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.
- Persons trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.
- Stay out of disaster areas, since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
- Avoid loose or dangling wires and report them immediately to the authorities.
- Make a conscious effort to prevent fires since decreased water pressure may make fire fighting difficult.

### Policies and Procedures for Responding to Bomb Threats

If you receive a bomb threat call, keep calm. Try to signal to someone so they may also listen in on the call and record the call if possible. If you can, advise caller that the detonation of the bomb may kill or injure innocent people. Obtain as much of the following information as possible, such as:

- When is bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it? If dynamite, how many sticks?
- What will cause it to explode? Mechanical, movement of clock, chemical actions, etc.
- Did you place the bomb?
- How old are you?
- Why did you set the bomb?
- Where are you calling from?
- What is your address?
- What is your name?
- In the event a bomb threat is received:
  1. Call Protective Services (INFOMART @ 214.800.8111) and (WTC @ 214.655.6166).
    - a. State – “I have received a bomb threat.”
    - b. Give company name.
    - c. Give name of person receiving call.
  2. After you have notified Protective Services, be guided by their direction.
- This is what happens:
  1. Protective Services will notify the appropriate authorities.
  2. Building search will be made by appropriate personnel, if necessary.
  3. Tenant space will be searched by designated personnel.
  4. Police or bomb squad contacts and questions the person who received the bomb threat.
  5. A building evacuation may or may not take place.
  6. An “All Clear” will be given on the building intercom when authorized by Protective Services.

### Policies and Procedures for Responding to Elevator Emergencies

Elevators are one of the safest modes of transportation. However, they do have malfunctions due to sophisticated automatic controls.

- What to do in an emergency:
  1. Remain calm.
  2. Pick up telephone located in elevator and/or press and release the emergency call button and call Protective Services (INFOMART @ 214.800.8111) and (WTC @ 214.655.6166).
  3. Do not force open elevator door.
  4. If the malfunction is observed from outside the elevator, notify Protective Services.
- This is what happens:
  1. Protective Services will secure assistance from the elevator company and the Engineering Department.
  2. Someone will communicate with the passenger.
  3. Passengers will be assisted from the elevator as soon as possible.

### Policies and Procedures for Responding to Fire Emergencies

Upon discovery of a fire or smoke, please remember R...C...A...F

[R]Rescue: Remove anyone from the immediate danger area. This means the room of origin or immediate vicinity of the fire. This does not necessarily mean evacuation of the building, e.g. exit three floors below the fire.

[C]Confine: Close the door to the room of origin. This will contain the fire and smoke to that one room for a longer period of time.

- [A]Alert:
1. Call Protective Services (INFOMART @ 214.800.8111) and (WTC @ 214.655.6166).  
Provide the following information:
    - Your name
    - Nature of the problem: fire, smoke, medical, etc.
    - Floor number
    - Room or suite number
    - Telephone number you are calling from (Do not stay at the telephone if you are in danger)
  2. Call the fire department at 911 and give the following information:
    - Nature of the emergency: fire, smoke, medical, etc.
    - Your name
    - Complete street address (INFOMART/1950 Stemmons Freeway; WTC/2050 Stemmons Freeway)
    - Building Name: INFOMART or World Trade Center
    - Floor number and suite number
    - Closest street intersection: Oak Lawn and Stemmons Freeway
    - The number you are calling from (Do not stay at the telephone if you are in danger)

[F]Fight: If the fire is small and confined to one object, such as a trash can, locate the appropriate number of fire extinguishers you need. Fire extinguishers are located at each of the six stairwells on every floor of the INFOMART and within the college campus.

Note: Never attempt to fight a fire unless:

- \*\* You know how to operate fire extinguisher equipment,
- \*\* The fire is small, and
- \*\* You have access to an exit, if you fail to put the fire out.

### *Fire Extinguisher Type/Operation Procedures*

The INFOMART and Wade College has ABC fire extinguishers, which means these fire extinguishers will put out wood, paper, flammable liquids and electrical fires. To operate the fire extinguisher, remember the acronym PASS:

P = Pull the pin and twist it. This breaks the plastic tie.

A = Aim the nozzle/hose at the base of the fire.

S = Sweep from side to side, aiming at the base of the fire.

### *INFOMART Fire Alarm System*

(A) The INFOMART has a Gamewell 650 Fire System; in case of an ALARM ACTIVATION, the system screen will indicate the exact location and type of device that has been activated. The system devices include: smoke detectors, heat activated sprinkler heads, 2 manual pull stations (Ground floor Atrium area), tamper alarms and water flow indicators.

