

Section Five: Campus Safety

CAMPUS ALERT SYSTEM

The Western Dakota Tech Alert System is a mass notification system used to effectively communicate physical, environmental, and weather-related threats to students and employees of Western Dakota Tech. An alert will be sent to inform students and employees of an imminent emergency, such as a fire, tornado, threat of violence, or chemical hazard, and of other significant events such as a school closing, snow emergency, or power emergency. When activated, the WDT CampusCast Alert System may send a text message (if available) and email (to WDT accounts) to all employees and students. Messages will also be posted on the Western Dakota Tech website as well as on the WDT Facebook and Twitter pages. Some alerts will be issued via the campus intercom system.

CAMPUS SAFETY AND SECURITY HANDBOOK AND EMERGENCY PLAN

Students are responsible for reading and understanding the Campus Safety and Security Handbook and Emergency Plan. The Campus Safety and Security Handbook contains important information about alcohol and other drugs, crime, safety and security, and sexual assault prevention and response. The Campus Safety and Security Handbook is located on the WDT website at <https://www.wdt.edu/about/student-consumer-information>. The Emergency Plan contains information on timely warnings, responses to emergency situations, and evacuation procedures. Students can access the Emergency Plan from the How To tab on the MyWDT portal in the Resources section.

CRIME AWARENESS AND CAMPUS SECURITY – ACCURATE AND PROMPT REPORTING OF CRIMES

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in a timely manner. Western Dakota Tech does not have campus police or security personnel. To report a crime or an emergency, dial 911. Crimes also should be reported in a timely manner to the Director of Student Success/Registrar to ensure, if required, inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, where appropriate.

Reporting Clery Crimes and Voluntary, Confidential Crime Reporting

Western Dakota Tech encourages the campus community to immediately report Clery crimes or suspicious activity to Campus Security Authorities to help maintain the safest possible environment for students, faculty, staff, and visitors. A report from a victim who does not want to pursue action through Western Dakota Tech or the criminal justice system can be filed that maintains the confidentiality of the reporting individual. The college can document the report without revealing the victim's identity. This allows Western Dakota Tech to track the incident, compare it to other incidents, and take actions to keep further incidents from occurring.

“Campus Security Authority” is a Clery specific term that encompasses certain Western Dakota Tech employees who have a duty to report crimes they become aware of, as defined by the Clery Act. The law defines a Campus Security Authority as “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.”

Western Dakota Tech identifies employees in the following roles as Campus Security Authorities:

- Director of Student Success/Registrar/Title IX Coordinator
- Vice President for Institutional Effectiveness and Student Success
- Student Success Center Staff
- Club Advisor
- Ombudsperson
- Vice President for Teaching and Learning
- Vice President for Finance and Operations
- Facilities Director or Maintenance Staff

Clery-reportable crimes and a description of each Clery crime is located in the Annual Security Report which is located at <https://www.wdt.edu/assets/docs/uploads/consumer-information/securityreport.pdf>. Individuals unable to

obtain a hard copy from the college's website of the college's Annual Security Report that includes crime statistics may request one from Western Dakota Tech at: Vice President for Institutional Effectiveness and Student Success, Western Dakota Technical College, 800 Mickelson Drive, Rapid City SD 57703.

EMERGENCY REMOVAL FROM CAMPUS

WDT is committed to creating and maintaining an environment that is free from threatening and violent behavior. WDT prohibits violent or threatening behavior by any person, including faculty, students, staff, visitors or contractors, on the College premises or at WDT sponsored activities.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to one's self, another person and/or damage to property.

Threatening behavior includes any behavior, whether intentional or reckless, that by its nature would be interpreted by a reasonable person as an intent to harm one's self, another person or damage property belonging to another. Threats may be oral, written, or communicated through conventional mail, electronic, fax, or telephonic means and may be direct or implied.

Any person who engages in violent or threatening behavior while on WDT owned or controlled property, or while engaged in official WDT business, may be removed and/or barred from the premises pending the outcome of an investigation.

Individuals found in violation may be removed from campus, arrested, and be subject to legal action. WDT employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

FIRE DRILLS AND EMERGENCY EVACUATION OF BUILDING

Fire drills will be held periodically during the academic year. WDT employees will inform the students of the exit or exits to be used in emergency evacuations. Whenever the alarm is sounded, everyone is to leave the building immediately in an orderly manner. Students are to move away from the building so that others may also get out. A signal will be given to return to the building.

