



August 9, 2023

Dear Campus Community,

Please review Fox Valley Technical College's Annual Security and Fire Safety Report. This comprehensive report provides information on safety programs and services that are available at Fox Valley Technical College. This is part of the College's effort to provide information to our community on the overall safety of our campuses, including the crimes that are reported to Security Services. Each year, the College is required to publish this report by October 1 in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act).

Security Services takes any crimes or threats against students, staff and visitors to the campus very seriously. We consider the safety and security of all community members at Fox Valley Technical College our top priority. Security Services are trained to handle all types of situations and adhere to the highest standards to serve the community. We aggressively investigate reported crimes and behavioral issues, as well as avenues to support victims.

Empower yourself by being actively involved in prevention and educational programs offered on campus. Please take the time to report suspicious and unlawful behavior to Security Services. You can email security@fvtc.edu or call 920-735-5691. In addition, you may file an incident report at www.fvtc.edu/CampusSafety.

Safety is a shared responsibility and am grateful for your assistance in keeping our campus community safe. We appreciate the important role everyone plays in keeping the College, a safe environment to work, visit, and study, regardless of the campus location. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Kevin E. Berry
Security Leader

Kevin.berry0224@fvtc.edu

(920) 735-5621

2023 Annual Security and Fire Safety Report

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History of the “Clery Act”

This document is the College’s compliance that falls under the Crime Awareness and Security Services Act of 1990 and subsequent amendments that led to it being renamed the Jeanne Clery Act in 1998. This act requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The “Clery Act” is named in memory of 19-year-old Lehigh University freshmen, Jeanne Ann Clery. Jeanne was raped and murdered while asleep in her residence hall room on April 5, 1987. Jeanne’s parents, Connie and Howard, discovered that students were not told about 38 violent crimes on the campus grounds in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the “Crime Awareness and Security Services Act of 1990”.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information regarding sex offenders on campus could be obtained. Most recently, in 2008, the law was amended to include information on emergency evacuations and emergency notifications. To learn more, go to <http://clerycenter.org> and <http://www.parentsformeganslaw.org>.

The Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law by President Obama on March 7, 2013. This act directs colleges and universities to specify procedures as related to domestic violence, dating violence, sexual assault, or stalking incidents when reported. More information is available in this report and the FVTC Sexual Misconduct Policy and Procedure providing guidance can be located at www.fvtc.edu/SexualMisconduct.

The Drug Free Schools and Communities Act and Wisconsin Act 121 requires that colleges and universities adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Notification of policies, health risks, and prevention programs on an annual basis to all students and employees is required. Wisconsin Act 121 required that local WTCS District Boards adopt rules relating to possession of drug paraphernalia and subjecting WTC students to disciplinary action for drug offenses. You will find additional information in this report.

About Fox Valley Technical College

As the largest higher education system in the state, The Wisconsin Technical College System is the leader in the delivery of cutting-edge, skills-based education. Fox Valley Technical College is one of 16 districts that operate within Wisconsin in a statewide plan for vocational, technical, and adult education.

Fox Valley Technical College (FVTC) has been the college of choice in this community for over 100 years. FVTC offers more than 240 associate degree, technical diploma and certificate programs, and instruction related to 16 apprenticeship trades, in addition to providing services to business and industry.

The College serves about 50,000 people annually, more than any other technical college in Wisconsin. FVTC serves all of five counties (Calumet, Outagamie, Waupaca, Waushara, Winnebago) and parts of four others (Brown, Manitowoc, Portage, Shawano).

The Appleton Main Campus is located at 1825 N. Bluemound Dr. in Appleton, WI. Other Appleton Centers include the J.J. Keller Transportation Center and Service Motor Company Agriculture Center. The D.J. Bordini Center is located at 5 N. Systems Drive in Appleton, WI. The Junior Achievement Career Exploration & Financial Literacy Center opened in April of 2019 and is located at 11 Tri-Park Way Appleton, WI.

The Public Safety Training Center is located at W6400 County Road BB Appleton, WI. The ATW ARFF Training Center was opened June 1, 2019 and is located at W6402 Pathfinder Drive Appleton, WI.

The Oshkosh Riverside Campus is located at 150 N. Campbell Rd. Oshkosh, WI. Other Oshkosh locations include The Advanced Manufacturing Technology Center at 4200 Poberezhny Rd. Oshkosh, S.J. Spanbauer Aviation and Industrial Center at 3601 Oregon St. Oshkosh, and the Fabtech Education Center at 3729 Oregon St. Oshkosh.

There are four FVTC Regional Centers:

Chilton Regional Center 1200 E. Chestnut St. Chilton, WI.

Clintonville Regional Center at 525 S. Main St. Clintonville, WI.

Waupaca Regional Center at 1979 Godfrey Dr. Waupaca, WI.

Wautoma Regional Center at 556 S. Cambridge St. Wautoma, WI.

The New London Outreach Center was located at 110W. North Water Street New London, WI. This site was vacated June of 2023. The Appleton Outreach Center opened February 1, 2019 and was located at 321 N. Appleton St Appleton, WI. This site was vacated in January of 2023.

FVTC does not have officially recognized student organizations that own or control housing facilities outside of the FVTC core campus. Therefore, local law enforcement is not used to monitor and record criminal activity since there are no non-campus locations for student organizations.

All policy statements contained in this report apply to all owned, leased, rented and controlled FVTC properties unless otherwise indicated.

Security Services

Security Services has one full time Director of Campus Security Services, one full time Manager of Campus Security Services, one full time evening Leader of Campus Security Services, and 15 part-time student Security Officers. Security staff are located on the Appleton main campus in office F112, the Public Safety Training Center at the front desk, and the Oshkosh Riverside campus in the main office. Regional Centers have no security staff on site. All campuses and Regional Centers have extensive video monitoring presence, a security alarm system, and a PA system.

Security Services have jurisdiction on all FVTC owned, leased or controlled properties. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents between FVTC and law enforcement. Security Services maintain a strong working relationship with state and local police agencies. With their assistance, we are better able to provide a safe and secure environment to our campus community.

Security Officers are not sworn officers, but they are responsible for enforcing College policies, and those policies include enforcing violations of the law. Security Officers document violations of College policy or law violations, and contact law enforcement agencies to report observed violations of local, state and federal laws.

Here are some important safety tips to remember while at Fox Valley Technical College.

- Call Security Services immediately if you see or hear something suspicious. If it is an emergency, call 911. Be sure to tell authorities exactly where you are. You can find room numbers on the inside of each door and help cards located in each room.
- Keep your possessions in your sight at all times. Do not leave your computers, cell phones, or other electronic devices unattended.
- If you leave your office area or room, even for a short time, close and lock the door.
- Trust your instincts and be aware of your surroundings.
- At night when it is dark outside, walk with another person whenever possible. If not, contact Security Services for an escort.
- Stay in well-lit and high traffic areas.
- Shred any documents that may contain personal information.
- If you see something unsafe on campus, say something!

Access and Security of Campus Facilities

During normal business hours, the administrative and academic facilities at FVTC are open and accessible to students, staff, faculty, and visitors of the College. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. Security Services officers conduct routine security and safety patrols of the buildings to monitor conditions and report any unusual circumstances.

Residential facilities are only accessible to building residents and their authorized guests and visitors. Residents are helpful if they avoid allowing unknown individuals access to the residential buildings. Housing staff monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.

Security Services receives all reports brought forward by the college community. The College Conduct Office works collaboratively with Security Services and receives a copy of the reports. The Student Life Manager works collaboratively with Security Services and College Conduct Office on all reports brought forward pertaining to FVTC residential facilities and residents. If police intervention is needed, the appropriate local police agency is contacted for immediate service.

