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## SECTION I: EMERGENCY NUMBERS

### EMERGENCY CONTACT INFORMATION

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<tr>
<td><strong>POLICE, FIRE DEPARTMENT, &amp; AMBULANCE</strong></td>
<td>911</td>
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<td><strong>NORTH FAYETTE POLICE DEPT</strong></td>
<td>NORTH FAYETTE CAMPUS (OFFICE LOCATION) COVERAGE INCLUDES ALL PROPERTY OWNED OR LEASED BY PTC</td>
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<td>FROM ON-CAMPUS LANDLINE PHONES</td>
<td>911</td>
</tr>
<tr>
<td>FROM ANY LANDLINE OR CELL PHONE</td>
<td>412-809-5300</td>
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<tr>
<td>24 HOUR EMERGENCY NUMBER-ALL PHONES</td>
<td>412-592-8696</td>
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<td>COVERAGE INCLUDES WESTPOINTE OFF-CAMPUS PTC HOUSING</td>
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<td>NON-EMERGENCY</td>
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<td>COVERAGE INCLUDES ALL OF ALLEGHENY COUNTY</td>
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<td>EMERGENCY</td>
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<td>EMERGENCY</td>
<td>412-473-3000</td>
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<td>412-473-1251</td>
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<td>COVERAGE INCLUDES ALL OF PENNSYLVANIA</td>
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<td>NON-EMERGENCY ONLY</td>
<td>717-783-5599</td>
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<td><strong>TITLE IX COORDINATOR, NANCY SHEPPARD</strong></td>
<td>REPORT INCIDENTS OF SEXUAL MISCONDUCT THAT OCCUR AT ANY LOCATION ON &amp; OFF CAMPUS, INCLUDING PUBLIC &amp; PRIVATE PROPERTY NOT OWNED OR LEASED BY PTC</td>
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<td>TO REPORT AN INCIDENT OF SEXUAL HARASSMENT OR SEXUAL VIOLENCE</td>
<td>412-809-5311</td>
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<td><strong>COUNSELING</strong></td>
<td>LOCATED AT THE NORTH FAYETTE CAMPUS (SATELLITE OFFICE), AND MT. LEBANON (MAIN OFFICE). COUNSELING IS AVAILABLE TO ALL PTC STUDENTS, FACULTY &amp; STAFF.</td>
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<tr>
<td>CONFIDENTIAL COUNSELING</td>
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SECTION II: INTRODUCTION TO PUBLIC SAFETY

PUBLIC SAFETY MISSION
The mission of the Public Safety Department at Pittsburgh Technical College (PTC) is to protect and serve the PTC community. The Department is committed to being a caring and sensitive professional service organization that dedicates itself to the concepts of personal excellence at the highest levels, and reflects uncompromising integrity, continuous improvement, productive teamwork, and efficient public service.

We maintain a partnership with our community by sharing community-oriented protection responsibilities and facilitating public safety and crime prevention through education and law enforcement. We contribute to the continuing improvement of the quality of life in our community by providing understanding, compassion, and effective policing and security services.

JURISDICTION, AUTHORITY, AND SCOPE OF PTC PUBLIC SAFETY OFFICERS

JURISDICTION
The Public Safety Department is responsible for all aspects of campus safety, public safety, and security. The Department is under the supervision of the Vice President of Business Affairs and the Director of Public Safety.

The overall accountability for the security management plan resides with the Vice President of Business Affairs who delegates the day-to-day operations to the Director of Public Safety and the Public Safety Department.

AUTHORITY
Public safety officers do not possess arrest powers but do carry a firearm for their personal protection and the protection of the college community against potential violent encounters.

The Department encompasses security, risk management, risk reduction, risk abatement, organization-wide continuity planning, and law enforcement services.

The Commonwealth of Pennsylvania does not commission public safety officers but they are employees of PTC. Officers are responsible for the safety of the college community and operate 24 hours per day, every day. The following are responsibilities of the Public Safety Department:

1. To protect all persons who lawfully utilize the facilities, including but not limited to faculty, staff, students, licensees, visitors, and outside service providers.
2. To provide services and promote good student, guest, and employee relations.
3. To protect the college's interests, property, and assets from theft and/or loss.

PERSONNEL
Officers are either full-time, part-time or casual employees of PTC. All officers must receive certification under Act 235, the Lethal Weapon Training Act, plus one of the following Pennsylvania Legislative Acts.

1. Act 120 - Certified Police Officer
2. Act 49 - Pennsylvania State Constable Act
3. Act 2 - Certified Sheriff's Training Act
Unarmed PTC interns supplement the Public Safety Department. The interns are students in the college's Criminal Justice program and act as dispatchers, parking and traffic workers, and physical security, as required. The Department will contract additional security as needed.

There is at least one armed security officer on duty at all times. This officer’s primary responsibility is to respond to many types of situations that require a security presence. PTC officers will respond to any rapidly evolving threat to the PTC community and stabilize the situation, neutralize or eliminate the threat, and turn over the scene to the responding police department.

All public safety officers must attend in-service training sessions on an annual basis in accordance with Act 235. The sessions address a range of topics that relate to law enforcement and the treatment of students, staff, faculty, and guests. The Director of Public Safety reviews and makes any necessary revisions to the in-service sessions every year. A requirement of all officers is to train and certify in the use of firearms, OC, Baton, and/or Electronic Control Devices. They must qualify annually and have current certificates in their training files.

One officer receives training in self-defense and defensive tactics to train students, faculty, and staff during self-protection classes that are offered periodically throughout the year.

**Staffing and Patrols**

In addition to the Director, the department consists of full-time public safety officers, supplemented by part-time and casual officers. The public safety officers conduct random foot and vehicle patrols, 24 hours a day, seven days a week on the main campus and all on- and off-campus housing areas.

A public safety officer also conducts vehicle patrols of the campus, parking lots, and athletic venues. Security officers conduct random patrols of the buildings during hours of operation as well as throughout the night.

**General Security**

Situations reportable to and under the control of the Public Safety Department include but are not limited to the following:

1. Theft, damage, or loss of any property belonging to the college, as well as faculty, staff, students, visitors, or any other persons or organizations lawfully on PTC property no matter the cause
2. The presence of unidentified or unauthorized persons on PTC property
3. Suspicious persons or actions on or near college property
4. Improper or unlawful conduct by any person or group on PTC property and includes actions by any person or group that could be detrimental to PTC
5. Investigation of criminal activity on college property
6. Investigation of the smell or sight of smoke or fire in all buildings
7. Response to emergency related incidents on campus

**Memorandum of Understanding**

The North Fayette Police Department is the policing agency that responds to calls for service from the North Fayette Campus, and the Hawthorne off-campus housing complex. They are first-responders and investigate crimes that occur on those properties.

The Robinson Township Police Department is the policing agency that responds to all calls from the Westpointe off-campus housing complex. They are first-responders and investigate all crimes that occur on that property.
The Public Safety Department has an excellent working relationship with the North Fayette and Robinson Police Departments, and on the state and county levels with the Pennsylvania State Police and Allegheny County Police Departments.

The Department is part of the Multi-Municipal Police Chief’s training program and trains with the local police on a monthly basis. This training brings the police departments together in a more cohesive environment. The State Police use PTC facilities for a number of functions, and Public Safety handles most of the logistics and interfaces with the Troopers.

There are no written memorandums of understanding between Pittsburgh Technical College and local and state police departments.

**STAYING SAFE AT PTC**

Because no campus is free of crime, it is important for each of us to do all that we can to identify, control, and combat campus crime. Use common sense and good judgment when walking around on- and off-campus locations. Be watchful and alert.

There are thirteen emergency call stations located on the main campus and campus housing parking lots. Community members can use a call station if needing immediate assistance. If there is an emergency, press the button to notify the call center. The call center will dispatch police and public safety personnel to the location. The Public Safety Department is located in the Academic Building, room 203 (Second Level).

