



# ITI TECHNICAL COLLEGE



## ITI Technical College ANNUAL CLERY CAMPUS SECURITY REPORT

October 2023



# ITI TECHNICAL COLLEGE

## The Campus Security Act and Legal Requirements

### The Campus Security Act requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities;”
- provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
- disclose in a public crime log “any crime that occurred on campus. . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- disclose any agreements with state and/or local law enforcement.

### Preparation and Distribution of the Annual Security Report

The ITI Technical College Administration prepares and distributes this report. We gather crime statistics and policy information from the East Baton Rouge Sheriff’s Office. ITI Technical College does not monitor or recognize any off campus housing or locations of student organizations (i.e. non-campus property).

We encourage members of the ITI Technical College community to use this report as a guide for safe practices on and off campus. Each member of the College community receives an email that includes and describes the report and report information is also included in the School Catalog. This report can also be found at [www.iticollege.edu](http://www.iticollege.edu). For a paper copy, contact the School Director at (225)752-4233.



# ITI TECHNICAL COLLEGE

## Campus Crime Statistics

### Primary Crimes (On-Campus)

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Murder/Non-negligent manslaughter	0	0	0
Murder/Negligent manslaughter	0	0	0
Sexual Offense – Forcible	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
Sexual Offense – Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0
Arson	0	0	0

### Primary Crimes (Public Property)

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Murder/Non-negligent manslaughter	0	0	0
Murder/Negligent manslaughter	0	0	0
Sexual Offense – Forcible	0	0	0
➤ Rape	0	0	0
➤ Fondling	0	0	0
Sexual Offense – Non-forcible	0	0	0
➤ Incest	0	0	0
➤ Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0
Arson	0	0	0



# ITI TECHNICAL COLLEGE

## Campus Crime Statistics

### Hate Crimes (On-Campus)

2022

<b><u>Criminal Offense</u></b>	<b><u>Race</u></b>	<b><u>Gender</u></b>	<b><u>Gender Identity</u></b>	<b><u>Religion</u></b>	<b><u>Sexual Orientation</u></b>	<b><u>Ethnicity</u></b>	<b><u>National Origin</u></b>	<b><u>Disability</u></b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0

### Hate Crimes (Public Property)

2022

<b><u>Criminal Offense</u></b>	<b><u>Race</u></b>	<b><u>Gender</u></b>	<b><u>Gender Identity</u></b>	<b><u>Religion</u></b>	<b><u>Sexual Orientation</u></b>	<b><u>Ethnicity</u></b>	<b><u>National Origin</u></b>	<b><u>Disability</u></b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0



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2021

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Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0

### Hate Crimes (Public Property)

2021

<b><u>Criminal Offense</u></b>	<b><u>Race</u></b>	<b><u>Gender</u></b>	<b><u>Gender Identity</u></b>	<b><u>Religion</u></b>	<b><u>Sexual Orientation</u></b>	<b><u>Ethnicity</u></b>	<b><u>National Origin</u></b>	<b><u>Disability</u></b>
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Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0





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2020

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Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0

### Hate Crimes (Public Property)

2020

<b><u>Criminal Offense</u></b>	<b><u>Race</u></b>	<b><u>Gender</u></b>	<b><u>Gender Identity</u></b>	<b><u>Religion</u></b>	<b><u>Sexual Orientation</u></b>	<b><u>Ethnicity</u></b>	<b><u>National Origin</u></b>	<b><u>Disability</u></b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Murder/Negligent manslaughter	0	0	0	0	0	0	0	0
Sexual Offense – Forcible	0	0	0	0	0	0	0	0
➤ Rape	0	0	0	0	0	0	0	0
➤ Fondling	0	0	0	0	0	0	0	0
Sexual Offense – Non-forcible	0	0	0	0	0	0	0	0
➤ Incest	0	0	0	0	0	0	0	0
➤ Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft - does not include theft from a motor vehicle	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Any Other Bodily Injury Crime	0	0	0	0	0	0	0	0