FVTC maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Security Services works closely with Facilities and Security to address burned out lights promptly as well as other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to Security Services or to Facilities and Security.

FVTC Affiliated Housing Options

In the fall 2016 academic term, through a partnership with a private developer and management company, Fox Valley Technical College began a housing program at the Tech Village apartment complex. Tech Village is located near the Appleton Main Campus at 15 Tri-Park Way Appleton, WI. During the academic year, this housing option is available to approximately 275 students.

Additionally, a small percentage of students attending the college utilize housing provided by the University of Wisconsin-Oshkosh at the Gruenhagen Residence Hall and are under individual contracts. The Gruenhagen Conference Center is located at 2018 Osceola Street Oshkosh, WI. During the academic year, this housing option is available to approximately 100 students.

Students may obtain more information about these housing options by contacting the Student Life Center at 920-735-2545 or in the office E137 on the Appleton Main Campus.

Annual Disclosure Statement

Security Services is one of many mechanisms designed to provide information on crime prevention, procedures to report a crime, resources available to victims and crime statistics. This report is designed to enhance the safety and security of anyone who visits, studies or works at FVTC. Many campus departments actively work to support and enhance Security Services. The following departments have significant responsibility for collecting and reporting crime data: Security Services, Students Life, Student Conduct Office, Counseling Services, Behavioral Intervention Team, Human Resources and Campus Security Authorities (CSA's). All the statistics are gathered, compiled, and reported to the College community via this report, which is published by Security Services. Security Services submits the annual crime statistics published in this document to the Department of Education. The statistical information gathered by the Department of Education is available to the public through their website at <https://www.ed.gov/>.

Students and employees should report criminal offenses to Security Services and/or CSAs for assessing the crime for potential distribution of a timely warning notice and the annual statistical disclosure. CSAs are College employees who are directly involved in security or those with significant responsibilities for student and campus activities. CSAs are required to take action or respond to particular issues on behalf of the College.

Security Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full report can be located on our website, www.fvtc.edu/CampusSafety. The report is prepared in cooperation with local law enforcement agencies within the jurisdictions of our campuses and Regional Centers.

Various federal and state laws require that certain information be provided to all students and staff on an annual basis to promote a safer environment. The purpose of this report is to provide our faculty, staff, and students with accurate and timely Security Services information including crime statistics and procedures to follow to report a crime. These reports can be found on the college's website under Campus Safety. Any student or employee may request a printed copy of this report by contacting Security Services.

Reporting Campus Crimes

All students and staff are encouraged to report crimes to Security Services at (920) 735-4777 and/or law enforcement. The reports should be made in an accurate and timely manner. Student or staff who wish to report a crime that they believe was committed on the FVTC campus or on property controlled by FVTC should report it to Security Services. In all cases of a life-threatening emergency, dial 911 immediately.

When a report is filed, trained security personnel will handle your concerns in a confidential and professional manner. Once an incident or crime has been reported to Security Services, a diligent effort will be made to investigate, resolve the conflict, and identify the offender or hazard. Should the Student Code of Conduct be violated, the College's manager of student conduct will be involved. Violations to the Student Code of Conduct (disorderly conduct, physical assault, etc.) should be directed to Security Services at 920-735-5691 or by filling out an incident report through our web page at www.fvtc.edu/CampusSafety.

FVTC recognizes the need to make the same efforts to track a crime that occurs at our satellite facilities and may affect faculty, staff, students, and patrons. All incidents of a criminal nature occurring at satellite facilities shall be reported to those facilities local law enforcement agency as well as the College's Security Services. Security Services maintains partnerships with local law enforcement to ensure incidents and crimes are handled accurately and timely.

When a crime or incident occurs on a satellite campus, notification should be made to Security Services, consisting of written confirmation of the facility of occurrence, date and time of occurrence, type of incident, and the name of the local law enforcement agency that handled the incident. This can be done by utilizing our online incident reporting system, Maxient, at www.fvtc.edu/CampusSafety. Security Services will contact the involved local agency and request a copy of the official report for purposes of compliance reporting and follow-up. Security Services can be contacted at (920) 735-5691 or in the case of an emergency, (920) 735-4777.

Security Services along with the assistance of law enforcement agencies will respond to and investigate all crimes that occur on any of the College campuses. Student, staff or patrons involved in or witnessing a crime should contact Security Services immediately by calling (920) 735-5691, texting or emailing security@fvtc.edu, or filling out an incident report online at www.fvtc.edu/CampusSafety. If it is an emergency, call 911.

CSA

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, in section 485(f) of the Higher Education Act of 1965 (HEA), FVTC has designated certain

employees as CSAs. CSAs are federally mandated to report alleged Clery Act crimes that they witness or that are reported to them. A Clery Act crime is considered “reported” when it is brought to the attention of a CSA by a victim, witness, third party, or the respondent. More information on CSAs, including a list of the titles of each person in the organization to whom students and employees should report crimes to can be found at www.fvtc.edu/CampusSafety. Below is a current list of CSAs that include their location and department.

LOCATION	DEPARTMENT	NAME
Appleton Main Campus	Instructional	Jennifer Lanter
Appleton - Bordini Center	Business and Industry	Dale Walker
Appleton Main Campus	Admissions Center	CeevSue Xiong
Appleton Agriculture Center	Agriculture	Tom Yost
Appleton Agriculture Center	Horticulture	Rox Olesen
Appleton Agriculture Center	Horticulture	Chuck Stangel
Appleton Agriculture Center	Horticulture	Sarah Mills-Lloyd
Appleton Agriculture Center	Outdoor Power Equipment & Motorsports	Mike Fassbender
Appleton Main Campus	Accounting	Amy Vander Hyden
Appleton Main Campus	Accounting	Tracy Kizewski
Appleton Main Campus	Agriculture	Brittany Jashinsky
Appleton Main Campus	AODA	Jeremiah Olson
Appleton Main Campus	Auto Collision Repair	Dan LaPlant
Appleton Main Campus	Banking & Finance	Stephanie Miller
Appleton Main Campus	Banking & Finance/Paralegal	Jeff Meverden
Appleton Main Campus	Human Resources	Jamie Rudie
Appleton Main Campus	Business Division	Scott Borley
Appleton Main Campus	CIE	Therese Nemec
Appleton Main Campus	Communication Skills	Sarah Rivet
Appleton Main Campus	Counseling & Advising Services	Elizabeth Burns
Appleton Main Campus	Counseling & Advising Services	Dan Squires
Appleton Main Campus	Culinary Arts & Hospitality	Mike Balistrieri
Appleton Main Campus	Dental	Robin Eichhorst
Appleton Main Campus	Diversity & Inclusion Services	Rayon Brown
Appleton Main Campus	Diversity & Inclusion Services	Alexis Hill
Appleton Main Campus	Diversity & Inclusion Services	Thong Xiong
Appleton Main Campus	Diversity & Inclusion Services	Open
Appleton Main Campus	Electromechanical Technology	Tommy Douglas
Appleton Main Campus	Electromechanical Technology	Chris Reitz
Appleton Main Campus	Electronic Technology	Ken Holmes
Appleton Main Campus	Employment Connections	Amy Hodson

