

Section Five: Campus Safety

CAMPUS SAFETY AND SECURITY

WDTC does not have campus police or security personnel. In the case of an emergency, students, employees, and guests should immediately report the emergency to local first responders by calling 911 and then to the WDTC President, VP for Institutional Effectiveness and Student Success, Compliance Officer, or other Leadership Team member so emergency notifications and response procedures can be implemented as quickly as possible.

Students are responsible for reading and understanding the Campus Safety and Security Handbook and the Emergency Plan.

- The Campus Safety and Security Handbook contains important information about requirements for students to report crimes to the College in a timely manner, alcohol and other drugs, campus safety and security, and sexual harassment prevention and response. The Campus Safety and Security Handbook is located on the WDTC website at <https://www.wdt.edu/assets/docs/uploads/consumer-information/campus-safety-and-security-handbook.pdf>.
- The Emergency Plan contains information on timely warnings, crime alerts, the College's emergency notification process, the College's responses to emergency situations, and evacuation procedures. Students can access the Emergency Plan in the MyWDT portal (<https://my.wdt.edu/>) from the How To tab (see the Resources section).

EMERGENCY REMOVAL FROM CAMPUS

WDTC is committed to creating and maintaining an environment that is free from threatening and violent behavior.

WDTC prohibits violent or threatening behavior by any person, including faculty, students, staff, visitors or contractors, on the College premises including off-site locations and events where WDTC exercises substantial control.

Violent behavior includes any behavior, whether intentional or reckless, which results in bodily injury to oneself, 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 oneself, 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 WDTC owned or controlled property, or while engaged in official WDTC 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. WDTC employees and students who violate this policy may also be subject to disciplinary action up to and including dismissal.

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 transport is necessary, WDTC employees will offer to call an individual of the student's choosing. WDTC employees are not allowed to transport the student.

- 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 Senior Human Resources Generalist or Compliance Officer immediately. Appropriate documentation should be completed and submitted to Human Resources within 48 hours of injury.

A student who receives a work-related injury while on clinical or internship is required to contact their instructor within 24 hours. Program Directors should reach out to the Senior Human Resources Generalist for appropriate documentation to be completed within 48 hours of injury.

WDTC neither accepts nor recognizes any liability for injury to students on WDTC property while participating in WDTC 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. Program Directors should reach out to Senior Human Resources Generalist for appropriate documentation to be completed within 48 hours of injury.

WDTC 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 non-emergency weather-related closures, the following procedures will be followed:

1. In cases of class postponement or cancellation, a message will be sent via text and WDTC email. Local news media outlets will be notified. In addition, a message will be posted on the WDTC website and Facebook page.
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 WDTC, 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.

LAB, CLASSROOM, BUILDING, AND PARKING LOT REGULATIONS AND ISSUES

Students will adhere to all safety regulations pertaining to their instructional program area as well as those throughout the campus, and students in violation of safety policies and regulations may be subject to a Code of Conduct Violation per WDTC Policy 4435 located at <https://www.wdt.edu/assets/docs/uploads/policy/4435.pdf>.

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

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.

Unsafe conditions, other than emergencies and crimes, should be reported to the appropriate faculty or the VP for

Finance and Operations. See the Campus Safety and Security section of this handbook for emergencies and crimes.

PERSONAL PROTECTION ORDER, NO CONTACT ORDER, OR RESTRAINING ORDER

WDTA is committed to ensuring that orders of protection issued by courts are fully enforced on College property. Therefore, if a student obtains a Personal Protection Order, No Contact Order, or Restraining Order, they should promptly inform the Compliance Officer or the VP for Institutional Effectiveness and Student Success and provide them a copy of that order, so that the College can enforce it.

RISK OF EXPOSURE TO HAZARDOUS MATERIALS

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

All questions about hazardous materials or objects on the WDTA campus can be directed to the Director of Facilities.

THEFT/VANDALISM

Vandalism or theft of tools, supplies, or other property belonging to WDTA or to other students may result in a Student Code of Conduct Violation per WDTA Policy 4435 – <https://www.wdt.edu/assets/docs/uploads/policy/4435.pdf>. In addition, students will be required to pay for any WDTA property they may damage or lose. Matters of this nature will be reported to the Compliance Officer. WDTA 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 WDTA must check in with a WDTA employee upon arrival. Under no circumstances are visitors allowed to enter classroom areas without prior approval from the instructor and/or WDTA administration. Any person not registered as a student may be subject to removal from campus.