



Annual Security Report and Safety Plan

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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 College-Sponsored Housing Director 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'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 or on the web at www.wadecollege.edu.

REPORTING CRIME STATISTICS

Statistics on the following crimes and offenses are to be reported in the annual security report:

1. Criminal Homicide: Murder, non-negligent, and negligent manslaughter. Non-negligent manslaughter is the killing of a person through gross negligence.
2. Sex Offenses, Forcible or Non-forcible: A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent, i.e., intoxicated. Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," e.g., incest or statutory rape.
3. Robbery: The taking, or attempting to take, anything of value from the control, custody, or care of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
4. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This offense is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
5. Burglary: The unlawful entry (breaking and entering) into a building or other structure with the intent to commit a felony or theft.
6. Arson: Willful or malicious burning or an attempt to burn a dwelling house, public building, motor vehicle or aircraft, or personal property.
7. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
8. On-campus Arrests for Alcohol, Drug and Illegal Weapon Violations.
9. The number of students referred for Campus Disciplinary Actions for alcohol, drug or illegal weapon violations. (If included in the report as an arrest, a referral does not need to be reported under this category.)
10. Hate Crimes falling into the above list, involving bodily injury, or reported to the campus security office or local police. (Hate crimes are to be reported by category of prejudice: race, gender, religion, sexual orientation, ethnicity or disability.) Note that HEOA of 2008 modified (effective August 14, 2008) the list of hate crimes that must be reported to include the following crimes: larceny-theft, simple assault, intimidation, and property destruction, damage or vandalism. (20 USC 1092 (f)(1)(F)(ii))

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 fourth floor of the INFOMART located at 1950 N. Stemmons Freeway, Suite 4080, and the Admissions and Career Services Departments on the first 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]. 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.

College-Sponsored Housing

Students and employees are encouraged to report any criminal activities and emergencies occurring on or around the Wade College College-Sponsored Housing located at 12009 Coit Road, Dallas, Texas 75251 to the Office of the President at 214.637.3530, the Office of the College-Sponsored Housing Director at 972.387.2424, The Ansley at Park Central Courtesy Patrol at 214.239.3768, or to local law enforcement agencies [the Dallas Police Department at 911, to report a crime or emergency requiring an immediate response, or 214.744.4444 for a non-emergency].

For fire or medical emergencies, students, faculty and staff should dial 911 and then notify the Office of the President at 214.637.3530.

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. Posting of notices
 - b. Campus-wide email
 - c. Text message
 - 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

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 emergencies.
2. Text/Email Alerts: Wade College provides an emergency text/email notification system for members of the campus community. To register for a text/email notification system, the student may go to the following website: www.e2campus.com/my/wadecollege. 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. Failure to subscribe to the emergency text/email notification system constitutes the student's implied acceptance to opt out of the notification system.
3. College Group Email: During emergencies, the Office of the President, or an express designee, sends an "urgent" group e-mail to every student, faculty, and staff member.
4. 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.
5. 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.

SECURITY AND ACCESS TO ACADEMIC FACILITIES AND COLLEGE-SPONSORED HOUSING

Access to academic facilities and college-sponsored housing is limited to authorized personnel, students, and invited guests. 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.

Academic Facilities

The academic facilities on the fourth floor of the INFOMART are generally closed from the hours of 10:45 p.m. to 8 a.m., Monday through Friday and all day on Saturday and Sunday. 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 are required to 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.

College-Sponsored Housing

The college-sponsored housing facility is a gated community with exterior lighting illuminating the grounds and parking lots. The College-Sponsored Housing Director can be reached at 972.387.2424 if a student has maintenance or safety concerns. In the event of suspicious activity, a crime or threatening situations occurring, students should dial 911 and then call The Ansley at Park Central Courtesy Patrol at 214.239.3768.