Appleton Main Campus	Enrollment Services	Joell Fritsch
Appleton Main Campus	Facilities & Operations	Cindy Buelow
Appleton Main Campus	Facilities & Operations	Dan Corbett
Appleton Main Campus	Facilities & Operations	George Hoppen
Appleton Main Campus	Facilities & Operations	Lucas Carrigg
Appleton Main Campus	Facilities & Operations	Dawn Schroeder
Appleton Main Campus	Facilities & Operations	Amy Van Straten
Appleton Main Campus	Financial Aid	Michael Gawel
Appleton Main Campus	FVTC Foundation Inc.	Teresa Tuschl
Appleton Main Campus	General Studies	Brenda Raad
Appleton Main Campus	General Studies	Henry Merrill
Appleton Main Campus	Health Division	Ben McKenzie
Appleton Main Campus	Health Division	Carrie Thompson
Appleton Main Campus	Health Division	Rebecca Smith
Appleton Main Campus	Health Division	Suzanne Thierer
Appleton Main Campus	Health/Public Safety Division	Pang Nhia Xiong
Appleton Main Campus	Human Resources	Nou Xiong
Appleton Main Campus	Human Resources	Beth Spiering
Appleton Main Campus	Human Resources	Hannah Westphal
Appleton Main Campus	Human Resources	Susan Kaufman
Appleton Main Campus	Interior Design	Lisa Martinek
Appleton Main Campus	IT Instructional	Joe Wetzel
Appleton Main Campus	IT Instructional	Kim Vande Walle
Appleton Main Campus	IT Instructional	Brooke Sumner
Appleton Main Campus	IT Instructional	Ryan Appel
Appleton Main Campus	Manufacturing & Agriculture Technologies	Steve Straub
Appleton Main Campus	Manufacturing & Agriculture Technologies	Paul Lewandowski
Appleton Main Campus	Manufacturing & Agriculture Technologies	Jennifer McIntosh
Appleton Main Campus	Manufacturing & Agriculture Technologies	Lori Nagel
Appleton Main Campus	Manufacturing & Agriculture Technologies	Jason Fischer
Appleton Main Campus	Manufacturing Technologies	Robert Ellenbecker
Appleton Main Campus	Machine Tool Technologies	Erich Krowas
Appleton Main Campus	Manufacturing Technologies	Chris Dragosh
Appleton Main Campus	Mechanical Design	Dana Timm
Appleton Main Campus	Natural Resources	Jon Kellerman
Appleton Main Campus	Nursing	Shelly Dempewolf

Appleton Main Campus	Nursing	Michelle Stearns
Appleton Main Campus	Occupational Therapy Assistant	Shelly Muche
Appleton Main Campus	Occupational Therapy Assistant	Teresa Van Lanen
Appleton Main Campus	Reading (ABE)	Julie Bertram
Appleton Main Campus	Security Services	Jayne Bowman
Appleton Main Campus	Security Services	Derek Reiter
Appleton Main Campus	Security Services	Kevin Berry
Appleton Main Campus	Security Services	Andrew Bovee
Appleton Main Campus	Security Services	Haleh Fredenburg
Appleton Main Campus	Security Services	Maggie Hanson
Appleton Main Campus	Security Services	Matthew Wiley
Appleton Main Campus	Security Services	Nick VerVoort
Appleton Main Campus	Security Services	Alexander Gambsky
Appleton Main Campus	Security Services	Jacob Randt
Appleton Main Campus	Service Division	Trent Sorenson
Appleton Main Campus	College Effectiveness	Kim Olson
Appleton Main Campus	Student Life	William Green
Appleton Main Campus	Student Life	Shannon Gerke- Corrigan
Appleton Main Campus	Student Life	Rahsaan Dunn
Appleton Main Campus	Student Life	Penny Brickner
Appleton Main Campus	Student Life	Bryan Steward
Appleton Main Campus	Transportation	Danielle Castner
Appleton Main Campus	Transportation and Construction Technology	Andy Rinke
Appleton Main Campus	Veterans Resource Center/Counseling & Advising	Bill Trombley
Appleton Transportation Center	Automotive	Jacob Cook
Appleton Transportation Center	Automotive	Todd Schroeder
Appleton Transportation Center	Automotive	Christopher Buschman
Appleton Transportation Center	Automotive Collision	Joe Kircher
Appleton Transportation Center	Diesel	Steven Pollock
Chilton Regional Center	Chilton Regional Center	Candace Chaussee
Chilton Regional Center	Chilton Regional Center	Rachel Lau
Chilton Regional Center	Chilton Regional Center	Holly Vosters
Chilton Regional Center	Chilton Regional Center	Jennifer Wagner
Clintonville Regional Center	Clintonville Regional Center	JoAnn Beschta
Clintonville Regional Center	Clintonville Regional Center	Angela Finger
Clintonville Regional Center	Clintonville Regional Center	Emma Hoier

Clintonville Regional Center	Clintonville Regional Center	Nancy Netzel
Clintonville Regional Center	Clintonville Regional Center	Kim Manteuffel
Oshkosh Riverside	Allied Health	Kim Gropp
Appleton Main Campus	Health Division	Heidi Hartle
Oshkosh Riverside	Facilities & Operations	Ann Wilkes
Public Safety Training Center	Criminal Justice	John Sorenson
Public Safety Training Center	Public Safety	Les James
Public Safety Training Center	Public Safety Division Administration	Cory McKone
SJ Spanbauer Center	Construction Management	Rich Cass
SJ Spanbauer Center	Transportation & Construction Technologies	Andy Rinke
SJ Spanbauer Center	Aviation	Jared Huss
Waupaca Regional Center	Waupaca Regional Center	Larry Thomas
Waupaca Regional Center	Waupaca Regional Center	Kristin Kenowski
Waupaca Regional Center	Waupaca Regional Center	Linda Ensley
Waupaca Regional Center	Waupaca Regional Center	Michelle Roggenbauer
Wautoma Regional Center	Waupaca/Wautoma Regional Center	Desiree Corey
Wautoma Regional Center	Wautoma Regional Center	Chris Karras
Wautoma Regional Center	Wautoma Regional Center	Mary Retlich
Wautoma Regional Center	Wautoma Regional Center	Mandy Mayek
Appleton Main Campus	Security Services	Jack Ledin
Appleton Main Campus	Security Services	Cole Burdick
Appleton Main Campus	Security Services	Nick Shields
Appleton Main Campus	Security Services	Deion Hargrove
Appleton Main Campus	Security Services	Prince Fianoo
Appleton Main Campus	Security Services	Richard Dawuni
Appleton Main Campus	Security Services	Kathryn Ecker
Appleton Main Campus	Security Services	Naomi Champeau
Appleton Main Campus	Security Services	Madeline Anholzer
Appleton Main Campus	Natural Resources	Brett Lotto
Appleton Main Campus	Legal Studies	Jennifer Haese
Appleton Main Campus	International Student Programs	Allisen Stojanovic
Appleton Main Campus	Student Finance	Ryan Drazkowski
Appleton Main Campus	Dental	Christina McGinnis
Appleton Main Campus	Automation and Electronics	Hannah Stoeger
Appleton Main Campus	Adult Education	Irian Juedes
Appleton Main Campus	Adult Education	Danielle Mayer
Appleton Main Campus	Dept. Chair- English Language	Karie Mindock

	Learning	
Appleton Main Campus	Adult Education	Kristin Pretasky
Appleton Transportation Center	Transportation & Construction Technologies	Emily Baumgartner
Appleton Transportation Center	Transportation & Construction Technologies	Rob Behnke
Appleton Transportation Center	Transportation & Construction Technologies	Brad Hein
Appleton Transportation Center	Transportation & Construction Technologies	Ashley Clark
SJ Spanbauer Center	Transportation & Construction Technologies	Brian Meyer
Fabtech Center	Transportation & Construction Technologies	Brad Spates
Appleton Transportation Center	Transportation & Construction Technologies	Bob Hicks

<i>Note: Locations not listed on this spreadsheet because there is no CSA attached to the location include:</i>
· Community Early Learning Center
· Family Literacy Menasha
· Gruenhagen Residence Hall
· New London Center
· Junior Achievement Career Exploration and Financial Literacy Center

The CSA list above is current as of August 2023 and any revisions or updates to the list can be found at www.fvtc.edu/CampusSafety.