PTC encourages community members to report all crimes and public safety related incidents to the Public Safety Department in a timely manner. There is a complete list of emergency numbers in Section One (I) of this report.
SECTION III: THE CLERY ACT REQUIREMENTS AND UNIFORM CRIME REPORTING

THE CLERY ACT REQUIREMENTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, signed into law in 1990, is a federal law that requires colleges and universities to disclose information about campus crime activity and security policies in an annual report. The Clery Act also requires that campuses make “timely warnings” to campus community members about specific types of criminal activity when an ongoing threat to persons may exist.

Information disseminated in accord with Clery Act guidelines serves to inform the personal safety and college selection decisions of current and prospective campus community members. All post-secondary public and private institutions participating in federal student aid programs must adhere to Clery regulations.

Howard and Connie Clery championed The Clery Act after the murder of their daughter, Jeanne, at Lehigh University in 1986.

The Public Safety Department, in conjunction with the Director of Resident Life and with the cooperation of local law enforcement, prepares the yearly Crime Statistics Report to comply with the Clery Act. Campus crime statistics, arrests, and referral statistics include those reported to the Public Safety Department, designated campus officials and the local law enforcement agencies.

The college sends an email notification to all community members annually to provide information on accessing the PTC website and crime statistics report. All prospective employees may obtain a copy of the report by contacting the Director of Human Resources or the Director of Public Safety.

To view a full copy of the Security and Safety Report, please visit the PTC Consumer Information website at http://www.ptcollege.edu/about/consumer-information.

The Public Safety Department also maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in or on non-campus owned or controlled buildings or property, or on public property that is immediately adjacent to and accessible from campus. The Daily Crime Log is available for public inspection at the department located on the second floor. The Daily Crime Log includes the nature, date, time and general location of each crime reported to PTC, as well as the disposition of the complaint, if that is known at the time the log is created. The department posts all incidents in the daily crime log within five business days of receiving a report of an incident. The department reserves the right to exclude crime report information from the log in certain circumstances.

DEFINITIONS

**Clery Geography** is defined as areas that meet the definitions of “campus,” “non-campus building or property,” or “public property.” In addition, this may include, for purposes of maintaining a daily crime log, areas within the patrol jurisdiction of campus police or security department.

**Federal Bureau of Investigation’s Uniform Crime Reporting (FBI UCR)** is defined as a nationwide, cooperative statistical effort in which city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention.

**Hierarchy Rule** is a requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution’s Clery Act statistics.
**Hate Crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for a determination that a crime is a hate crime would include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.

1. **Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

2. **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, e.g., Catholics, Jews, Protestants, atheists.

3. **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.

4. **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

5. **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

6. **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.

7. **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

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

**Reasonably Contiguous** refers to a building or property PTC owns or controls that is in a location considered to be and treated as, an integral part of PTC, and has the same security policies as on-campus.

**LIST OF REQUIREMENTS**

The Clery Act requires colleges and universities to do the following.

1. Publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements

2. Disclose crime statistics for the campus and public areas immediately adjacent to or running through the campus, and certain non-campus facilities. PTC gathers the statistics from the campus Public Safety Department, local law enforcement, and designated campus security authorities

3. Provide timely warning notices of crimes that have occurred and pose an ongoing threat to students and employees

4. Disclose crimes that occur on campus or within the patrol jurisdiction of the Public Safety Department in a public crime log
UNIFORM CRIME REPORTING

GEOGRAPHIC AREA RELATED TO REPORTABLE CRIMES

On-Campus
On-campus includes any building or property owned or controlled by Pittsburgh Technical College that is within a reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

On-campus includes the main academic building, the Energy Tech Center, on-campus student housing, softball field, volleyball and basketball courts, parking lots, sitting areas, campus roads, sidewalks and remaining property within the PTC campus area.

Pittsburgh Technical College
1111 McKee Road
Oakdale, PA 15071

Off-Campus Building or Property
Any building or property owned, controlled or leased by PTC and used in direct support of, or in relation to PTC's educational purposes, frequently used by students, and not within the same reasonably contiguous area of the university is considered a non-campus building or property. In addition, all locations used by students during a multi-night PTC sponsored trip, which are controlled by the institution during the trip and used to support educational purposes, are treated as off campus property for the purpose of reporting Clery Act crimes.

The non-campus geography includes buildings and properties, which are part of PTC's school-sponsored housing and includes the following.

<table>
<thead>
<tr>
<th>Westpointe Apartments</th>
<th>Hawthorne Communities</th>
<th>MainStay Suites</th>
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<tbody>
<tr>
<td>2000 Westpointe Drive</td>
<td>900 Hawthorne Circle</td>
<td>1000 Park Lane Drive</td>
</tr>
<tr>
<td>Pittsburgh, PA 15205</td>
<td>Oakdale, PA 15071</td>
<td>Pittsburgh, PA 15275</td>
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</table>

Travel
In the event that PTC sponsors a field trip, which includes travel and a stay of more than one night for students, all locations controlled by PTC during the trip will be included in the campus crime statistics as noncampus property.

Public Property
Public property includes thoroughfares, streets, sidewalks, and parking facilities, immediately adjacent to and accessible from the campus and recognized as public. This includes the roadway, sidewalks, and public property adjacent to McKee Road between the borough of Oakdale and Steubenville Pike, and Gamble Road from Pinkerton Run Road to McKee Road in North Fayette Township.

The public property also includes the parking lots, sidewalks, roadways and adjacent property within the vicinity of Westpointe Apartments, Hawthorne Communities, and Mainstay Suites when PTC students are in residence.

REPORTABLE CRIMES UNDER THE CLERY ACT
In accordance with the Clery Act, PTC’s annual security report includes statistics for the previous three calendar years concerning reported crimes that occurred on and surrounding the campus. The college obtains statistics from campus crime documentation, the Student Services office, campus security authorities, and local police.
The Clery Act requires colleges to disclose three general categories of crime statistics, which include criminal offenses, hate crimes, and arrests and referrals for disciplinary action. In addition, PTC will disclose the total number of crime reports that were determined to be unfounded in each of the three most recent calendar years.

The list of categories, and the reportable criminal offenses that fall under them are listed below.

**CRIMINAL OFFENSES**

**Criminal Homicide**
1. **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
2. **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

**Sexual Assault**
1. **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
2. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Violence Against Women Act (VAWA)**
1. **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a 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, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
2. **Domestic Violence** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; or by a person with whom the victim shares a child in common; or by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or 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.
3. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

**Other Criminal Offenses**
1. **Robbery** is 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.
2. **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

3. **Burglary** is the unlawful entry of a structure to commit a felony or a theft.

4. **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

5. **Arson** is 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 Crimes
1. All criminal offenses listed above, and
2. **Larceny** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
3. **Simple Assault** is 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.
4. **Intimidation** is 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.
5. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### Arrests, Liquor Law Violations, and Referrals for Disciplinary Action
1. **Weapons: Carrying, Possessing, Etc.** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

2. **Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

3. **Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### Unfounded Crimes
A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.
## SECTION IV: CRIME STATISTICS

### CLERY CRIME STATISTICS AND VAWA

<table>
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<th>CRIMINAL OFFENSES &amp; VAWA</th>
<th>YEAR</th>
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REVISED 09/25/2017
1 Oakdale to Rt 22-30, along Mckee Road in North Fayette Twp.
2 Non Campus bldgs include school sponsored housing.(Westpointe,Hawthorne)
6 Data reported here is subset of data for NFC

UNFOUNDED CRIMES

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## CLERY CRIME STATISTICS – HATE CRIMES

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REVISED 09/25/2017
# CLERY CRIME STATISTICS – DISCIPLINARY ACTIONS

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REVISED 09/25/2017

1 Oakdale to Rt 22:30, along McKee Road in North Fayette Twp.
2 Non Campus bldgs include school sponsored housing, (Westpointe, Hawthorne)
6. Data reported here is subset of data for NFC
SECTION V: NOTIFICATION OF CRIMES & OTHER EMERGENCIES

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS
Consistent with the Department of Education Handbook for Campus Safety and Security Reporting, PTC adopts the following emergency notification procedures.