ALCOHOL AND DRUG USE/ABUSE POLICY

As an institution interested in the intellectual, physical, and psychological well-being of the campus community, Wade College deems it important to curtail the abusive or illegal use of alcoholic beverages and illegal drugs. All members of the college community and their guests are required to comply with federal, state, and local laws regarding the distribution, possession, consumption, or use of alcoholic beverages and illegal drugs. Federal, state, and local laws prohibit the use, possession, and distribution of illegal drugs. Public Law 101-226, *Drug-Free Schools and Communities Amendment to the Higher Education Act of 1965*, 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. 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 property, in the college-sponsored housing, 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 in the Dallas Market Center or the INFOMART, in the college-sponsored housing, 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, in the college-sponsored housing, or at any college event.
- Wade College does not allow alcoholic beverages to be consumed by students in the vicinity of the college property.
- 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.

Penalties under Texas Law

Manufacture or delivery of controlled substances (drugs). The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is confinement in the Texas Department of Corrections (TDC) for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000.

Possession of controlled substances (drugs). The minimum penalty is confinement in jail for a term of not more than two years or less than 180 days, and a fine not to exceed \$10,000. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than fifteen years, and a fine not to exceed \$250,000.

Delivery of marijuana. The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is imprisonment for life or for a term of not more than 99 years nor less than ten years, and a fine not to exceed \$100,000.

Possession of marijuana. The minimum penalty is confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both. The maximum penalty is confinement in TDC for life or for a term of not more than 99 years nor less than five years, and a fine not to exceed \$250,000.

Driving while intoxicated (includes intoxication from alcohol, drugs, or both). The minimum penalty is confinement in jail for a term of not more than 180 days nor less than 72 hours, and a fine of not more than \$2,000. The maximum penalty is imprisonment for a term of not more than ten years nor less than two years, and a fine not to exceed \$10,000.

Public intoxication. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.

Purchase of alcohol by a minor. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with age and number of offenses.

Consumption or possession of alcohol by a minor. The minimum penalty is a fine not to exceed \$500. The maximum penalty varies with number of offenses.

Purchasing for or furnishing of alcohol to a minor. The minimum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both. The maximum penalty is a fine not to exceed \$4,000 or confinement in jail for a term not to exceed one year, or both.

Penalties shown above are based on language contained in applicable Texas statutes and are subject to change at any time by the Texas Legislature and the Governor.

Penalties under Federal Law

Manufacture, distribution, or dispensing of drugs (including marijuana). The minimum penalty is a term of imprisonment for up to three years and a fine of \$250,000, or both. The maximum penalty is a term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 for an individual or \$20,000,000 (if other than an individual).

Possession of drugs (including marijuana). The minimum penalty is imprisonment for up to one year and a fine of not less than \$1,000, or both. The maximum penalty is imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation and prosecution.

Distribution of drugs to a person under 21 years of age. The minimum penalty is double the federal penalty for distribution of drugs. The maximum penalty is triple the federal penalty for distribution of drugs.

The federal penalties quoted are based upon language contained in the applicable federal statutes creating criminal offenses above regarding controlled substances and are subject to change at any time by Congress and the President. There are additional factors in the federal sentencing guidelines, including various enhancement provisions for prior offenses. Title 21 U.S.C. 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) within 1,000 feet of a school or a public university.

SEXUAL ASSAULT PROCEDURES AND PROGRAMS

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the appropriate law enforcement authorities, including local law enforcement and college officials; however, should a student be sexually assaulted, it is the student's option to notify these parties. At the student's request, the college officials will assist in notifying the proper authorities. It is the policy of the college to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. All information and reports of sexual assault are kept strictly confidential. The victims of sexual assault are not required to file criminal charges or to seek judicial actions through the college disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance.

Information and assistance is available through the Dallas County Rape Crisis Center at 214.653.8740 [P. O. Box 35728, Dallas, Texas 75235]. The hotline is open 24 hours a day and counselors can help answer medical and emotional questions in complete confidence.

Wade College can assist the victim with issues including, but not limited to, class schedule changes, withdrawal procedures, or campus housing relocation.

Guidelines or suggestions to follow after a sexual assault include:

1. Get to a safe place as soon as you can;
2. Contact the Police Department at 911;
3. Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action;
4. Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag;
5. Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. You can reach a counselor by calling the Dallas County Rape Crisis Center at 214.653.8740; and
6. Contact someone you trust to be with you and support you.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted infections or pregnancy and take preventive

measures; and third, to gather evidence that could aid in criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality of the evidence may be diminished.

Sex Offenders Registry

The *Campus Sex Crimes Prevention Act* is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus.