FVTC employees with significant responsibilities for campus security and for student and campus activities are designated as CSAs. CSAs are required to report any notification of an alleged Clery Act crime to Security Services. Any report of a Clery Act crime will be documented by Security Services and reported in the Annual Security Report (ASR), which will be made available to all students, faculty, and staff on or before October 1 or each year.

Clery Act crimes include:

- Criminal Homicide
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

- Hate Crimes
- Violence Against Women Act (VAWA) Offenses
 - Dating Violence
 - Domestic Violence
 - Stalking
- Weapons Law Violations
- Drug Abuse Violations
- Liquor Law Violation

Timely Warnings

In the event of a major emergency, or an event that poses an ongoing or continuing threat to students, employees, or patrons, a warning is distributed by utilizing several resources. Security Services is responsible for determining the proper circumstances under which a timely warning will be issued, the description of the event, and follow-up information to the community. The following list of employees are responsible for initiating all timely warnings.

- Jayme L. Bowman Director of Campus Security Services
- Derek Reiter Manager of Campus Security Services
- Kevin Berry Leader of Campus Security Services
- Amy Van Straten VP of Finance and Facilities

The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff, or patrons on campus. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences. An all-campus email will be sent to all students and staff as well as a notice that is posted on the College’s website.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR) / National Incident Base Reporting System (NIBRS) crime Classifications:

- Murder / Non-Negligent Manslaughter
- Aggravated Assault
- Robbery
- Arson
- Other Clery crimes as determined necessary by Security Services management and/or the VP Finance and Facilities

Students and employees will receive text messages if their cell phone number is listed in Workday or PeopleSoft and fvtc.edu emails for Emergency Alerts through Informacast. Students and employees may download the InformaCast app for free through Google Play or Apple i-Store to add additional cell phone numbers to receive text messages and/or phone calls. More information is posted on the College’s website for notifications on the Campus Safety site, www.fvtc.edu/CampusSafety. If the information warrants reaching a larger community, Security Services will work with law enforcement and the Manager of

Media Relations.

Emergency Response and Preparedness Plan

The purpose of the Emergency Response and Preparedness Plan is to provide protection to lives, property, and operation through the effective use of College, community, county, and state resources. The document has been developed to provide an organizational and procedural framework for the management of emergencies through the coordination between the College and outside resources.

The plan does not cover every conceivable situation; however, it outlines basic administrative guidelines necessary to deal with most campus emergencies. The purpose is to identify the types of emergencies which may occur on campus and actions to take. The plan was developed by the Emergency Preparedness committee to establish guidelines and procedures to mitigate the potential consequences of an emergency event that threatens the health and safety of the FVTC community. Through implementation of these operational responses, the overall effects of an incident can be minimized.

The Emergency Response and Preparedness Plan will be reviewed annually and revised as needed. Updates and changes are based on lessons learned during actual emergency situations, exercises, and when there are changes in threat hazards, resources and capabilities, or organization structure occur.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The tornado drills are announced prior to the drill. Fire drills are unannounced and typically conducted weekly outside of normal business hours.

The Emergency Response and Preparedness Plan was updated in September 2022. The following plan contains the recommended procedures to follow during specific types of emergencies.



***Emergency Response and
Preparedness Plan***

Updated September 2022

PURPOSE

The purpose of the emergency procedures outlined in this plan is to provide protection to lives, property, and Security through the effective use of college, community, county, and state resources. The document has been developed to provide an organizational and procedural framework for the management of emergency situations through the coordination between the College and outside resources.

The plan does not cover every conceivable situation; however, it outlines basic administrative guidelines necessary to deal with most campus emergencies. The purpose is to identify the types of emergencies which may occur on campus and actions to take. This plan was developed to establish guidelines and procedures to mitigate the potential consequences of an emergency event that threatens the health and safety of the Fox Valley Technical College community. Through implementation of these operational responses, the overall effects of an incident can be minimized.

The Emergency Response and Preparedness Plan will be reviewed annually and revised as needed. Updates and changes are based on lessons learned during actual emergency situations, exercises, and when there are changes in threat hazards, resources and capabilities, or organization structure occur.

AUTHORITY & REFERENCE

Occupational Health and Safety Administration (OSHA) 29 CFR 1910.38 Emergency Action Plans Industry, Labor, and Human Relations ILHR 32.15 OSHA Safety and Health Standards WI State Statutes 101.01(06), 101.11, and 101.055.

APPLICATION

This plan applies to the campus community including all faculty, staff, employees, students and visitors. It includes all buildings and grounds owned and operated by the College. It is the mission of Fox Valley Technical College to respond to an emergency situation in a safe, effective, and timely manner.

EMERGENCY RESPONSE

In all life-threatening emergencies, call 911. For other non-emergency security needs, call Security Services at 920-735-4777.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a Campus State of Emergency rests with the College President, the Vice President of Finance and Facilities, the Campus Emergency Director, or their designee(s).

When declaration is made, access to the campus may be limited to registered students, faculty, staff and employees, at the discretion of the President.

GENERAL RESPONSIBILITIES

ALL EMPLOYEES

In case of an emergency, all employees must follow the emergency procedure found in this plan. Emergencies that may be life threatening should be reported immediately to 911. Other emergencies should be reported to Security Services at 920-735-4777. All employees are responsible for taking precautions to assure their safety by familiarizing themselves with this plan.

EMERGENCY PROCEDURES

If it is determined that an emergency exists, the Campus Emergency Staff will decide on an appropriate course of action.

Important note: The plan will not limit the use of good judgment and common sense in matters not foreseen or covered.

This section contains the recommended procedures to be followed during specific types of emergencies.

Emergency Procedures Included in Plan:

- **Active Threat / Active Shooter**
- **Bomb Threats / Suspicious Mail or Package**
- **Campus Emergency Evacuation Plan**
- **Civil Disturbance / Demonstration**
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Active Threat / Active Shooter

- o Contact 911 immediately if there is a threat to self, others, or destructions of property.

An active threat is an incident that presents an immediate threat or imminent danger to the campus community. Active threat situations are unpredictable and evolve quickly. An active shooter is anyone actively engaged in killing or attempting to kill people in populated areas.

The college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency notification system (text, push notification, and e-mail), posted on website, and college monitors.

Fox Valley Technical College adopted the ALICE response plan to assist you in your response should this type of incident occur. ALICE is an acronym for 5 steps you can utilize to increase your chances of surviving an active shooter. ALICE response does not follow a set of action you “shall, must, will” do when confronted. You may use 1 or 2 parts of the response plan or you may have to utilize all 5.