(B) The INFOMART building has sprinkler systems on all floors, including the building lower level.

(C) When an alarm occurs:

The building Fire Control Panel sounds a siren and strobe lights activate on the floor of activation, and one floor above, and one floor below the activation floor. In approximately 15 seconds a recorded message plays over the building's speakers located on each floor. All of the building's elevators are automatically recalled to the ground floor level, except the freight elevators, which return to the lower level for the Fire Department's use. The building's HVAC (heating, ventilation and air conditioning) system is turned off on all floors. The building's exhaust fans remove smoke from the building and each stairwell is pressurized. It is very important that all stairwell doors are closed, once the last person evacuates the floor via stairwell. Concurrently, all of the stairwell doors are unlocked automatically. This allows reentry to a floor, should it be impossible to travel all the way down to the ground floor level because of encountering smoke.

### *Dallas Fire Department's Actions*

Upon arrival of the Dallas Fire Department personnel, they are in charge of the building and fighting the fire. Once the fire department arrives on the scene, they assume full responsibility for fire suppression. Any people involved in fire suppression should relinquish their duties to the Dallas Fire Department.

### *Important Points to Remember*

- If caught in smoke, take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor.
- Touch all doors with the back of your hand before opening. If heat or pressure comes through the door, shut it quickly, and seek another exit.
- If evacuation is necessary, see Evacuation Procedures. Evacuate, using stairways only. Elevators will not be operational in emergency situations.

### Policies and Procedures Building Evacuations

The Floor Wardens and Exit Monitors, with assistance from all faculty and staff, are responsible for the evacuation of Wade College students and guests. These people must be completely familiar with the floor arrangements and the location of all fire exits and assist handicapped persons.

Do not use elevators! Upon notification of a fire and/or smoke emergency, all elevators will automatically go to the ground floor level. The shortest route from the classroom or laboratory to the nearest exit(s) is posted in each room. Students and guests should be directed to those exits and then to the nearest stairwell. College employees have the responsibility for preventing panic and providing calm leadership.

### *Evacuation through Stairwells Only*

Any fire and/or smoke emergency, which requires evacuation, shall be carried out by using the stairwells. Exit doors on all floors, for security reasons, allow entry into the stairwell, but do not permit re-entry onto other floors. All stairwells are of fireproof concrete construction, thus enhancing safety in an emergency situation. However, once into the stairwell, doors should be closed to help keep smoke from entering them and only opened to admit additional persons or to exit onto another level.

### *Procedures for Traffic in Stairwells*

Faculty and staff should lead students and guests down the nearest stairwell in a single file, orderly manner, staying close to the right side of the stairwell. Keep talking to a minimum. Use hand rails in enclosed stairwells. Listen for instructions and follow them. In a stairwell, watch out for the fire department personnel coming up stairwell to handle the emergency. As people approach the exit landing, they should be prepared to move to the center (towards the inside) of the stairwell if necessary, to allow any evacuees from other levels to enter into the stairwell. All persons shall travel downward and exit the building. A minimum of 300 feet should be used as a safe distance from the building. Care should be taken to avoid hindering fire fighters and vehicular traffic. Do not return to the building until instructed to do so by appropriate authorities or until all danger has clearly passed.

The Floor Wardens should be the last people to leave the college campus, making certain that all staff, students, and guests have been evacuated from all areas of the college campus. As soon as the Floor Wardens have determined that the floor is cleared, they will close the stairwell door and report to the Control Center that all personnel have been evacuated.

If all stairwells are blocked by fire or smoke, return to the college campus and close all exterior doors. Call building security and notify them of your location. Place wet towels, clothing, etc. around the exterior door frame and cover heating and AC vents with towels or clothing, etc. Place wet towels or cloths over your mouth and nose, stay below any smoke.

### *Evacuation Assistance to Individuals with Disabilities*

Always ask the person how best to handle their situation. A basic method of assistance shall be derived from one of the following:

- Can the person and the appliance be handled easily and effectively?
- Can the person be physically lifted and carried the distance required?
- Can the temporary relocation by another device work better? For example, an office chair, blanket, stretcher, etc.