# ITI TECHNICAL COLLEGE

## Campus Crime Statistics

*VIOLENCE AGAINST WOMEN ACT OFFENSES (On-Campus)* FOR CRIMES REPORTED 2015 FORWARD

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (includes cyber stalking)	0	0	0

*VIOLENCE AGAINST WOMEN ACT OFFENSES (Public Property)* FOR CRIMES REPORTED 2015 FORWARD

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Sexual Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (includes cyber stalking)	0	0	0

*Arrests & Referrals (On-Campus)* Referred= referred for disciplinary action

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Illegal Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Illegal Weapons Possessions-Referred	0	0	0
Drug Abuse Violations-Referred	0	0	0
Liquor Law Violations-Referred	0	0	0

*Arrests & Referrals (Public Property)* Referred= referred for disciplinary action

<b><u>Criminal Offense</u></b>	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Illegal Weapons Possessions	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Illegal Weapons Possessions-Referred	0	0	0
Drug Abuse Violations-Referred	0	0	0
Liquor Law Violations-Referred	0	0	0

*Unfounded Crimes-* for crimes investigated by law enforcement and found to be false or baseless

	<b><u>Year 2020</u></b>	<b><u>Year 2021</u></b>	<b><u>Year 2022</u></b>
Total Unfounded Crimes	0	0	0



# ITI TECHNICAL COLLEGE

## Crime Prevention

ITI Technical College has been very fortunate that the only criminal actions that have occurred have been theft of unattended personal items and items in a vehicle. ITI feels it is important for students and staff to take precautions and be responsible for their own unattended possessions and security as well as that of others. Often times if a criminal act is committed, it is witnessed by others therefore the result is inevitable. ITI suggests that you take the following preventative measures:

1. Do not leave tools, equipment or personal items unattended at any time.
2. Lock all doors on your automobile and keep personal possessions out of sight of others.
3. Be watchful of others as well.
4. Consult ITI student library or Student Services for information on crime prevention, substance abuse, and organizations that provide preventive programs and victim assistance.
5. If you know or suspect a criminal act, it is important that you immediately report it

## Security, Access, and Maintenance to Facilities

The campus has no formal security during business hours. All security concerns are addressed by management when they become aware. East Baton Rouge Sheriff's Office responds to any situations that may require police assistance and they have arrest authority. The school does not have a MOU with any local law enforcement. The campus is equipped with security cameras inside and outside of the building for added security measures.

The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Hours may vary at different times of the year. All visitors are to report to The Welcome Center (administrative building) to sign in and be escorted to their destination. Administrators for each building help to secure and maintain each building and the rooms inside. Maintenance of the buildings and grounds takes a group effort. Any reports such as inoperable doors, burned out lights, or broken windows that may have safety or security concerns are reported to the School Director who assigns the task to the appropriate person(s).





# ITI TECHNICAL COLLEGE

## Policy Statements

### How to Report a Crime or Emergency

ITI Technical College does not have campus security. At 5:00 PM, the East Baton Rouge Sheriff's Department has an officer on duty working a detail on campus when students are present. The officer is on site until classes are released at 9:30 or later. The primary law enforcement organization is the East Baton Rouge Sheriff's Office. Students, employees, and visitors are encouraged to accurately and immediately report any suspected criminal activity or other emergency directly to the East Baton Rouge Sheriff's Office at 911 or (225) 389-5000.

If you suspect a non-emergency criminal act, you can report by contacting one of the following:

- Dean of Education or Associate Dean(s) of Education (days & evenings)
- Administrative Director (days & evenings)
- Receptionist (days & evenings)
- Your instructor (days & evenings)

\*In Person- You can stop by their office or ask receptionist in admin building to help locate

\*By Phone- 225-752-4233 (ask for person you wish to speak to)

\*By Email- To contact staff member use their [first initial last name@iticollege.edu](mailto:first initial last name@iticollege.edu) (no spaces)

### Voluntary or Confidential Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice system. The Student Services department may accept confidential reports from a victim. The Student Services Department will inform the reporter that the report may however need to be turned over to the school's compliance department for accurate records and reporting and for inclusion in the disclosure for crime statistics.