1. **A**lert – Can be anything.
 - a. Gunfire
 - b. Witness
 - c. PA announcement
 - d. Informacast emergency notification
2. **L**ockdown – This is a semi-secure starting point from which to make survival decisions. If you decide not to evacuate, secure the room.
 - a. Lock the door
 - b. Cover the windows in the door if possible
 - c. Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
 - d. Barricade the door with anything available (desk, chairs, etc.)
 - e. Look for alternate escape routes (windows, other doors)
 - f. Call 911
 - g. Move out of the doorway in case gunfire comes through it
 - h. Silence or place cell phone on vibrate
 - i. Gather items to use as weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others
 - j. Put yourself in position to surprise the active threat should they enter the room
3. **I**nform – Using any means necessary to pass on real time information.
 - a. Use plain language so everyone understands
 - b. Who, what, where, when, and how information
 - c. Can be derived from 911 calls, video surveillance, etc.
4. **C**ounter – This is the use of simple, proactive techniques should you be confronted by an active threat.
 - a. Anything can be a weapon
 - b. Throw items at the threat’s head to disrupt their aim
 - c. Create as much noise as possible
 - d. Move quickly
 - e. Swarm in a group
 - f. Grab the threat’s limbs and legs to take them to the ground and hold them there
 - g. If you have control of the threat, call 911 and tell the dispatcher where you are located, follow their instructions until law enforcement arrives
5. **E**vacuate – Remove yourself from the danger zone as quickly as possible.
 - a. Decide if you can safely evacuate
 - b. Run in a zig zag pattern as fast as you can
 - c. Do not stop running until you are far away from the area
 - d. Do not attempt to drive from the area

Upon announcement of an evacuation for an active threat, follow the Campus Emergency Evacuation Plan.

Bomb Threat / Suspicious Mail or Packages

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

Bomb threats may be received in many ways such as telephone, e-mail, communicated verbally, posted on social media websites, or a letter. In the event of a bomb threat, do not use portable radios, cellular telephones, digital phones, or any other electronic devices. These devices have the capacity to detonate an explosive device.

If you receive a bomb threat, take the following actions:

1. Push the record button on your Mitel desk phone (if equipped).
2. Remain calm and obtain as much information as possible (see Bomb Threat Checklist below):
 - a. Location of bomb?
 - b. When is it going to explode?
 - c. Why is the College the target?
 - d. What does bomb look like?
 - e. Write down the threat verbatim using the caller's own words.
 - f. Do not hang up the phone. Signal to someone nearby to contact Security Services for further assistance.
 - g. Caller's identity
 - i. Voice, accent, mood, background noise, gender, etc.
3. Contact Security Services immediately.
4. If the threat of an explosion is imminent, activate the nearest fire alarm to evacuate the building.

If you observe a suspicious object (mail, packages, abandoned backpacks, potential bomb), report it immediately to Security Services and take the following actions:

1. Do not touch or move the object.
2. Do not open the object.
3. Clear the area immediately.

The decision to evacuate, search without evacuation, or take no action will be made by the Campus Emergency Director or the Vice President of Facilities and Finance or their designee(s). The Emergency Director will contact law enforcement to coordinate the appropriate response.

Bomb Threat Checklist

Do no hang up the phone {Try to Remain Calm} Press record on Mitel phone

Questions to ask:

When is the bomb going to explode?

Where is it located?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

Exact wording of the threat (use reverse if needed):

Additional Info:

Sex of caller: Male Female Unknown

Race: _____ Age (approx.): _____

Date: _____

Time Call Received: _____

Length of Call: _____

Where Call Was Received: _____

Call Was Received From: _____

Your Name: _____

Title: _____

Your Contact # _____

Caller's Voice:

<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat
<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispered
<input type="checkbox"/> Familiar (describe)	

Background sounds:

<input type="checkbox"/> Street noises	<input type="checkbox"/> Animal noises
<input type="checkbox"/> Dishes clanking	<input type="checkbox"/> Voices
<input type="checkbox"/> Clear (none)	<input type="checkbox"/> Static
<input type="checkbox"/> PA System	<input type="checkbox"/> Music
<input type="checkbox"/> House noises	<input type="checkbox"/> Motor(s)
<input type="checkbox"/> Cellular noises (clicks, delays, cutting in and out)	

Machinery (describe) _____
Other _____

Threat language:

<input type="checkbox"/> Well spoken (educated)
<input type="checkbox"/> Foul
<input type="checkbox"/> Irrational
<input type="checkbox"/> Incoherent
<input type="checkbox"/> Taped
<input type="checkbox"/> Message read by threat maker

Other Notes (use reverse if needed):

REPORT CALL IMMEDIATELY: Security Services (920-735-4777) or Facilities & Security (920-735-2469)

Campus Emergency Evacuation Plan

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

The decision to initiate an evacuation of the campus or part of the campus will be made by the Campus Emergency Director or his/her designee or the Vice President of Facilities and Finance or his/her designee. The Emergency Director will lead and manage the evacuation process. Upon announcement of an evacuation, Security Services will notify law enforcement if they have not already been contacted.

Fox Valley Technical College developed a plan to evacuate members of the campus community to include students, faculty, staff, and visitors. The plan is designed to assist in coordinating a safe and effective means to evacuate the campus. Campus evacuation plans may be altered to ensure the safest possible evacuation route.

If a situation occurs that warrants a Campus Emergency Evacuation (e.g. active threat), the college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency notifications system (text, push notification, and e-mail), posted on website, and college monitors.

In the event of a Campus Emergency Evacuation, everyone will be required to leave the campus immediately by whatever means possible.

If a Campus Emergency Evacuation is necessary, taking the following action:

1. Leave the campus immediately through the nearest and/or safest exit.
2. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
3. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.
4. Report to the designated off campus location or check in with American Red Cross online or by phone.

The college established predetermined off campus locations to check in, in the event of a Campus Emergency Evacuation. The designated off campus locations will be specified and communicated to the campus community. Please check in at the location specified and then you are free to go. The College will register the event with American Red Cross to set up a check in and/or need help. You may also call 1-800-RED CROSS (1- 800-733-2767) and select the prompt for "Disaster" to register yourself.

The college community will be kept up to date on the status of the Campus Emergency Evacuation through the use of Informacast, electronic communication, and the college website. Public Relations will coordinate communications with local media which may include information regarding the status of the emergency, off campus check-in locations, student pick-up locations, media staging areas, or other information deemed necessary.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Civil Disturbance / Demonstrations

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

A civil disturbance or demonstration includes acts such as a riot, an unlawful obstruction, or a protest that disrupts a community and requires intervention to maintain public safety.

In the event of a civil disturbance or demonstration, take the following actions:

1. Call Security Services and provide the following information:
 - a. Location of incident (building, entrance, floor, room, etc.)
 - b. Number of people in group
 - c. Obvious reason for incident
 - d. Group is: rational, organized, violent, etc.
2. When Security Services arrives, provide them with any new information and follow their instructions.
3. Security Services will assess the situation and will contact any additional resources needed

Emotionally Disturbed Person

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

An emotionally disturbed person is a term for a wide variety of special conditions such as behavioral disorders, mental illness, and psychotic disorders which could lead to outburst, threatening harm to self or others, or confusion.

If observed, taking the following actions:

1. Notify Security Services and provide the following information:
 - a. Location of incident (building, entrance, floor, room, etc.)
 - b. Describe the incident or behaviors exhibited
2. Until Security Services arrives, stay calm and maintain distance with the emotionally disturbed person.
3. When Security Services arrives, provide them with any new information and follow their instructions.
4. Security Services will assess the situation and will contact any additional resources needed.

Elevator Malfunction

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

In the event of an elevator malfunction and a person is in the stalled elevator, take the following actions:

1. Stay calm.
2. Use the help phone or emergency button to contact the elevators service provider for help.
3. If the help phone is inoperable, push the emergency alarm button which will signal for help.
4. Do not attempt to exit the elevator unless directed by emergency rescue staff.
5. Do not attempt to force the elevator doors open.

If you locate an inoperative elevator without occupants, notify Security Services or Facilities.