PTC’s Emergency Response Team (ERT) is a group of trained staff and faculty members who assists Public safety in response to a critical incident.

The ERT has a primary and secondary team configuration and is able to provide 24 hour, seven days per week coverage.

TRAINING
The training team members receive includes the following:

1. Critical response using NIMS (National Incident Management System)
2. Responsibility of position
3. Function during emergency
4. Annual table-top exercise

The ERT includes an Incident Commander, On-Scene Commander, Communications (Public Information), Logistics, and Support. Although structured in a hierarchy, the ERT operates at the peer level. When emergency first responders (fire, police, EMT, etc.) arrive on the scene, the Incident or On-scene Commander will brief them on the situation, turn over the situation to them, and stand by to assist.

Only the Incident Commanders or a designated ERT member (as defined in the Emergency Response Policy) will dispatch notifications. Public Safety classifies notification events into two categories emergency events and timely warning events. Each category depends on the nature of the activity or event and level of threat to the campus community. Both categories are Clery Act reportable.

EMERGENCY EVENTS
An emergency event is actively occurring criminal conduct that poses an immediate and serious physical threat to persons in the campus community. Examples include active and ongoing shooting, violent physical assault, riots, kidnapping, robbery, an armed intruder, bomb threat, violent weather event, gas leak, terrorist activity, nearby fire, or nearby toxic spill.

EMERGENCY NOTIFICATION PROCEDURE
Once made aware of an emergency event, the on-scene responder notifies the Incident Commander. The Incident Commander will then dispatch electronic emergency notifications through the Amazon Short Message System (SMS).

Emergency notifications include extended means of notice such as mass email, intercom, and written notification. The Incident Commander uses the appropriate means of communication based on the circumstances. The emergency notifications will be brief, contain the facts as reasonably known, and any advice necessary for the community to take specific protective measures, including lockdown, if necessary.
The on-scene responder follows these procedures:

1. Immediately respond to the emergency
2. Notify an Incident Commander of the emergency and initiate the emergency notifications process
3. If no Incident Commanders are reachable, the on-scene responder will act as the Incident Commander and initiate the process
4. The on-scene responder will continue trying to reach an Incident Commander

The person initiating the emergency notifications process will follow these procedures:

1. Immediately issue and dispatch an electronic Amazon SMS emergency notification
2. Verify that the notification was successful by checking his/her phone or verifying with another individual
3. Re-send the notification if the initial dispatch cannot be verified
4. Initiate any extended methods of notification, as appropriate to the circumstances.
5. Issue a timely warning to follow-up as necessary

**Timely Warning Events**

A timely warning event is an incident that is occurring or has occurred in the campus area. It includes criminal conduct, which may occur as an isolated incident or continue as a series of events. It may be an activity not involving crime, which is occurring on or near the college grounds, that poses a threat to persons or property in the campus community. These include emergency events, crimes not actively occurring but that pose a threat to persons or property, conditions that may cause injury to persons or property - such as severe weather conditions, or fire, gas leak, and power outages.

1. Upon learning of a timely warning event, or if a timely warning is required as a follow-up to emergency notification, the Incident Commander shall follow this procedure
2. Compose a timely warning notice that describes the known facts and circumstances.
3. Dispatch the timely warning through the Amazon SMS emergency notifications system
4. Initiate any extended methods of notification that are appropriate to the circumstances

**Follow-Up Notifications**

The Incident Commander or designated representative will send follow-up alerts to emergency notifications or timely warnings. Follow-up notifications will inform the community of the resolution of an event, provide updates and further instruction of an ongoing event, or provide additional details of an ongoing occurrence that is non-criminal but poses a threat to persons or property.

**Annual Test of the SMS System**

The Director of Security shall conduct a yearly test of the Amazon SMS system and evaluate, test and review the extended methods of notification and the emergency response procedures in place at PTC. The tests will involve the participation of all associated PTC personnel, the Emergency Response Team, the North Fayette Police Department, and fire and emergency medical personnel.

The Public Safety Department and the Vice President of Academic Affairs maintains a file of the yearly tests and evaluations.
Signing Up for PTC Alerts and Emergency Notifications

Students, faculty, and staff may sign up for PTC Alerts by visiting http://www.ptcollege.edu/about/current-students/text-alert-signup and entering their cell phone number.

1. From the drop down, choose PTC Alert
2. Enter cell phone number
3. Receive confirmation text
4. Follow directions and respond to confirmation text
5. Membership is now confirmed
SECTION VI: REPORTING

HOW TO REPORT AN INCIDENT OR EMERGENCY

Members of the PTC community can enhance the safety of all, and assist the responding agencies by cooperating fully with instructions given by authorities before, during, and following an emergency.

Violent incidents can occur anywhere with little or no warning. Individual members of the PTC community should be aware of their surroundings and notify Public Safety or emergency first-responders of any criminal event that they witness.

IMMEDIATE ACTION

When an individual, group or organization notifies the Public Safety Department of an emergency, they will alert the ERT and initiate the Emergency Action Plan. The Incident Commander, if necessary, uses the Amazon Short Message System (SMS) to alert and inform the PTC community of the developing situation. Public Safety may use other forms of mass notification in the primary stages of the emergency (i.e. bullhorn, phone, etc.)

Take the time to provide detailed information when reporting an incident to the Department as it can improve the response to the emergency. The dispatchers and responders may then be able to handle the matter more effectively.

REPORTING OPTIONS

All students, faculty, staff and guests are encouraged to report criminal incidents, accidents and other emergencies to the Public Safety Department, Title IX Coordinator and/or a Campus Security Authority.

Title IX Coordinator

Title IX of the Education Amendments of 1972 protects people from sex discrimination in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Title IX Coordinator serves as a resource for members of the PTC community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence. All members of the college community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be in violation of PTC’s Sexual Harassment and Sexual Violence Policy or if they feel that their Title IX rights were violated.

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below.

1. Coordinate with other responsible departments to ensure that PTC offers, and provides sexual harassment and sexual violence prevention education and training programs
2. Disseminate the Sexual Harassment and Sexual Violence Policy (the Policy) widely to the college community
3. Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures
4. Train college employees responsible for reporting or responding to reports of sexual harassment and sexual violence
5. Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the Policy
6. Maintain records of reports of sexual harassment and sexual violence and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate

7. Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

The Title IX Coordinator, Nancy Sheppard, may be reached at 412-809-5311.

Although every institution wants its campus community to report criminal incidents to law enforcement, we know that this does not always happen. Even at institutions with a police department on campus, a student who is the victim of a crime may be more inclined to report it to someone other than the Public Safety Department. The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers “campus security authorities” (CSA).

**CAMPUS SECURITY AUTHORITY (CSA)**

Includes four categories of individuals and groups associated with PTC:

1. Public Safety Department
2. Any individual or individuals who have responsibility for PTC security but who do not constitute campus security
3. Any individual or group specified in PTC’s security policy to whom students and employees should report criminal offenses
4. An official of PTC, who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings (if someone has significant responsibility for student and campus activities, he or she is a CSA)

The campus security authorities are required to disclose any Clery Act reportable incident or crime to the Public Safety Department, and in cases of sexual harassment or violence, to the Title IX Coordinator.

Those at PTC who are considered a CSA include public safety officers, the Title IX Coordinator, resident coordinators, resident assistants, academic chairs, program directors, team leaders, resident life staff, student activities, student advisors, and reception.

PTC provides a complete list of campus security authorities on its website at [http://www.ptcollege.edu/about/consumer-information](http://www.ptcollege.edu/about/consumer-information).

**CONFIDENTIAL RESOURCES**

Students who do not wish to report an incident, but do want a professional to confide in, may speak with a professional or pastoral counselor. The following are definitions of professional and pastoral counselors.

**Professional Counselor** is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. The PTC Counseling office is located on the third floor in room 305. Office hours are on the office door. Outreach Teen and Family Services may be reached at 412-561-5405.

**Pastoral Counselor** is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and who is functioning within the scope of that recognition as a pastoral counselor. PTC does not have a Pastoral Counselor on staff.
Individuals who consult with confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment, sexual violence, criminal action or any other incidents and that without additional action by the individual, the discussions will not result in any action by the college to resolve their concerns.