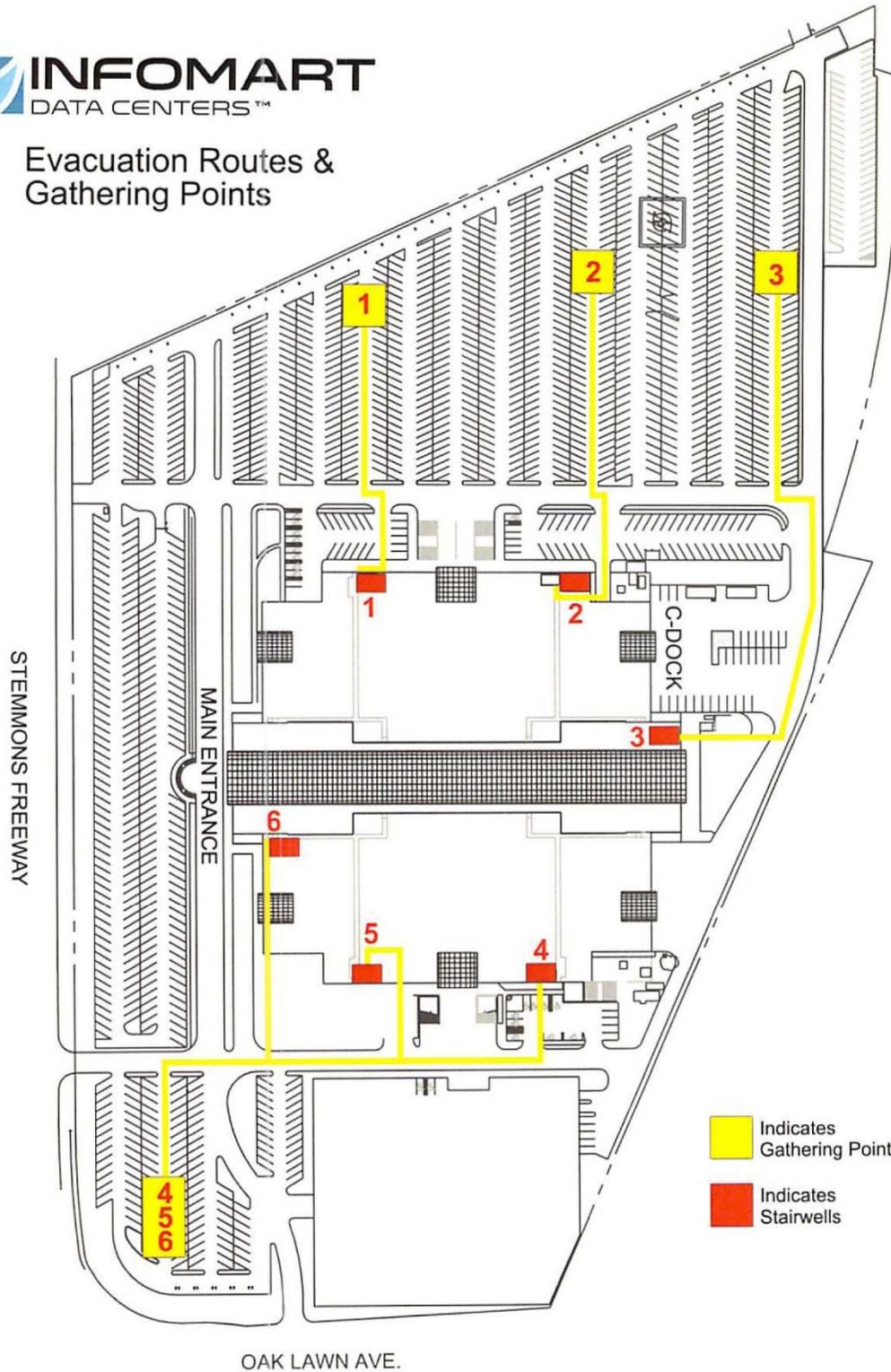
Individuals with disabilities should be taken to the freight elevator vestibule located on their floor. Emergency personnel will operate the freight elevator to pick up individuals with disabilities and their escorts. Once the ground level is reached, safely evacuate the building and follow the yellow line to the gathering point and remain there until the "all clear" is given by building authorities.

If, at any time, the evacuation of the individual with disability becomes threatened or unsafe, call Protective Services immediately at (INFOMART @ 214.800.8111) and (WTC @ 214.655.6166) for further assistance.

Emergency evacuation routes and gathering points at the Dallas INFOMART are shown below.