Fire

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

In the event of a fire, take the following action:

1. Activate the nearest fire alarm.
2. Leave the building immediately through the nearest and/or safest exit.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. The campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairways for safe exiting.
5. Immediately exit a building when a fire alarm is sounding.
6. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
7. When you are in a safe area, contact 911 and give the location of the fire (building, floor, room, etc.)
8. Do not reenter the college unless notified it is safe to do so with an all clear announcement.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Hazardous Material Incident

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

A hazardous material is any item or agent (biological, chemical, radiological, and/or physical) which has the potential to cause harm to humans, animals, or the environment. A hazardous material is any substance or chemical which is a health or physical hazard; including but not limited to, irritants, toxic agents, carcinogens, or corrosives agents. They may damage the lungs, skin, eyes, or mucous membranes. A hazardous material may be combustible, explosive, flammable, or a medical waste such as infectious agents, sharps, or blood borne pathogens.

If Fox Valley Technical College is notified of a hazardous material incident, the College will follow instructions and notify the college community by various means. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency_notifications system (text, push notification, and e-mail), posted on website, and college monitors.

Airborne Release

Once notified of an airborne release and if directed to evacuate, take the following actions:

1. Exit the building through the nearest and/or safest exit.
2. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
3. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.

Once notified of an airborne release and if directed not to evacuate, Mechanical Maintenance will shut off outside air handlers to prevent outside air from circulating into the building. If directed not to evacuate, take the following actions:

1. Go inside the nearest building.
2. Close and lock all windows, exterior doors, and any other openings to the outside.
3. Select interior room or enclosed stairway to shelter in place with the fewest windows or vents.
4. If available, place a wet towel or piece of clothing across the bottom of doors.
5. If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
6. Minimize the use of elevators in buildings. Elevators tend to draw outdoor air inside of the building.

Many toxic chemicals have a vapor density greater than that of air and will seek lowest ground. Do not seek shelter in a basement.

Chemical Spill

In the event of a chemical spill, take the following actions:

1. Evacuate the affected area immediately and seal it off to restrict access to the area.
2. Report any spills immediately to Security Services. Security Services will contact necessary outside resources.
3. Provide the following information regarding the spill:

- a. Your name
 - b. Exact location of spill
 - c. Identity of the chemical spilled if known
 - d. Estimated amount spilled
 - e. Report any injuries
4. If a building emergency exists, activate the nearest fire alarm. Then go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in assembly area until notified the emergency has been resolved.
 5. Immediately exit a building when a fire alarm is sounding.
 6. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
 7. Do not reenter the college unless notified it is safe to do so with an all clear announcement.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Inclement Weather

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

If Fox Valley Technical College is going to close due to weather, the College will announce it by 6:00 a.m. for day classes/activities and by 3:00 p.m. for evening classes/activities. The decision on campus closings will be made by the College President and the Vice President for Finance and Facilities or their designee(s).

Closing information is provided to television news stations, radio stations, and through the College's Informacast emergency notification system (text, push notification, and e-mail).

If the weather is threatening and the campus stays open, the choice to report for class or work is ultimately up to the student or staff member.

For inquiries regarding campus closures, please call our campus emergency hotline:

(920) 735-4700 Appleton calling area

(800) 211-6409 All other areas in the district

The hotline number will announce all official campus emergencies at the Appleton and Oshkosh campuses and all Regional Centers.

Medical Emergencies

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

If an injury or illness occurs on campus, take the following action:

1. Call Security Services or 911 and provide the following information:
 - a. Location of incident (building, entrance, floor, room, etc.)
 - b. Describe the nature and severity of the medical problem
2. Do not move the victim. Attempt to keep the victim still and comfortable until help arrives.
3. When help arrives, provide them with any new information and follow their instructions.

Call 911 for life threatening medical emergencies such as choking, severe bleeding, unresponsive, difficulty breathing, chest pain, etc.

Contact Security Services for minor injury or illness, cuts, minor burns, etc. Security Services are equipped with first aid supplies and an automated defibrillator (AED).

Natural Gas Leak or Ruptured Gas Line

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

The Facilities Management will evaluate the situation and determine if the evacuation of the affected area or a building is warranted.

The college community will be notified by various means if an evacuation is necessary. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency notification system (text, push notification, and e-mail), posted on website, and college monitors.

If an evacuation of the campus or part of the campus is required, take the following actions:

1. Do not switch on lights or any electrical equipment.
2. Leave the campus immediately through the nearest and/or safest exit.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. Close doors leading into the building to isolate release.
5. Move and stay unwind, up slope, and upstream.
6. After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.
7. Do not reenter the college unless notified it is safe to do so with an all clear announcement and notification.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Power Outage

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

Emergency lighting will activate if power is not restored within 30 to 60 seconds which will provide limited lighting.

Actions to be taken:

1. If power outage occurs during regular hours, notify Facilities at extension 2469 or (920) 735-2469.
 - a. Facilities will contact the appropriate utility provider for an assessment of the outage and estimated time for restoration of power.
2. If the failure occurs after hours, notify the Manager on Call at (920) 735-5780.

In the event of a power outage during the day:

- The College will remain open and business and instructional Security will continue to the maximum extent possible.
- Should safety considerations prevent work from continuing, Facilities may reassign staff or classes to other well light areas.
- Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
- The campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairways for safe exiting.
- If evacuation of a building is necessary, the college community will be notified by various means. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency notification system (text, Push notification, and e-mail), posted on website, and college monitors.
- After exiting the building, go to the nearest Emergency Evacuation Assembly Area designated by signs in the parking lots and remain in the assembly area until notified the emergency has been resolved.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Sexual Misconduct

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Title IX Coordinator Number: (920) 735-4765 or (920) 735-4796

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force, coercion, or intimidation, or that is otherwise unwelcome. Sexual misconduct includes, but is not limited to sexual harassment, sexual assault, domestic violence, stalking, dating violence, hostile environment, or other sex-based misconduct offenses.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Shannon Gerke Corrigan

Registrar/Title IX Coordinator
Enrollment Services
Room E11C – Appleton Campus
920-735-4796

Shannon.gerkecorrigan8969@fvtc.edu

TitleIX@fvtc.edu

fvtc.edu/SexualMisconduct

Therese Izzo Nemec

Director/Title IX Coordinator
Center for Instructional Excellence
Room G118B – Appleton Campus
920-735-4765

therese.izzonemec2991@fvtc.edu

TitleIX@fvtc.edu

fvtc.edu/SexualMisconduct

Title IX Team

Jayne Bowman, Director - Security Services
Beth Burns, Vice President - Student Success
Derek Reiter, Manager - Security Services
Hannah Westphal, Strategic HR Manager
Terleen Cheslock, Strategic HR Manager
William Green, Student Conduct Manager
Susan Kaufman, Vice President of HR

To review the sexual misconduct policy and procedure, go to
<https://www.fvtc.edu/About-Us/Policies/Sexual-Misconduct-Policy>.

Tornado / Severe Weather

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

A tornado watch / severe weather watch means that conditions are favorable for a tornado to develop and to monitor conditions. Be prepared to take action if the watch is upgraded to a warning. A tornado warning means a tornado has been sighted in the area. At that time, the area emergency sirens will sound and the PA announcement over the speakers will request people move to sheltered hallways in the building designated by the green and white overhead designated shelter signs.

If this occurs, take the following action:

1. Proceed quickly and orderly to a designated shelter area.
2. Stay away from windows, glass, and large open areas.
3. Do not use elevators. If you need assistance from the second or third floor, press the area of assistance emergency button by the elevators or contact security services directly at the number above. The college utilizes the Evacu-Trac Emergency Evacuation Chair to safely assist those with disabilities. Evacu-Trac's are located in designated stairways at Appleton main campus, Public Safety Training Center, and Oshkosh Riverside campus (see list below).
4. Remain in the designated shelter area until an all clear PA announcement over the speakers is made.