PTC encourages those deemed confidential resources, if appropriate, to inform persons with whom they are counseling of the procedures to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics disclosure.

PRIVATE REPORTING PROCEDURES
Victims of a crime who do not want to pursue action through PTC channels or the criminal justice system may want to consider making a confidential report. An individual can file a report on the details of an incident with the Public Safety Department, or with a designated PTC official. If the victim chooses, PTC will keep their identity private while still logging the incident for Clery purposes. The purpose of a confidential report is to comply with a person’s wish to keep the matter confidential while taking steps to ensure the future safety of the victim and the college community.

With the information obtained through confidential reporting, PTC can keep accurate records of the number of incidents involving students, staff, or faculty. Also, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. In accordance with the Clery Act, PTC counts and discloses only the statistical data of reports made confidentially in its annual crimes statistics. The Clery Act crime statistics are included in this report.
SECTION VII: SECURITY & ACCESS TO CAMPUS FACILITIES

SECURITY AND CAMPUS ACCESS
Public safety officers have the authority, responsibility and obligation to ask anyone, at any time, for their PTC ID if they question a person’s authorization to be on campus or in a particular area of the property. The officer also has the authority to ask a person to vacate the college campus, and to call the local police for assistance if needed.

ACCESS AND KEY MANAGEMENT
The Public Safety Department, in conjunction with the Information Technology Department and the Vice President of Business Affairs, approves all access card and key authorization levels.

MISSING ACCESS/KEY CARDS
During business hours, staff, faculty, or students who lose their access/key/identification cards must notify the Campus Store on level four of the academic building to stop access to their card. The store can then issue a new card and reestablish card access.

After business hours, those who lose their access/key/identification cards must go to the Public Safety Department in Room 203 of the academic building for assistance. They will not issue a new card. It is still the cardholders’ responsibility to notify the Campus Store to stop card access, have the store issue a new card, and reestablish card access.

Missing Keys
When a student reports a key missing, the public safety officer will decide an appropriate course of action.

SECURITY CONCERNS IN THE MAINTENANCE OF CAMPUS FACILITIES
Members of the college community are encouraged to report any safety, security, or maintenance issues to the Public Safety Department or to facilities maintenance to correct or mitigate. PTC has a number of procedures to follow in identifying security and safety violations.

Public safety officers will identify security and safety violations during patrols. They will report the violations immediately via the help desk or by phone/radio to request repairs or follow-up.

The maintenance, housekeeping, and housing staffs look for any security, safety, or maintenance issues in the course of their duties and may correct them on the spot, or submit a work order for correction.

The Resident life staff checks their areas of responsibility for any safety and security issues and report any repairs/corrections needed to Maintenance or the Public Safety Department.

Resident Assistants, who are students, will report problems to the Resident Life Office, Facility Maintenance, or the Public Safety Department.

SAFETY AND SECURITY FOR RESIDENT LIFE AND STUDENT HOUSING
PTC houses students both on-campus in North Fayette Township and off-campus at Hawthorne Apartments in North Fayette Township, and Westpointe Apartments in Robinson Township. It may become necessary to contract temporary bed space with local hotel chains based on enrollment. Temporary housing locations include Mainstay Suites in North Fayette Township and Extended Stay America in Carnegie.

In addition to a full-time Director, Assistant Director, and Administrative Assistant, the Resident Life Department employs resident life staff members who live in the apartment communities where PTC students reside.
The college carefully screens resident life staff for employment and trains staff to follow specific procedures in handling emergencies. Resident life staff must pass PA State Police and PA Child Abuse History Clearances. Subsequent to hire, they receive first aid, CPR, and AED training, which include periodic updates. Staff also receives safety and security awareness training as part of their in-service training from the Public Safety Department. On a yearly basis, they are informed of campus crime statistics and given information on prevention. There is an emphasis on closing and locking all entrance and exit doors to ensure the safety of residents.

PTC does not have officially recognized student organizations with off-campus locations.
SECTION VIII: SUBSTANCE ABUSE POLICIES

POSSESSION, USE, AND SALE OF DRUGS OR ALCOHOL

POLICY ON ALCOHOL USAGE
Pennsylvania Act 31 governs all matters relating to alcohol. Every member of the PTC community is required to
observe Pennsylvania law. No person under the age of 21 shall purchase, consume, transport, or possess alcoholic
beverages. PTC will confiscate alcoholic beverages from students who are under 21 years of age and notify the North
Fayette Police Department of the matter for disposition. No matter the situation, the institutional disciplinary action
may result.

When a person over the age of 21 furnishes alcohol to a minor, they violate Pennsylvania law. Authorities may
impose a fine of up to $2,500.00 for the first offense. If the fine is not paid, authorities may sentence the violator to
incarceration for up to three months. The fines and prison terms for repeat offenders increase exponentially. No
matter the situation, institutional disciplinary action will result.

The College discourages the use of alcohol by its students and does not permit alcoholic beverages in on- or off-
campus housing. Violations of this policy may lead to disciplinary action up to and including temporary or permanent
dismissal from school. The college will be responsible for any violation that may occur during a college-sponsored
event that includes alcoholic beverages. PTC will be subject to all sanctions in accordance with the disciplinary code.

PTC does not permit guests of resident students to transport alcoholic beverages into any college property,
regardless of age. Public Safety will immediately remove any guest of resident students found to be drinking alcohol
in the student apartments.

POLICY ON ILLegal Drugs
PTC strictly adheres to federal and state laws that prohibit the possession, distribution, sale or use of controlled
substances. Students illegally possessing, distributing, or using any controlled substance or paraphernalia will be
subject to immediate disciplinary action. The “odor of marijuana” is grounds for disciplinary action.

The college strongly supports the Drug-Free Workplace Act of 1988. PTC prohibits the unlawful manufacture,
distribution, dispensation, possession or use of a controlled substance, as listed in the Schedules I through IV of
Section 202 of the Controlled Substances Act (21 U.S.C. 812), on PTC property. Violations of such prohibitions, on-
or off-campus, while conducting college-related business can result in disciplinary action up to and including
temporary or permanent dismissal of students or termination of employees. The Public Safety Department will turn
over to proper authorities any quantity of an illegal drug discovered in the course of performing its duties. Although
the public safety officers do not have arrest powers, members of the PTC community have no immunity from
enforcement of the law. The college does not and cannot deny law enforcement agents who are seeking to uphold
federal, state, and local drug laws access to college property. The disciplinary policy of the college permits taking
action beyond, or separate from, any action by civil authorities.

Distribution and use of prohibited drugs may threaten the physical and mental health of the user as well as the
welfare of other students and the academic community. PTC encourages any individual facing a drug or alcohol
problem to seek prompt treatment.
AMNESTY POLICY

FOR THOSE WHO OFFER ASSISTANCE AND FOR VICTIMS
In cases of intoxication and/or alcohol poisoning and/or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for themselves or for others who are dangerously intoxicated. No student seeking medical treatment for themselves or others for an alcohol or other drug-related overdose will be subject to college discipline for the sole violation of using or possessing alcohol and/or drugs.

SAFE HARBOR
PTC has a Safe Harbor rule for students. PTC believes that students who have a drug and/or alcohol addiction problem deserve help. If any PTC student brings their own use, addiction, or dependency to the attention of PTC officials outside the threat of drug and/or alcohol tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated. Some academic programs (Nursing, etc.) have policies that may take precedence over this policy due to accreditation standards and/or health and safety concerns in clinical or similar settings.

DRUG AND ALCOHOL ABUSE POLICY

DRUG AND ALCOHOL ABUSE
Counseling and referrals are available for members of the PTC community through an arrangement with Outreach at 412-561-5405.

PTC retains the right to regularly or periodically search individuals and their personal effects to ensure compliance with this policy, with the understanding that such searches are not an indication of someone's guilt.