ILLNESS, ACCIDENT, OR INJURY

In the event a student incurs an injury or becomes ill while on campus, the following procedure will be implemented: If the student is conscious and able to respond, and the injury or illness is not perceived to be life threatening or potentially life threatening, the student will be asked regarding desired medical treatment and/or an individual to transport him/her home or to medical assistance. If the student is unconscious, unable to respond, or the injury or illness is perceived to be of a life threatening or potentially life-threatening nature, Emergency Response Services (911) will be called. Students are responsible for the cost of transport and treatment for any incidence of accident or illness. In all cases, an injury or accident must be reported to the instructor or, in the instructor's absence, to the Director of Student Success/Registrar or Director of Human Resources immediately.

A student who receives a work-related injury while on clinical or internship is required to contact the Western Dakota Tech Human Resources Office at 605-718-2407 within 24 hours.

WDT neither accepts nor recognizes any liability for injury to students on WDT property while participating in WDT activities, for travel to and from job sites or other areas required as part of the program of study, or for travel to and from campus. Students are encouraged to have appropriate insurance.

WDT recommends that students carry health insurance. Some programs require students to have a health insurance policy prior to starting certain portions of their coursework. Please check with program instructors for more information.

INCLEMENT WEATHER CAMPUS CLOSINGS

In the event of weather-related closures, the following procedures will be followed:

1. In cases of class postponement or cancellation, a message will be sent via the Western Dakota Tech Text Alert System and Western Dakota Tech email. Local news media outlets will be notified. In addition, a message will be posted on the Western Dakota Tech website and Facebook and Twitter pages.
2. The decision to close campus will be made as early as possible. An announcement will normally be made by 6 a.m. for daytime classes and by 3 p.m. for evening classes.
3. Students not in attendance because of bad weather, in instances where classes have not been cancelled or campus has not been closed, will be counted absent. Exceptions will be made for individuals who live in and commute from another town to Western Dakota Tech, where roads required to travel on are under a no-travel advisory issued by local law enforcement agencies.

NOTE: Traveling conditions can vary considerably from one location to the next. This places considerable responsibility on the individual for making an independent decision and arrangements with instructors. No student is encouraged to travel when conditions make traveling dangerous.

PERSONAL PROTECTION ORDER, NO CONTACT ORDER, OR RESTRAINING ORDER

WDT is committed to ensuring that orders of protection issued by courts are fully enforced on College property. Therefore, if a student or employee obtains a Personal Protection Order, No Contact Order, or Restraining Order, he or she should promptly inform the Student Success Director/Registrar and provide the Director of Student Success/Registrar with a copy of that order, so that the College can enforce it.

RISK OF EXPOSURE TO HAZARDOUS MATERIALS

Due to the nature of WDT's educational programs, materials or objects of a hazardous nature or ones that could cause someone to experience an allergic reaction are present in WDT buildings and on the WDT property. These hazards could include, but are not limited to, liquids or gasses used in some of our trades programs, beehives/bees, agriculture animals, latex, and possible food allergens.

All questions about hazardous materials or objects on the WDT campus can be directed to the Director of Student Success/Registrar at deborah.toms@wdt.edu.

SAFETY

All students will adhere to all safety regulations pertaining to their instructional program area as well as those throughout the campus. Students in violation of safety regulations may be subject to conduct suspension. Unsafe conditions in the building should be reported to the appropriate faculty, staff, or the VP for Finance and Operations.

Safety methods and procedures are taught in all programs where special emphasis on safety is a necessity. Much of the school's equipment, if improperly handled, could result in serious or fatal injury to students. Safety glasses must be worn in all shop areas. The school assumes no liability for any injury.

Speed limits of 15 miles per hour must be observed at all campus locations. Students are reminded to enter the highway near campus entrances with caution.

THEFT/VANDALISM

Vandalism or theft of tools, supplies, or other property belonging to WDT or to other students may result in immediate dismissal from school. In addition, students will be required to pay for any WDT property they may damage or lose. Matters of this nature will be reported to the Director of Student Success/Registrar. WDT assumes no liability for theft of personal property. Many insurance companies offer low-rate coverage for theft. Check with your agent for further details.

VISITORS

Visitors to WDT must check in with a WDT employee upon arrival. Under no circumstances are visitors allowed to enter classroom areas without prior approval from the instructor and/or WDT administration. Any person not registered as a student may be subject to removal from campus.