This act amends the *Family Educational Rights and Privacy Act of 1974* to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Information about registered sex offenders may be found on the Texas Department of Public Safety webpage at https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx.

SEXUAL 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 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, he or she should be prepared to lodge a formal grievance. For more details about this process see 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 thus creating 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, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, 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.

MISSING PERSONS POLICY FOR COLLEGE-SPONSORED HOUSING STUDENTS

Wade College recognizes the importance of safety for our college-sponsored housing community. The purpose of this policy is to establish the process for responding to reports of missing students, as required by the *Higher Education Act of 2008*. This policy applies to Wade College-enrolled students who reside in the college-sponsored housing program.

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information regarding the missing person's daily schedule, habits, punctuality and reliability. Circumstances can also include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with, or in the company of, persons who may endanger the student's welfare.

Emergency Contact Information Designation

Students age 18 and over or emancipated minors are given the opportunity during each trimester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with procedures of this policy. A designation will remain in effect until changed or revoked by the student.

For students under the age of 18 or in the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures.

All students, including college-sponsored housing students, are given the opportunity to provide their emergency contact persons and telephone numbers on the "Student Directory Form" provided during each registration period.

Official Notification Procedures for Missing Persons

Any individual on campus who has information that a college-sponsored housing student may be a missing person must notify the Office of the President immediately by phone at 214.637.3530 or in person by going to the college campus at 1950 N. Stemmons Freeway, Suite 4080, Dallas, Texas 75207.

The Office of the President will gather all essential information about the missing student from the reporting person and from the student's acquaintances (i.e. description, clothes last worn, where the student might be, who the student might be with, vehicle description, cell phone records, class schedule, information about the student's physical and mental well being, up-to-date photograph, etc.).

Appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing person (i.e. witnessed abduction), the Office of the President will contact the appropriate city, county or state law enforcement agency to report the student as missing. That agency will then take charge of the investigation.

No later than 24 hours after determining that a college-sponsored housing student is missing, the college President or designee will notify the emergency contact for students 18 years of age and older, or the parent or guardian for students under the age of 18. Contact is contingent upon the correct emergency contact information being made available by the student.

In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of the President will assist outside agencies with these investigations as requested.

Campus Communications about Missing Students

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement.

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 or loss or damage to facilities, property, and equipment.

Special Provisions

- Fire alarms and 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 draping 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 lit.
- 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.
- Heavy objects should not be stored at an elevation above the floor where they are a menace to a passerby. If an object is top heavy, either lay it down or fasten it to something so it will not fall on anyone.
- 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 bodily 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 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 at 214.800.8111] or [WTC at 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.