The college recognizes alcohol and drug dependence as a major health and/or behavior problem. Individuals who need help in dealing with alcohol or drug dependency should contact Student Services, their Academic Chair, or counseling service. PTC employees who wish to seek help can consult Human Resources for confidential assistance in finding a suitable rehabilitation and counseling program.

FINANCIAL AID PENALTIES POLICY

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS
In accordance with the Higher Education Opportunity Act Sec. 408, each college is required to provide notification to students upon enrollment “that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV HEA Program funds will result in the loss of eligibility for any Title IV HEA grant, loan or work-study assistance.”

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DRUG AND ALCOHOL SCREENING

An employee who is involved in an auto accident while driving a PTC owned vehicle may be required to undergo a drug or alcohol screen. If an employee exhibits questionable behavior, or if there is any reason to suspect drug or alcohol abuse during working hours, PTC may request the employee undergo screening. If the suspected employee is a member of the Public Safety Department, a senior member of the PTC staff will accompany the individual to a medical facility.

The Drug-Free Workplace Act of 1988 requires that all personnel notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. PTC is then required to notify the appropriate federal agency within ten (10) days after such notification.
SECTION IX: SECURITY AWARENESS PROGRAMS

SECURITY AWARENESS PROGRAMS FOR STUDENTS

PROGRAMS FOR FIRST YEAR STUDENTS
PTC schedules security awareness presentations for each new student orientation session. The information presented in the presentations relates to crime and crime prevention and includes discussion of locations both on- and off-campus. PTC hosts the presentations with family members present to familiarize them with the Public Safety Department and to address any questions or concerns that they may have.

A member of the public safety team meets with first-quarter students to discuss parking policies, how to report an emergency, the emergency mass-notification system, emergency events and smoking on- and off-campus.

All first-year students are required to complete the MyStudentBody courses. The courses teach students about alcohol, drugs/addictive substances, and sexual violence awareness. The goal of the courses is to increase students’ knowledge, decrease harmful behaviors, and provide information to help students make good decisions. Students receive information on MyStudentBody during their orientation session, as well as in their designated first-quarter class where the instructor assigns the online modules.

ONGOING AWARENESS PROGRAMS
At the beginning of each move-in term, the resident life staff, and public safety staff hold presentations for the resident student population. The presentations focus on safety, safety awareness, theft, the Sexual Harassment & Rape Prevention Program (SHARP), and fire safety. Presentation topics include, but are not limited to, staying safe on-campus, mental and emotional well-being, surviving an active threat, identity theft, rape prevention, defensive tactics, bystander intervention, sexual health and personal awareness, social issues, and alcohol and drug abuse awareness.

Every month, the Resident Life and Public Safety Departments host a variety of awareness programs for on- and off-campus residents. Program themes include College Life, Life Skills, Relationships, Alcohol & Drug Abuse, Community Engagement, Sexual Health and Personal Awareness, Diversity, Stress Management and Healthy Living, Social Issues, Arts and Recreation, and Transitions. Intertwined in the themes are several safety and security modules, including but not limited to, alcohol and drug education, Internet safety, sexual education, bystander intervention, healthy relationships, quit-the-habit, racism, sexism, homophobia, and preventing sexual harassment and violence.

A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their security and the security of others.

**Crime Prevention**
Various organizations present crime prevention programs on personal safety and theft prevention throughout the year. Security personnel facilitate programs for students, parents, staff, and faculty, emphasizing crime prevention and the protection of personal property. Public safety and resident life staff conduct awareness sessions during student orientation and periodically throughout the year. The ongoing awareness programs include:

**Bullying** – Students watch video clips that focus on bullying, and the Resident Advisors follow up with a discussion on bullying and its impact. Resident Advisors ask students how they would handle, report, and stop bullying.

**SHARP Training (Sexual Harassment/Assault Response and Prevention)** - SHARP teaches students a number of easy-to-use self-defense techniques. The training includes commonly encountered situations and provides safety tips on how to avoid them.
New Student Orientation – This event occurs three times per year in each of the on- and off-campus student housing facilities. New and returning students gather to discuss the rules and regulations of living in PTC housing. Resident life staff review policies and procedures with students, including a variety of best practices to maintain personal safety, theft prevention, how to report suspicious activity, what to do in an emergency, and common practices to avoid (i.e. loaning out an ID or key, propping the apartment door open, letting in strangers).

ALCOHOL AND DRUG PREVENTION PROGRAMS
Public Safety and Resident Life offer various crime, alcohol, and drug prevention programs throughout each quarter that students may attend. The programs may include but are not limited to the following.

Mocktails – During this event, Resident life staff serve students non-alcoholic beverages and hors d’oeuvres while presenting students with information relating to alcohol, the associated risk factors, and federal and state laws regarding it.

Good, Bad or Other? Healthy Relationships – Students discuss various relationship issues, including drama, cultural differences, and violence.

Addiction – Resident Life shows students several clips from films referencing addiction. After viewing a clip, students discuss the actions, consequences, and next steps in reference to that film segment.

PONG – Students have fun engaging in a water pong tournament and receive information on positive ways to relieve stress. Resident Life Staff also discusses the pitfalls of turning to alcohol or drugs to deal with stress, and how drugs and alcohol can actually contribute to it by means of health issues and legal/judicial concerns.

The Century Club – Students each receive a “shot” of soda. After drinking the “shot,” the students learn binge drinking statistics, general facts, legalities, and policies relating to alcohol consumption.

ANNUAL NOTIFICATIONS
Notifications are sent in October to inform students of the annual safety and security report, campus crime statistics, drug-free workplace policy, drug and alcohol policies, penalties and prevention, campus safety information, missing person and fire safety report, Family Educational Rights and Privacy Act (FERPA), and PA state voter registration information.

SECURITY AWARENESS PROGRAMS FOR FACULTY AND STAFF

SEXUAL HARASSMENT AND SEXUAL VIOLENCE
PTC offers programs focusing on sexual harassment awareness at new hire orientation and then annually for all faculty and staff. The Title IX Coordinator explains the laws governing sexual harassment and sexual violence, which includes information in reference to the Pennsylvania Human Relations Act, Pennsylvania Fair Educational Opportunities Act, Title IX, Violence Against Women Reauthorization Act of 2013 (VAWA), and the Campus Sexual Violence Elimination (SaVE) Act. Included in this training are topics such as defining sexual harassment, which includes quid pro quo harassment, hostile environment harassment, sexual violence, sexual coercion, and sexual conduct. In addition, topics include understanding Title IX, clarifying non-discrimination policies, knowing complainant rights, incorporating bystander intervention, addressing confidentiality concerns, and responding to retaliation are presented.
Run, Hide, Fight
PTC airs the Run, Hide, Fight video, funded by the Department of Homeland Security, to faculty and staff annually. The video presents active shooter information in a simple and concise manner to better prepare individuals who might encounter such a situation. Following the video, the Public Safety Department holds a question and answer session with employees to address concerns and provide additional information.

Campus Security Authority
Faculty and staff, who are campus security authorities, are required to receive CSA training at the time of hire and on an annual basis thereafter. This training provides an overview of the Jeanne Clery Act and Title IX. Faculty and staff will learn how to receive and file a Clery Act crime report. Topics included in this training are how to define a CSA, how to listen when receiving a report, how to respond to a report, how to document and report a Clery Act crime to Public Safety or the Title IX Coordinator, and how information is used under the Jeanne Clery Act.

Campus security authorities will also learn about their roles and responsibilities, and the roles and responsibilities of confidential resources, both on- and off-campus, whom the CSA may refer the student to if necessary.

Resident Life
The annual training for Resident life staff includes a variety of security awareness presentations. These presentations inform staff of campus crime and train them on crime prevention. There is an emphasis made on closing and locking all doors to the residence halls, handling emergency situations, drugs and alcohol, assisting students in need, sexual harassment and violence, and reporting suspicious activity.

Emergency Response Guide
During new hire orientation, the Public Safety Department gives an Emergency Response Guide to each new employee. Public Safety intends this document to provide guidance on actions to take in an emergency. The Guide works in conjunction with PTC’s Emergency Action Plan, PTC’s Policy and Procedure Manual, and as always, common sense.