### Timely Warning Notification

ITI Technical College issues **timely warning notices** whenever a Clery crime is considered to pose a serious or continuing threat to students and employees. Timely warnings may be issued for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose an ongoing threat to the ITI community. The School Director or designee reviews all reports to determine if there is an on-going threat to the campus community and if the distribution of a timely warning is warranted. Once he can confirm the emergency, he determines the content of the notification and has the School Administrator initiate the notification system. These warnings on the notification system may be made by e-mail, voice call, and/or text messaging as well as the security/fire alert system installed throughout the campus.



# ITI TECHNICAL COLLEGE

## Policy Statements

### Substance Abuse

ITI's objective is to provide a safe working environment for staff, students, and visitors; to comply with federal and state drug enforcement laws; to ensure a quality education to all students; and to provide protection from those that would seek to endanger the lives of others through the use of drugs in the workplace. ITI strictly prohibits the use, possession, or distribution, of controlled substances, alcoholic beverages, firearms, or explosive devices, around any facilities that are owned or leased under company control, including personal belongings that are brought onto company property. Students/Staff found in violation of the policy will be reported to the local law enforcement agency.

### Substance Abuse Education Programs

Information about alcohol or drug abuse and counseling programs may be obtained from the school library or the Student Services Department. The student handbook also has valuable information about alcohol and drugs as well as pamphlets being located around the school. Students also complete a Success Skills course that has elements within the curriculum that addresses techniques that will allow a student to be successful in school and in life. Employee handbooks, workshops, and mentoring provide all the assistance available for employees. The school provides on-going assistance and referrals to the appropriate program through the life-cycle of a student or employee. Posted information, awareness days, and professional development days are woven into the curriculum throughout the entire life-cycle.



# ITI TECHNICAL COLLEGE

## Policy Statements

### Violence Against Women's Act (VAWA)

ITI Technical College is committed to providing a safe environment that is free of discrimination, harassment, or assault of any kind. Actions, words, jokes, comments based on an individual's sex, race, ethnicity, age, religion, disability, or any other legally protected characteristic will not be tolerated. Report any incident of sexual assault or harassment to Student Services personnel for support and assistance.

#### Definitions

**-Sexual harassment** includes unwelcome sexual advances; requests for sexual favors; and other physical, verbal or visual conduct based on sex. Sexual harassment is indicated when: (1) submission to the conduct is an explicit or implicit term or condition of learning or employment; (2) submission to or rejection of the conduct is used as the basis for evaluating learning or for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's learning or performance or creating an intimidating, hostile or offensive campus environment.

**-Sexual assault** is any physical contact of a sexual nature up to and including rape, which occurs against a person's will and/or without a person's consent. Some forms of sexual assault are:

**-Rape** is the act of sexual intercourse with a male or female person committed without the person's lawful consent.

**-Acquaintance Rape** is forced sexual intercourse with a person known to the victim.

**-Sexual battery** is the intentional engaging in acts with another person where the offender acts without the consent of the victim, or where the act is consensual but the other person, who is not the spouse of the offender, has not yet attained fifteen years of age and is at least three years younger than the offender

**-Domestic violence** is asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, or anyone else protected under domestic or family violence law.

**-Dating violence** is violence by a person who has been in a romantic or intimate relationship with the victim.

**-Stalking is** a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**-" Consensual"** means that both people are old enough to consent, have the capacity to consent, and agreed to the sexual contact.

#### Reporting

**Formal**-If you are a victim of a sexual offense (either forcible or non-forcible) or domestic abuse, you should immediately contact a school official, that upon the victim's request will notify, the proper authorities. The school official will also provide a written explanation of the victim's rights and options. The school prohibits any retaliation against a person exercising their responsibilities or rights under Clery. For forcible sexual offenses, you should proceed to the nearest hospital emergency room for further examination by a physician to collect evidence for a criminal offense. All reports of sexual offense will go to the School Director and Administrative Director who also serves as the Title IX Coordinator.

**Informal**-The victim should report to a school official who will assist the complainant in determining the best supportive measure for that particular individual.