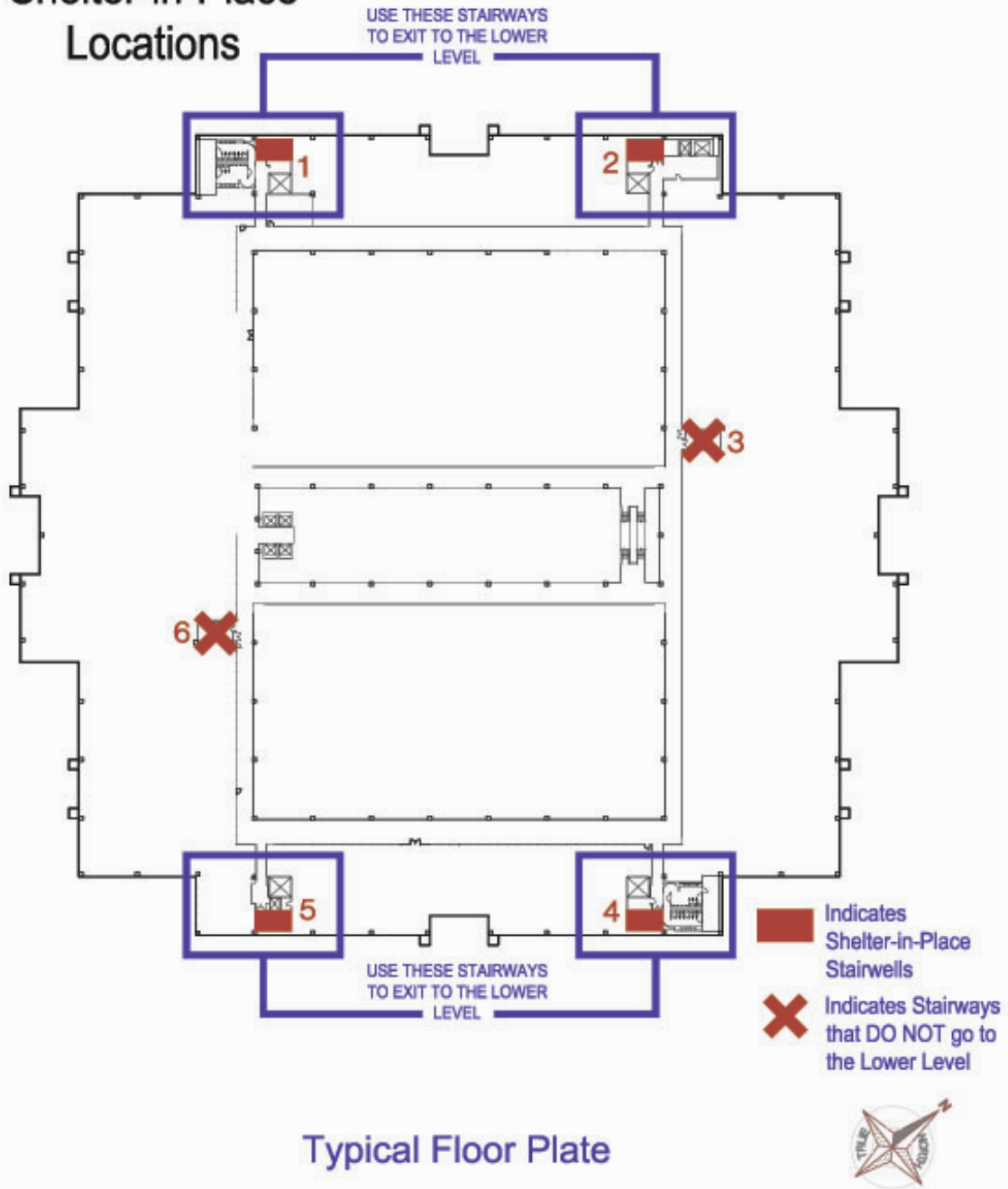
When a tornado warning has been issued, persons shall be directed to take the following safety precautions:

- 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 or escalators.
- 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



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?
- 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 at 214.800.8111] and [WTC at 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.
 3. Examine your area to determine if any strange objects are present – DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.
 4. Report to Protective Services personnel on scene the results of your search.
- 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. Call Protective Services [INFOMART at 214.800.8111] or [WTC at 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 at 214.800.8111] or [WTC at 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 have 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 : Pull the pin and twist it. This breaks the plastic tie.
- [A]Aim: Aim the nozzle/hose at the base of the fire.
- [S]Sweep 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, two 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 for 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 outside 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 airconditioning 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:

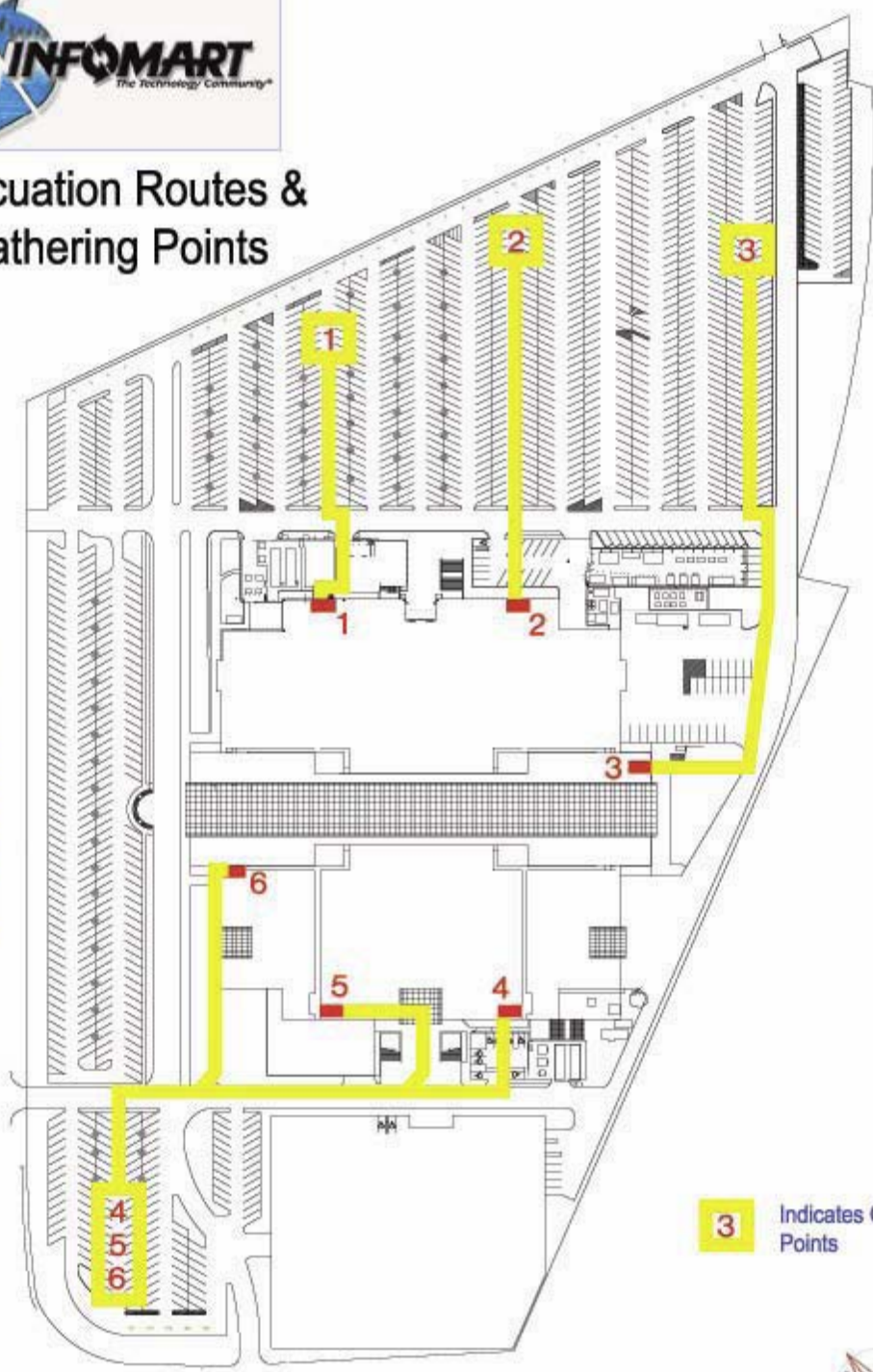
- Can the person and the appliance be handled easily and effectively?
- Can the person be physically lifted and carried the distance required?
- Can the temporary relocation by another device work better? For example, an office chair, blanket, stretcher, etc.

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



Evacuation Routes & Gathering Points

Stemmons Frwy.



Oak Lawn Ave.

3 Indicates Gathering Points



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, Texas 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 9-911 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.

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 Offices of the President and Director of College-Sponsored Housing. 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.

WADE COLLEGE
2011 ANNUAL SECURITY REPORT

I. ANNUAL CRIME STATISTICS 2002-2010

	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010
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	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	1	1	2	0	0	1	5	0	1	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	4	4	2	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	1	11	1	1	1	11	16	6	8	11	15	11	1	5	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	1	0	0	0	8	1	3	2	9	11	1	1	0	14	4	1	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

II. ANNUAL HATE CRIME STATISTICS 2002-2010

	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010
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	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 2002-2010

	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010
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	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 2002-2010

	On-Campus										Non-Campus Buildings and Property*										Public Property**						
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010	2002	2003	2004	2005	2006	2007	2008	2009	2010
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	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

* Includes college-sponsored housing at 14041 Preston Road, Dallas, Texas 75254 prior to 2009. 2009 and thereafter data includes college-sponsored housing at 12009 Coit Road, Dallas, Texas 75251.

** Includes areas immediately adjacent to the 1950 Stemmons Freeway Building.