The following information is included in the Emergency Response Guide:

1. Information on PTC’s mass notification system
2. How to report crimes and emergencies
3. The locations of on- and off-campus rally points
4. Reporting a disruption of service (such as air conditioning, heating, or electricity)
5. Steps to take during a weather emergency
6. What to do during various medical emergencies
7. How to file a kidnapping or missing person’s report
8. Reporting a death on PTC property
9. How to report a physical and sexual assault
10. Reporting a psychological or suicide emergency
11. How to respond to a confrontational person or intruder
12. Steps to take in an active shooter incident
13. Alarms and Evacuation procedures
14. Reporting a bomb threat or exploding devices
SECTION X: SEXUAL HARASSMENT & SEXUAL VIOLENCE

Pittsburgh Technical College (PTC) is committed to creating and maintaining a community where all individuals who participate in college programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that PTC prohibits domestic violence, dating violence, sexual harassment, sexual assault, stalking and any such behavior that violates both law and PTC policy. The College will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates the college’s Sexual Harassment and Sexual Violence Policy.

Unfortunately, sexual violence happens. It infringes on a person’s trust, independence, and feeling of security. Perpetrators can be relatives, friends, dates, acquaintances, or strangers. A victim of sexual violence may experience feelings of confusion, disbelief, shock, guilt, shame, resentment, anger, and fear. It is the intention of PTC to increase awareness and encourage prevention of sexual violence. If there is an occurrence of sexual violence, campus resources are available to provide the victim with assistance in a discreet and caring manner. A victim of sexual violence is never at fault. Everyone deserves to feel safe and secure.

DEFINITIONS

**Sexual Harassment:** Is unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education, interferes with a person’s work or educational performance, or creates an environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). PTC will respond to reports of any such conduct in accordance with the Policy. Sexual harassment may include incidents between any members of the college community, including faculty, staff, student employees, students, interns, and non-student or non-employee participants in PTC programs (e.g., vendors, contractors, and visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Sexual harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to PTC programs or activities that the person is effectively denied equal access to the college's resources and opportunities.

**Sexual Violence:** Defined, per Pennsylvania law (42 Pa.C.S. § 6402), as an “act of sexual violence” which includes any conduct prohibited under the following Pennsylvania state laws, 18 Pa.C.S. § 3121 Rape, 18 Pa.C.S. § 3123, Involuntary Deviate Sexual Intercourse, 18 Pa.C.S. § 3124.1 Sexual Assault, 18 Pa.C.S. § 3125 Aggravated Indecent Assault, and 18 Pa.C.S. § 3126 Indecent Assault

**Rape:** Is the most severe form of sexual violence and is generally defined as “forced sexual intercourse perpetrated against the will of the victim” that may involve physical violence, coercion, or the threat of harm to the victim. This definition applies regardless of whether the assailant is a stranger or an acquaintance, male or female.

**Acquaintance rape:** Is the most prevalent form of rape on college campuses. The acquaintance may be a date, friend, or someone the victim only casually knows through student housing, a class, or mutual friends. Regardless of the relationship, if one person uses force, drugs, or coercion to induce another into submitting to sexual intercourse, the act is defined as rape. The same disciplinary procedures, as well as criminal laws and penalties, apply in all cases of rape.

**Involuntary deviate sexual intercourse:** Is “forced deviate sexual intercourse” that includes anal or oral sexual intercourse, as well as forced penetration with a foreign object.
Sexual assault: Is generally defined in Pennsylvania as sexual intercourse without consent. To give consent, a person must make some type of affirmative statement or action that shows agreement to a sexual act and be in a state whereby he/she can make a reasonable judgment. A person who is in agreement regarding a sexual act but is unable to determine the potential harmfulness of an activity because of intoxication, unconsciousness, or mental incapacity, or has agreed because of threat or coercion, has not consented to the act. Sexual assault or any other acts of sexual violence that occur through lack of consent are not the victim’s fault.

Aggravated sexual assault: Is defined as sexual assault that happens through force or is committed against an individual who is unconscious or impaired by alcohol and/or drugs.

Indecent assault: It involves indecent contact. Indecent contact is defined as, “Any touching of the sexual or other intimate parts of the person for the purpose of arousing or gratifying sexual desire, in either person.” 18 Pa.C.S. §3101

Dating Violence: Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a 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, but is not limited to, sexual or physical abuse or the threat of such abuse. • Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Is as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner with the victim, or a person with whom the victim shares a child in common, or a person who is cohabitating with or has cohabitated with the victim as a spouse, or a person similarly situated to a spouse of the victim under the domestic violence laws of Pennsylvania, or 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 Pennsylvania

Consent: Consent is informed. It is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. One gives consent without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Consent is not the same as silence, passivity, or lack of resistance alone. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and is revocable at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. For purposes of this Policy, the age of consent is consistent with Pennsylvania state law.

Incapacitation: It is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affect a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Stalking: For the purposes of reporting Clery Act crimes, stalking means 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. Per Pennsylvania law, (18 Pa.C.S. § 2709.1), stalking is committed when a person
engages in a course of conduct by repeatedly committing acts toward or communicating with another person. This includes following the person without proper authority under circumstances that demonstrate an intent either to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

AWARENESS PROGRAMS

At the beginning of each move-in term, the resident life staff, public safety staff, and local law enforcement hold presentations for the resident student population. The presentations focus on safety, safety awareness, theft, the Sexual Harassment & Rape Prevention Program (SHARP), and fire safety. Presentation topics include, but are not limited to, staying safe on-campus, mental and emotional well-being, surviving an active threat, identity theft, reducing the risk of domestic violence, dating violence, sexual assault and stalking, bystander intervention, defensive tactics, sexual health and personal awareness, social issues, and alcohol and drug abuse awareness.

Every month, the Resident Life and Public Safety Departments host a variety of awareness programs for on- and off-campus residents. Program themes include College Life, Life Skills, Relationships, Alcohol & Drug Abuse, Community Engagement, Sexual Health and Personal Awareness, Diversity, Stress Management and Healthy Living, Social Issues, Arts and Recreation, and Transitions. Interwoven in the themes are several safety and security modules, including but not limited to, alcohol and drug education, Internet safety, sexual education, bystander intervention, healthy relationships, quit-the-habit, racism, sexism, homophobia, and reducing the risk of dating violence, domestic violence, sexual assault, and stalking.

PTC offers programs focusing on sexual harassment awareness at new hire orientation and then annually for all faculty and staff. The Title IX Coordinator explains the laws governing sexual harassment and sexual violence, which includes information in reference to the Pennsylvania Human Relations Act, Pennsylvania Fair Educational Opportunities Act, Title IX, Violence Against Women Reauthorization Act of 2013 (VAWA), and the Campus Sexual Violence Elimination (SaVE) Act. Included in this training are topics such as defining sexual harassment, which includes quid pro quo harassment, hostile environment harassment, sexual violence, sexual coercion, and sexual conduct. In addition, topics include understanding Title IX, clarifying non-discrimination policies, knowing complainant rights, incorporating bystander intervention, addressing confidentiality concerns, and responding to retaliation are presented.

A common theme of all awareness and crime prevention programs is to encourage students and employees to take responsibility for their own security and the security of others.

The college promotes awareness of sexual harassment and sexual violence by periodically distributing information on reducing the risk of sexual violence, domestic violence, dating violence, and stalking. Additionally, PTC includes material on this topic via the college website and as part of college awareness campaigns.

RISK REDUCTION

To reduce the risk of sexual assault students should walk with a friend at night, be aware of the surroundings, understand that drug and alcohol consumption increases the risk of sexual violence, avoid accepting open drinks from other people, and do not go off alone with strangers or acquaintances.