# ITI TECHNICAL COLLEGE

## Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered by the College to protect the Complainant regardless of whether they choose to file a Formal Complaint under the applicable procedures. Examples of supportive measures, which may be temporary or permanent, include:

- Counseling and emotional support,
- No contact and communication directives
- Academic schedule modification
- Other non-disciplinary remedies as reasonable and appropriate.

## Types of Resolution

### *Informal*

Informal Resolution is a process whereby the parties work with a professional to reach a resolution of the complaint without a decision by a Decision-Maker regarding whether a policy is violated. This process is completely voluntary and requires the consent of both parties. A party may terminate the Informal Resolution process at any time before conclusion. Informal Resolution can include approaches such as mediation, restorative justice, alternative dispute resolution, or other agreements between the parties. Informal Resolution does not use an investigation, calling of witnesses, or a report of findings with sanctions. The parties themselves create an outcome that resolves the complaint.

### *Formal*

ITI Technical College will not conduct disciplinary proceedings for forcible sexual offenses. These will be reported to the appropriate law enforcement agency. The College disciplinary process will include:

- A prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused.
- Both the accuser and the accused will be provided timely notices of meetings, timely access to information after the fact-finding but during meetings/hearings, and the opportunity to be accompanied by the advisor of their choice.
- Both parties will be notified simultaneously in writing of any delays in the proceeding and the results of the proceeding.
- Both parties will also be notified of the procedures for appeals, any change to results, and when results become final.
- Will prescribe to a “clear and convincing” evidentiary standard. Meaning that it must be proven that there is a high probability that a particular fact is true.

## Disciplinary Actions

Offenses may warrant behavior probation, change in academic setting, suspension, or termination.

## Sexual Assault and Harassment Education Programs

Information regarding sexual assault awareness, mental health, and community programs may be obtained from the library or Student Services Director. The student handbook also has valuable information about sexual assault and harassment as well as pamphlets being located around the school. Students also complete a Success Skills course that has elements within the curriculum that addresses techniques that will allow a student to be successful in school and in life.

## Louisiana Sex Offender and Child Predator Registry

Registration Information on convicted sex offenders or child predators in the state of Louisiana can be found on the Louisiana State Police website.

<http://www.lsp.org/socpr/default.html>



# ITI TECHNICAL COLLEGE

## Policy Statements

### Emergency Response

ITI Technical College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as:

- Outbreak of meningitis, norovirus or other serious illness.
- Approaching tornado, hurricane or other extreme weather conditions.
- Gas leak, Explosion, Nearby chemical or hazardous waste spill, bomb threat
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Explosion.
- Nearby chemical or hazardous waste spill.

The only reason ITI would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to: assist a victim, contain the emergency, respond to an emergency, or otherwise mitigate the emergency (i.e. requests from law enforcement or fire personnel.)

### GENERAL BUILDING EVACUATION PROTOCOL

1. All building evacuations will occur when a fire/evacuation alarm sounds and/or upon notification by administrative team.
2. When the fire/evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Use stairs in case of fire and/or other emergencies. DO NOT use elevators.
4. Once outside, proceed to a clear and safe area away from the building. The locations for safe assembly areas are as follows:

#### IF YOU ARE EVACUATING FROM:

Administration Building  
Martin Building  
McCoy Building  
Garrett Building

#### THEN YOUR ASSEMBLY AREA IS:

ITI Sign in Front of School (Zone 1)  
Grass lot along Airline Hwy (Zone 2)  
Grass Field in rear of property (Zone 3)  
Grass Field in rear (Zone 3)

#### *Secondary Evacuation Area:*

If, due to the nature of the emergency, it is not safe to evacuate to the Airline Hwy assembly areas all buildings can evacuate to the grass field area to the rear of the campus.

5. Keep driveways and walkways clear for emergency vehicles and personnel. Each administrator should have an accurate headcount for his/her department or class to assure that all persons are accounted for once outside. Students and staff must remain together until released.

**IMPORTANT:** DO NOT return to an evacuated building unless told to do so by a college official.