Evacu-Trac Locations:

Main Campus	Public Safety Training Center	Oshkosh Riverside Campus
2 nd floor G200 west stairway	2 nd floor north stairway	2 nd floor west stairway
2 nd floor G200 east main stairway	2 nd floor south stairway	2 nd floor east stairway
3 rd floor Health Sim Technology Center north side		
3 rd floor Health Sim Technology Center east side		

Water Contamination – Unsafe Water Supply

- o Contact 911 immediately if there is a threat to self, others, or the destruction of property.

Security Services Emergency Number: (920) 735-4777

Facilities Number: (920) 735-2469

If water contamination is suspected or has been verified, Facilities personnel will liaison with the applicable Water Department to determine the location and extent of contamination.

The college community will be notified by various means advising of the contamination and to not use the water. Some or all of our systems may be used such as: PA announcement over speakers, Informacast emergency notifications system (text, push notification, and e-mail), posted on website, and college monitors.

Mechanical Maintenance will immediately shut off water to the affected area. In the event of water contamination, take the following steps:

1. Do not consume campus water.
2. Ice and any beverages potentially contaminated should be discarded.

Fox Valley Technical College will make appropriate provisions to provide drinking water to the campus. Follow instructions and recommendations from Facilities personnel and the Public Works Department.

Emergency /Immediate Notification

FVTC has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident, and structural fire.

In the event of an emergency, FVTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

Security Services and Facilities staff are responsible for confirming an emergency in conjunction with campus administrators, local first responders, and/or the national weather center. If the Director of Security Services, or designee, in conjunction with other College administrators, local first responders and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the FVTC Community, Security Services and Media Relations will collaborate to determine the content of the message. The College will use some or all of the systems described below to communicate the threat to the FVTC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

FVTC will take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Security Services, Local PD, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: Informacast (which contains email, cell phone text, and push notifications), fire alarm (where available), public address systems, social media, and digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

All students, faculty, and staff FVTC email addresses and phone numbers are automatically enrolled into the Informacast database for emergency email and text notifications. The Informacast app can be downloaded to receive push notifications. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community, and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to a broader constituency, including neighbors, parents, businesses, and other parties at-large. The Manager of Media Relations, Carmelyn Daley-Hinkens, will ensure local news stations have the most updated information. The larger community can also access emergency information via the FVTC homepage and/or social media.

The following employees are responsible for creating and disseminating Informacast notifications:

ROLE	PRIMARY CONTACT	1 st ALTERNATE	2 nd ALTERNATE	3 rd ALTERNATE
Emergency Director	Jayne Bowman Security Director Office: 993-5138 Cell: 209-9038	Derek Reiter Security Manager Office: 993-5177	Kevin Berry Security Leader Office: 735-5621 Cell: 460-8837	Amy Van Straten Vice President Office: 831-4355 Cell: 540-5239

The following employees are backups for creating and disseminating Informacast notifications upon request of the Emergency Director or his/her designee.

Cindy Buelow Safety Manager Office: 560-1401 Cell: 284-1144	Mary Zuleger Facilities/Security Admin Asst Office: 735-2469	Shannon Helms Room Schedule Business Analyst Office: 996-2880	George Hoppen Director of Facilities Office: 735-5675 Cell: 809-0837	Dan Corbett Manager of Custodial Office: 831-4358 Cell: 277-8128
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Campus Crime Statistics

The following crimes on Fox Valley Technical College campuses were reported to the College. These statistics are updated on or before October 1 of each year for the previous 3 calendar years. Due to COVID-19, the College was not open to full capacity in 2020 or 2021 therefore there is a significant drop in statistics. Statistics are divided between the Appleton and Oshkosh campuses, Regional Centers, student housing facilities, non-campus properties, and public properties immediately adjacent to the campuses.

A written letter was mailed to all law enforcement agencies requesting crime information that occurred on College owned, leased, controlled, or rented properties. Not all of the agencies could provide the statistics requested.

The Clery Act requires the College to report all crime statistics from Tech Village student housing in both the Tech Village student housing column as well as the main campus column.

Criminal Offenses Reporting Statistics				
Offense	Year	Geographic Location – Main Campus		
		On-Campus Property	On-Campus Tech Village Student Housing	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Manslaughter By Negligence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

VAWA Offenses Reporting Statistics				
Offense	Year	Geographic Location – Main Campus		
		On-Campus Property	On-Campus Tech Village Student Housing	Public Property
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

Arrests and Disciplinary Referrals Reporting Statistics				
Offense	Year	Geographic Location – Main Campus		
		On-Campus Property	On-Campus Tech Village Student Housing	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0	0
	2021	1	0	0
	2022	1	0	0
Arrests: Drug Abuse Violations	2020	2	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	1	1	0
	2021	0	0	0
	2022	1	0	0
Arrests: Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	7	7	0
	2021	6	6	0
	2022	2	2	0

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.*

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Public Safety Training Center & ATW AARF	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Public Safety Training Center & ATW AARF	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Public Safety Training Center & ATW AARF	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Riverside	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Riverside	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Riverside	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – S.J. Spanbauer Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – S.J. Spanbauer Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – S.J. Spanbauer Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – FabTech Education Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – FabTech Education Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – FabTech Education Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Advanced Manufacturing Technology Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Advanced Manufacturing Technology Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Advanced Manufacturing Technology Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Chilton Regional Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Chilton Regional Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Chilton Regional Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Clintonville Regional Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Clintonville Regional Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Clintonville Regional Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Waupaca Regional Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Waupaca Regional Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Waupaca Regional Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Wautoma Regional Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Wautoma Regional Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Wautoma Regional Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – New London Outreach Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – New London Outreach Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – New London Outreach Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics			
Offense	Year	Geographic Location – Appleton Downtown Outreach Center	
		On-Campus Property	Public Property
Murder / Non-Negligent Manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Manslaughter By Negligence	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

VAWA Offenses Reporting Statistics			
Offense	Year	Geographic Location – Appleton Downtown Outreach Center	
		On-Campus Property	Public Property
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0

Arrests and Disciplinary Referrals Reporting Statistics			
Offense	Year	Geographic Location – Appleton Downtown Outreach Center	
		On-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0
	2021	0	0
	2022	0	0
Arrests: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	0
	2021	0	0
	2022	0	0

Criminal Offenses Reporting Statistics		
Offense	Year	Geographic Location -
		Non-campus property
Murder / Non-Negligent Manslaughter	2020	0
	2021	0
	2022	0
Manslaughter By Negligence	2020	0
	2021	0
	2022	0
Rape	2020	0
	2021	0
	2022	0
Fondling	2020	0
	2021	0
	2022	0
Incest	2020	0
	2021	0
	2022	0
Statutory Rape	2020	0
	2021	0
	2022	0
Robbery	2020	0
	2021	0
	2022	0
Aggravated Assault	2020	0
	2021	1
	2022	0
Burglary	2020	0
	2021	0
	2022	0
Motor Vehicle Theft	2020	0
	2021	0
	2022	0
Arson	2020	0
	2021	0
	2022	0

VAWA Offenses Reporting Statistics		
Offense	Year	Geographic Location -
		Non-campus Property
Domestic Violence	2020	0
	2021	0
	2022	0
Dating Violence	2020	0
	2021	0
	2022	0
Stalking	2020	0
	2021	0
	2022	0

Arrests and Disciplinary Referrals Reporting Statistics		
Offense	Year	Geographic Location -
		Non-campus Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0
	2021	0
	2022	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0
	2021	0
	2022	0
Arrests: Drug Abuse Violations	2020	2
	2021	22
	2022	0
Disciplinary Referrals: Drug Abuse Violations	2020	0
	2021	0
	2022	0
Arrests: Liquor Law Violations	2020	0
	2021	6
	2022	0
Disciplinary Referrals: Liquor Law Violations	2020	0
	2021	0
	2022	0