Other ways for students to help reduce the risk of sexual harassment and sexual violence is to get involved. Bystander intervention is taking some type of action to stop the progression of an event - such as domestic violence, dating violence, sexual assault, or stalking - because it is in the best interest of the person who is at risk. Active bystander intervention encourages people to watch for inappropriate, coercive, and harassing behaviors and determine if it needs attention. To do this, pay attention to situations that are risky for friends or acquaintances and decide if there is a need to act. Take into account the presence of other witnesses, the uncertainty of the situation, level of risk, and the setting of the incident. If intervening, be careful because safety is a priority. Identify any red flags and try to anticipate problems. Have an exit strategy and determine any barriers such as motivation, ability, or the environment. Try to interrupt or
delay the situation before it becomes an emergency and maintain mutual respect with the assailant. Be sensitive, understanding and non-judgmental. Contact law enforcement or public safety if it is not safe or prudent to help directly.

For more information on how to reduce the risk of sexual violence, visit www.ptcollege.edu/consumer-information to view the corresponding handbook and policy.

**VICTIMS OF ASSAULT**

Immediately after an assault, the victim may be in a state of shock. Victims react in different ways, sometimes hysterically, angrily, or calmly. In this state, the victim will most likely make better decisions by talking with someone that they trust or speaking with a professional crisis intervention worker. It may help them understand their options.

The victim, at this time, may want to bath or shower. It is not advised to do this. Instead, the victim should wrap himself or herself in something warm, such as a blanket or coat and then call emergency services for immediate assistance.

After an assault, the victim should avoid taking a shower or bath, brush or comb their hair, douche or go to the bathroom, change clothes or bedding, eat or drink, brush or rinse teeth or touch anything at the crime scene. Doing any of this may damage or destroy important evidence. The victim should consider having a rape kit done at the hospital. If deciding to press charges, the preservation of evidence is very important to the successful prosecution of cases involving sexual violence. All medical procedures are confidential.

Area hospitals that collect evidence include, but are not limited to, Magee Women’s Hospital, 412-647-4933; Mercy Hospital, 412-232-8222; Ohio Valley General Hospital, 412-777-6161; Sewickley Hospital, 412-741-6600; or St. Clair Hospital 412-942-4000. The victim may seek medical attention and evidence preservation help from Outreach Counseling Service, 412-561-5405; Pittsburgh Action against Rape, 888-363-7273; or the Resolve Crisis Center, 888-796-8226.

Information on sexually transmitted diseases is available on the Allegheny County Health Department’s website at [http://www.achd.net/std/pamphlets.html](http://www.achd.net/std/pamphlets.html).

If an individual reports to the college that s/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, s/he shall be provided with a written explanation of the individual’s rights and options whether the offense occurred on- or off-campus.

This written explanation includes the Federal Campus Sexual Assault Victims’ Bill of Rights, which was signed into law in 1992. It outlines a victim’s rights after an incident. The bill states that survivors shall be notified of their options to notify law enforcement, the accuser and accused must have the same opportunity to have others present, that both parties shall be informed of the outcome of any disciplinary proceeding, that Survivors shall be notified of counseling services, and that survivors shall be notified of options for changing academic and living situations. These rights exist as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

Sexual violence is comprised of a number of crimes, and victims have the opportunity to press charges. The victim is the only one who can make the decision to file charges against the perpetrator. All who are involved in the reporting of the crime, including those at PTC, will respect any decisions made. If the victim chooses, the Public Safety Department or other personnel may assist in filing a report. Because sexual violence is a crime, the college will confer with local authorities regarding the sex offense even if the victim decides not to press charges.

**REPORTING OPTIONS**

All members of the college community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to the Policy. This includes conduct by employees, students, or third parties. To enable PTC to respond to reports in a prompt and equitable manner, any individual who wishes to report an incident of sexual
harassment or misconduct is encouraged to make a direct report to the Public Safety Department at 412-809-5300, to the Title IX Coordinator, Nancy Sheppard at 412-809-5311, or to a campus security authority.

Bring reports of sexual harassment or sexual violence forward as soon as possible after the alleged conduct occurs, while there is no stated timeframe for reporting, prompt reporting will better enable the college to respond to the report, determine the issues, and provide an appropriate remedy and/or action. Report all incidents, even if a significant amount of time has passed. However, delaying a report may impede the college’s ability to conduct an investigation and/or to take appropriate remedial actions.

PTC will consider an individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence in determining an appropriate response. However, the college will consider the dual contexts of the college's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence, and the due process rights of informing the accused of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the college will comply with requests for confidentiality to the extent possible. In receiving and documenting acts of domestic violence, dating violence, sexual assault or stalking, PTC will exclude personally identifiable information about the victim in its publicly available recordkeeping, which includes Clery Act statistics and the daily crime log.

**JUDICIAL PROCESS**

PTC shall provide a prompt and effective response to reports of sexual harassment or sexual violence, which may include a preliminary inquiry, early resolution, formal investigation, and/or targeted prevention training or educational programs.

In cases not involving domestic violence, dating violence, sexual assault and/or stalking, an early resolution process may be used, voluntarily, in lieu of a formal process. In cases of domestic violence, dating violence, sexual assault and/or stalking, even if a complainant does not want to pursue an investigation, the Title IX Coordinator may have an obligation to investigate a complaint under some circumstances, such as when there is a risk to the campus community if the accused remains on campus. The college will make the complainant aware of this independent obligation to investigate the complaint.

In order to provide a prompt, fair, and impartial investigation and resolution, any formal investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards: (1) The individual(s) accused of conduct violating the Policy shall be provided a written statement of the allegations by the Vice President of Student Services or designee, and (2) The individuals conducting the investigation shall be familiar with the Policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes accountability.

The investigator shall apply a more likely than not standard to determine whether there has been a violation of this Policy.

Upon request, the complainant and the accused may each have representative(s) present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable college policy.

College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing date of the request for a formal investigation. If necessary, a designated college official may extend this deadline.
PTC will work to uphold all court orders. If a victim obtains an order of protection, a no-contact order, a restraining order, or a similarly lawful order issued by a criminal, civil, or tribal court against the perpetrator, he/she shall bring it to the public safety department so that the college is aware of the order of protection and can assist in its enforcement.

PTC, at its discretion, will implement interim protections with potential remedies to the complainant and/or the respondent. Any accommodation or interim protection that is provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide these measures, will be kept confidential. The measures include, but are not limited to, access to counseling services and assistance in setting up an initial appointment; rescheduling of exams and assignments; providing alternative course completion options; changing class schedules; changing work schedules or job assignments; changing a student’s college-managed housing; assistance from college support staff in completing housing relocation; limiting an individual’s or organization’s access to certain college facilities or activities pending resolution of the matter; voluntary leave of absence; providing assistance in locating medical services; or providing academic support services, such as tutoring. Interim protections or accommodations, if reasonably available, can be requested regardless of whether the victim chooses to report the crime to public safety or local law enforcement. Time frames for interim protections vary depending on the seriousness of the crime and the level of protections necessary. Protections can extend from one-day to the date of the hearing (approximately 60-days). After the hearing, protections may be extended based on the outcome and appeal process.

An interim suspension may be imposed at the discretion of the Vice President of Student Services or designee if it is believed that there is substantial risk to persons or property until the time of the hearing (within 60-days in most cases) or if applicable an appeal (within 120-days in most cases). During an interim suspension, a student may have limited or no access to on- or off-campus housing, classes, or campus. However, this action assumes no determination of guilt, and the hearing will be held as soon as possible. Similarly, PTC may impose leave for any employee and will structure such leave at the discretion of the Director of Human Resources. Time frames for interim suspensions vary depending on the seriousness of the crime and the level of protections necessary. Suspensions can extend from one-day to the date of the hearing (approximately 60-days). After the hearing, the suspension may be lifted, extended, or become permanent based on the outcome.

Upon a finding of sexual harassment or sexual violence, the College may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions such as changes in academic, living, transportation, or working situations.

At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the college will inform the complainant and the accused in writing of the outcome of any college disciplinary proceeding, the college's procedures for appealing the results of the proceeding, any change to the results that occur prior to the time that such results become final, and when the results become final.