### Evacuation Routes & Gathering Points



-  Indicates Gathering Points
-  Indicates Stairwells

#### Policies and Procedures for Responding to Medical Emergencies

Students at Wade College being of the age of majority are considered mature enough to seek appropriate relief. When students become ill in class, they should ask to be excused from the classroom. Medical emergencies may sometimes occur while a class is in session or in other gathering places. If the person cannot or should not be moved, the following steps should be taken:

1. Move other members of the class and/or other students away from the individual in distress.
2. If the individual is unable to give directions for his or her care, send someone to call 911 for emergency assistance, or notify the Office of the President to call 911 for emergency assistance. When calling 911 on a cellular phone, be prepared to provide the following information: your name, cellular phone number, nature of the emergency, and the location of the incident. In cases other than an accident, the individual(s) is responsible for all 911 call charges. For cellular 911 calls – the location/address of the college is 1950 N. Stemmons Freeway, Suite 4080, Dallas, TX 75207.
3. While waiting for emergency medical assistance to arrive, provide whatever comfort and aid the individual appears to need. If no one has first aid training, do not attempt to provide assistance beyond making the individual comfortable and clearing the area of furniture or other equipment that may be in the way of removing the individual from the room.
4. When the ambulance arrives, provide the emergency workers with whatever information you may have about the person's illness or injury.
5. As soon as practical, contact an administrator who may be able to provide necessary insurance or other information, or to contact parents, spouse, or other emergency contact.

#### Policies and Procedures for Responding to Incidents Involving Assault, Injury, or Death

In the event of an incident involving assault, injury, or death, the student or college employee first on the scene will notify the Dallas Police Department by phoning 911 from a campus phone or 911 from a cellular phone. The Wade College employee is responsible for notifying the President with first-hand details of the situation. The President along with staff will monitor the situation and decide appropriate actions to be taken. The Office of the President will serve as the information center. All information and/or decisions made by the President or his designee will be immediately conveyed to students, faculty/staff, and the general public by verbal and/or written notices at the college, announcements posted on the Wade College website, and/or public emergency announcements on area radio and television stations.

#### Policies and Procedures for Communicating with Parents, Members of the Family, or Media

In a crisis situation, it is normally the responsibility of the President of Wade College or his designee working in conjunction with the local authorities to make any and all notifications to a student's parent(s) and/or members of the family as soon as possible. In all crisis situations, the President of Wade College or his designee shall be responsible for communicating with the media. It will be the responsibility of the President or his designee to control media access and to provide news releases and/or statements which will represent the official position of the college. In all cases, the privacy of the persons involved in the crisis must be honored.

#### Policies and Procedures for Closing the College

Only the President or administrator in charge in his absence has the authority to close the college. When this action is to be taken, the President will notify all faculty and staff. In addition, area television stations will be notified and asked to broadcast the notice of closing.

#### Policies and Procedures for Handling Infectious Diseases on Campus

With the current outbreak of Ebola and other serious communicable diseases, Wade College has developed the following policy to guide institutional actions in response to biologic emergencies.

It is Wade College's policy to monitor, through news reports and information from the CDC (Center for Disease Control), the outbreak and potential spread of diseases that may impact college operations. Wade College will follow the CDC's recommendations for handling any situation that arises. The college does not operate a student health center, and there are no health professionals on campus; therefore, all medical evaluation must be handled by outside personnel.

#### *Communication*

As mentioned above, Wade College will monitor, through news reports and information from the CDC (Center for Disease Control), the outbreak and potential spread of diseases that may impact college operations. Should the need arise, the Office of the President, or the President's designee, will communicate with students regarding any biologic threat. Communication may be handled via the college email system, or if the situation is serious and immediate enough, the E2Campus emergency notification system. Information on this system and how students/staff register for it, is available in this *Annual Security Report and Safety Plan*.

Should the college's administrators become aware of potential (not imminent) threat, every effort to monitor the situation will occur. The college will also disseminate an appropriate *Fact Sheet* to all students, faculty, and staff. The appropriate *Fact Sheet* will also be available via the college's website at [www.wadecollege.edu](http://www.wadecollege.edu).

#### *Screening Procedures for Current/Incoming Students*

Any individual traveling to regions where disease outbreaks have occurred, or anyone having contact with a known individual infected with a biologic contaminant, is strictly prohibited from reporting to campus (including INFOMART and World Trade Center campuses) until the incubation period has passed and medical documentation can be provided verifying that no disease-related health symptoms have become evident. Anyone with a fever or other symptoms is encouraged to seek immediate medical care and not return to campus until treatment has been administered. Any student violating this policy will be subject to expulsion and criminal prosecution.