The appeals process serves to insure students with an impartial review of decisions made within the student disciplinary and grievance process. An appeal must be submitted within three days from the original hearing decision. The burden is on the appealing party to make a compelling case that the disciplinary or grievance decision was not fundamentally fair. Also, not all decisions relating to students are appealable, see the student handbook under “Appeals Board.” Dissatisfaction with the outcome of an investigation or imposition of sanctions are not valid grounds for appeal. Valid grounds for appeal may include, but are not limited to, the following:

- The result of the disciplinary proceeding was not supported by the facts presented, or
- The sanction(s) are inappropriate to the violation, or
- There is new information that could change the result.
Any member of the college community who the college finds to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable college disciplinary procedure or other college policy. Generally, the college will recommend disciplinary action when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

RESOURCES

1. Outreach (PTC’s Counseling Service), 412-561-5405
2. Pittsburgh Action Against Rape (PAAR), 412-431-5665
3. Not Alone @ [https://www.notalone.gov](https://www.notalone.gov/)
5. Title IX @ [http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html](http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)
8. PTC Personnel Policy Manual
12. Identification of Sexual Offenders (MEGAN’S LAW)

Members of the Public Safety Department scan the Megan’s Law website on a monthly basis in order to monitor convicted sexual offenders in the area, including the communities of Oakdale, North and South Fayette, Robinson Township, and McKees Rocks. If an offender is a student, Public Safety will immediately bring it to the attention of the Senior Vice President of Academic Affairs and Vice President of Student Services. The campus community can visit [http://www.pameganslaw.state.pa.us/](http://www.pameganslaw.state.pa.us/) to view any registered sex offenders from the communities within the geographic areas most affecting PTC.
SECTION XI: FIRE SAFETY AND EMERGENCY EVACUATION PLAN

FIRE SAFETY IN ON- AND OFF-CAMPUS HOUSING

Each on-campus residence hall is equipped with smoke detectors, and all residence halls have fire alarm systems and sprinkler systems. There are also fire extinguishers available throughout each building.

PROCEDURES

If students detect a fire, they should use the following procedures:

1. Activate the nearest fire alarm
2. Call 911
3. Evacuate the building and go to the nearest rally point
4. Notify Public Safety about the nature and the location of the fire
5. Treat a fire alarm as though a serious condition exists. There may be no indication what a real alarm is and what a drill is. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action
6. Close and lock doors when exiting
7. Evacuated students must leave the building and should stand at a designated rally point.
8. Students should not return to the building until instructed to do so by Resident Life, Public Safety, or PTC administration

FIRE SAFETY IN ACADEMIC BUILDINGS

Each academic building is equipped with smoke detectors or fire alarm systems or sprinklers. There are also fire extinguishers available throughout each building.

UPON DISCOVERY OF FIRE OR SMOKE

1. Sound the building alarm system or call reception “0” from any campus landline phone
2. Alert reception by dialing “0” or call Public Safety at x5300
3. If no response, call 911
4. Evacuate everyone according to routes posted in rooms to posted rally points
5. Close all classroom and office doors (do not lock)
6. Instructors are responsible for accounting for all students
7. On-scene commander to meet the responders
8. Building re-entry can only occur when authorized by fire official

EVACUATION

Upon activation of the fire alarm or discovery of smoke or fire, all persons will evacuate in accordance with the evacuation plan. The ERT and Public Safety force will remain in the building to perform necessary functions such as ensuring the evacuation is taking place, check for disabled, check restrooms. ERT, faculty, and staff will also assume rally point responsibilities as required.
EVACUATION OF THE DISABLED
In the academic building the ERT, faculty, and staff will ensure disabled are cared for and evacuated to a rally point. In off-campus housing, the Resident Coordinators and Assistants will ensure disabled are cared for and evacuated to a rally point. In on-campus housing, the Emergency Response Team (ERT), Public Safety, resident coordinators and assistants will ensure that disabled students reach the designated areas.

RELOCATION OF STUDENTS
Should a fire or other emergency cause the building to be uninhabitable, the ERT, Student Services, and Housing teams in conjunction with the ERT will determine where to house the students.

INSTRUCTORS
1. Go over evacuation plan with students
2. Signal students to evacuate, using the closest exit, and get to a rally point and stay there, upon hearing the fire alarm or seeing smoke or fire
3. Are accountable for students at rally point
4. Keep students off the road so responders have a clear lane to get to the facility
5. Report missing students to ERT, Public Safety or on-scene commander

STAFF
1. Evacuate the building from the closest exit
2. Assist the disabled
3. ERT/Public Safety/Maintenance will assist with evacuation
4. Move people as needed
5. Ensure disabled are attended to
6. Meet on-coming responders
7. Act as the liaison with responders
8. Provide access as required

FIRE SAFETY EQUIPMENT AND CODES

TAMPERING WITH FIRE SAFETY EQUIPMENT
Tampering with fire safety equipment, activating a false alarm, or discharging extinguishers poses an immediate safety risk for residents and is subject to criminal prosecution as well as it being a violation of student conduct and fire safety code.

Individuals found responsible for such activities may face immediate dismissal from housing and/or the college and criminal prosecution.

FIRE CODE OCCUPANCY LIMITS
In order to ensure student safety in the case of fire, and in compliance with fire code, occupancies in community areas and lounges should not exceed the limits of the occupancy permits designated for those areas.
FIRE REPORTING
Public Safety issues an annual fire safety report that includes statistics for each off-campus student housing facility, and includes the following:

1. Number and cause(s) of each fire
2. Number of injuries related to a fire that results in medical treatment at a medical facility
3. Number of deaths related to a fire
4. Value of property damage caused by a fire
5. A description of each on- and off-campus fire safety and sprinkler system in student housing
6. The number of regular supervised fire drills

The college maintains an annual fire safety report that includes statistics for each on- and off-campus student housing facility as well as the institution’s main instructional facility.

**FIRE SAFETY REPORT FOR JANUARY-DECEMBER 2016**

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<th>Type</th>
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<th>Number of Deaths</th>
<th>Value of Property</th>
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**EVACUATION PLANNING**
Every incident has the potential for an evacuation, and it is important for Public Safety to meet the needs of the PTC community during such an occurrence.

In the event of an off-campus incident in the surrounding community, which includes PTC off-campus housing and McKee Elementary School, those affected can go to PTC for temporary emergency sheltering. PTC is a designated Red Cross warming and cooling shelter that has the capability of housing up to 100 dislocated residents.

The Public Safety Department maintains a detailed Emergency Response Policy in coordination with the Vice President of Business Affairs and the Emergency Response Team.
SECTION XII: MISSING PERSONS

POLICY FOR HANDLING MISSING PERSON SITUATIONS

Every student has an opportunity to register a contact person who PTC will notify in the case of emergency. PTC stores contact information for all dependent students, and will use this for notification purposes. Contact information will be registered confidentially and is accessible only to PTC campus officials but may be disclosed to law enforcement in furtherance of a missing person investigation. For independent students, PTC stores the emergency contacts provided by the student and applies the same confidentially standard as that of dependent student contact information.

Contact the Public Safety Department, Student Services, or a member of the PTC community to report the disappearance of a PTC student.

Upon notification of a missing person, the Public Safety Department will collect necessary information. This includes the name of the missing person, the name of the person filing the report, the last place and time the person was accounted for, who the person was with, the activity the person was involved in, and other anecdotal or substantiated information.

The North Fayette Policy Department has authority over the PTC campus and Hawthorne housing situations, and the Robinson Township Police Department has the authority for situations arising at Westpointe.

The college will do a preliminary investigation, and reach out to the designated emergency contact. The college will notify local law enforcement and the parents or guardians of non-emancipated students less than 18 years of age within 24 hours of the determination that the student is missing. If there are questions of parental/guardian notification, the Director of Resident Life or the Director of Public Safety will make the decision as to who should be contacted.

PTC’s Public Safety Department, the local policing agency, and the student’s emergency contact(s) will work together to locate the student and resolve the situation.

MISSING PERSON'S REPORT
The college maintains an annual missing persons’ report that includes statistics for on- and off-campus student housing facilities.

<table>
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<th>Missing Person(s) Report for January - December 2016</th>
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