#### *Response to Inquiries from Family Members and/or Media*

In the case of a potential or eminent biologic threat, it is normally the responsibility of the President of Wade College or his designee working in conjunction with the local authorities to make any and all notifications to a student's parent(s) and/or members of the family as soon as possible. In all such situations, the President of Wade College or his designee shall be responsible for communicating with the media. It will be the responsibility of the President or his designee to control media access and to provide news releases and/or statements which will represent the official position of the college. In all cases, the privacy of the persons involved in the crisis must be honored.

#### *Procedures When a Student Feels as Though They Have Been Exposed to a Biologic Contaminant*

If a student, faculty, or staff member has had a high- or low-risk exposure to a potential biologic contaminant, state or local public health authorities should be notified, and school officials should consult with public health authorities for guidance about how that person should be monitored. Anyone with a potential exposure should receive thorough education about immediately reporting symptoms and staying away from other people if symptoms develop.

Again, Wade College does not employ medical health care professionals, so it is critical that persons who may have been exposed to a biologic contaminant be evaluated by a medical professional in a timely fashion.

## CRIME STATISTICS

The following statistics are provided for your information in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The annual crime report is prepared by gathering campus crime statistics and data from local law enforcement and information obtained by the Office of the President. Additionally, to make certain that the college's crime statistics are as inclusive as possible, the college surveys offices and departments that may, by virtue of their roles in resolving disputes and grievances, have knowledge of policy violations that should be included in the campus crime statistics.

## REPORTING AREA

Wade College reports statistics from all property controlled and/or used by the college. Information relative to areas adjacent or contiguous with the college facilities has been provided by Dallas Police Department and INFOMART and World Trade Center protective services. For purposes of the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, the Wade College campus is defined as:

Main Academic Facilities: 1950 N. Stemmons Freeway, Suite 4080, Dallas, Texas 75207  
2050 N. Stemmons Freeway, Suite 158, Dallas, Texas 75207

Public Property: 1950 N. Stemmons Freeway, INFOMART building and adjacent parking garages and lots  
2050 N. Stemmons Freeway, World Trade Center building and adjacent parking garages and lots

## DEFINITIONS CLERY ACT OFFENSES

**Sexual Assault:** Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the college's education or work programs or activities (hostile environment).

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the college's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating

violence includes sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered to be a crime for the purposes of *Clery Act* reporting.

**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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed).

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

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

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).

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

**Hate Crime:** Any of the aforementioned offenses (except for negligent manslaughter), and any other crime involving bodily injury, reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics.

**Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Gender Identity:** A preformed negative opinion or attitude toward a person (or group of persons) because the person's internal sense of being male, female, or a combination of both may be different from the gender assigned at birth, e.g. bias against transgender or gender non-conforming individuals.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

**National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and/or traditions.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged or illness.

**Additional Hate Crime Definitions:** In addition to any of the crimes above, the following acts are now reportable as Hate Crimes, when motivated by prejudice on account of race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, or disability.

**Larceny Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

**Drug Abuse Violations:** Violations of state and local laws 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 (Demerol, methadone); and dangerous non-narcotic drugs (enzedrines, enzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities (Public Intoxication and driving under the influence are not included in this definition).

I. ANNUAL CRIME STATISTICS 2007-2015	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	1	1	0	0	0	0	0	0	11	1	5	NA	NA	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0
Motor vehicle theft	8	1	3	0	0	0	0	0	1	14	4	1	NA	NA	NA	NA	NA	NA	0	0	0	4	2	3	3	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

II. ANNUAL HATE CRIME STATISTICS 2007-2015	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

III. ARREST STATISTICS 2007-2015	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

IV. DISCIPLINARY ACTION STATISTICS 2007-2015	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

V. VAMA OFFENSES 2015	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016	2008	2009	2010	2011	2012	2013	2014	2015	2016
	Domestic violence	NA	NA	NA	NA	NA	NA	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
Dating violence	NA	NA	NA	NA	NA	NA	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0
Stalking	NA	NA	NA	NA	NA	NA	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0	0

\* As of September 2011, Wade College neither owned nor controlled any non-campus buildings and/or property.

\*\* Includes areas immediately adjacent to the 1950 Stemmons Freeway Building, including the 2050 Stemmons Freeway Building.