Criminal Offenses Reporting Statistics		
Offense	Year	Geographic Location -
		Off-Campus Gruenhagen Conference Center Student Housing
Murder / Non-Negligent Manslaughter	2020	0
	2021	0
	2022	0
Manslaughter by Negligence	2020	0
	2021	0
	2022	0
Rape	2020	0
	2021	0
	2022	0
Fondling	2020	0
	2021	0
	2022	0
Incest	2020	0
	2021	0
	2022	0
Statutory Rape	2020	0
	2021	0
	2022	0
Robbery	2020	0
	2021	0
	2022	0
Aggravated Assault	2020	0
	2021	0
	2022	0
Burglary	2020	0
	2021	0
	2022	0
Motor Vehicle Theft	2020	0
	2021	0
	2022	0
Arson	2020	0
	2021	0
	2022	0

VAWA Offenses Reporting Statistics		
Offense	Year	Gruenhagen Conference Center Student Housing
		Non-campus Property
Domestic Violence	2020	0
	2021	0
	2022	0
Dating Violence	2020	0
	2021	0
	2022	0
Stalking	2020	0
	2021	0
	2022	0
Arrests and Disciplinary Referrals Reporting Statistics		
Offense	Year	Gruenhagen Conference Center Student Housing
		Non-campus Property
Arrests: Weapons: Carrying, Possessing, etc.	2020	0
	2021	0
	2022	0
Disciplinary Referrals: Weapons: Carrying, Possession, etc.	2020	0
	2021	0
	2022	0
Arrests: Drug Abuse Violations	2020	0
	2021	0
	2022	0
Disciplinary Referrals: Drug Abuse Violations	2020	4
	2021	0
	2022	0
Arrests: Liquor Law Violations	2020	0
	2021	0
	2022	0
Disciplinary Referrals: Liquor Law Violations	2020	0
	2021	2
	2022	0

UNFOUNDED CRIMES

If a crime is reported as occurring on Campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered “unfounded”.

Institutions must report the total number of: criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

The total number of unfounded crimes for the 2020 calendar year is 0.

The total number of unfounded crimes for the 2021 calendar year is 3.

The total number of unfounded crimes for the 2022 calendar year is 0.

HATE CRIME REPORTING

There were no hate crimes reported in the 2020 calendar year.

There were no hate crimes reported in the 2021 calendar year.

There were no hate crimes reported in the 2022 calendar year.

Daily Crime and Fire Log

Fox Valley Technical College's Security Services department maintains a daily log of crimes that occur on campus that is accessible to the public. This log also includes fire incidents reported at student housing facilities. This report may be found online at www.fvtc.edu/CampusSafety. Reports of incidents are maintained on the college's online reporting system, Maxient. This system contains reports on behavioral alerts, issues and concerns, medical calls, security calls, and academic alerts. Anyone may request a hard copy of the log from Security Services.

Safety Prevention Programs

Fox Valley Technical College provides information to students and employees on Security Services procedures and practices, protecting themselves and encouraging them to be responsible for their own security and the security of others. The following programs and information are part of the college's safety prevention.

- Security Services provides a safety escort service during hours of operation at the Appleton and Oshkosh Riverside campuses are open. Individuals may stop in Security Services, use the in-house phones, or call (920) 735-5691.
- Security cameras are located in several locations indoor and outdoor at the Appleton Main Campus, Service Motor Company Agriculture Center, J.J. Keller Transportations Center, D.J. Bordini Center, Career Exploration and Financial Literacy Center, Public Safety Training Center, Oshkosh Riverside, S.J. Spanbauer Aviation and Industrial Center, Automated Manufacturing Technology Center, FabTech Education Center, New London Outreach Center, Chilton Regional Center, Clintonville Regional Center, Wautoma Regional Center and Waupaca Regional Center.
- A text messaging system is in place for notification of emergencies. The text messaging system is used for situations that pose an on-going or immediate threat, as well as notification of campus closures. Students and staff may sign up for this on a volunteer basis at <https://www.fvtc.edu/about-us/emergency-procedures/emergency-alert-sign-up>.
- An email is sent to all students and staff for notification of emergencies which pose an on-going or immediate threat.
- Emergency procedures for Active Threat/Lockdown, Evacuations, Fires, Medical Emergency, Tornado/Severe Weather and Bomb Threats are located on the Security Services Website at www.fvtc.edu/CampusSafety.
- The Emergency Response and Preparedness plan is in this report. The plan is also available to any interested individuals by contacting Security Services.
- Emergency procedures guides and classroom help cards are located in each classroom and various locations throughout the campus.
- The Student Handbook is updated and distributed annually to students with college and safety policies and procedures.
- Welcome Days and the online new student registration provide information on Security Services.
- An Enhanced 911 room locator system gives emergency personnel immediate access to a room number and location finder if an emergency phone call is placed from any room, hallway, or office on campus.

- The Security Services web site is accessible for all students, employees, and visitors to review. This site includes information on preventative processes in place at the college, including the role and membership of the Behavioral Intervention Team.
- The college's Training and Development department offer sessions for staff to address workplace violence, student conduct, sexual assault, active threat response (A.L.I.C.E.), classroom management, and sexual harassment for professional development.
- The college's Counseling Services provides personal counseling and support services to students, as well as an AODA certified counselor to address alcohol and other drug abuse issues.
- A Behavioral Intervention Team is on call for emergencies and meets on a weekly basis to discuss current student conduct cases and risk assessments. More information on the team is located on the Security Services website at <https://www.fvtc.edu/campussafety>.
- The college schedules fire drills/tests monthly and tornado drills in accordance with the National Weather service.
- The college utilizes Informacast for emergency notifications.

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, and outcome.
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The College offered a variety of training sessions to staff and/or students in 2022: Counseling Services offered trainings to students focusing on dependency, coping, alcohol/drug addictions, smoking cessation and other topics related to the Lifeline program. Students were also able to work one-on-one with a Counselor as needed.

A mental health series featuring topics ranging from stress management, mental illness, communication and boundary setting, and healthy relationships were offered to staff. Trainings on Suicide Prevention were administered to staff in the form of Question, Persuade, Refer (QPR) and Mental Health First Aid (MHFA).

The College also created a partnership with the Sexual Assault Crisis Center to provide an Advocate part-time on campus. The Advocate worked with FVTC Counseling Services and the Title IX coordinator to support survivors of sexual assault.

ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training is a proactive violent intruder training which is built upon an online module along with classroom and scenario training to improve the response to an active threat. When ALICE response strategies are implemented, those involved in an event are empowered to choose their best survival options and increase survivability. Online modules available in 2022 but no in person training scenarios were conducted.

A speaker series is organized for the entire FVTC community on an annual basis. Every year, speakers related to gender equity and promoting awareness of sexual assault, sexual harassment, stalking, domestic violence and dating violence are presented as part of that series.

The College offered the following online courses for ongoing awareness and prevention programs for employees and student workers in 2022:

Campus SAVE Act & Sexual Misconduct Course
Required for all Employees and Student workers:

- Cleary Act
 - FVTC publishes an annual report on campus crime statistics and additional information.
- Violence Against Women Act
 - Prevent Domestic Violence
 - Sexual Assault
 - Dating Violence
 - Stalking on Campus

Protects all Students and Staff regardless of:

- Gender and gender identity
- Sexual orientations (LGBTQ?)
- Immigration Status
- Tribal affiliation
- Language spoken
- Age
- Office for Civil Rights (OCR)
 - Title VI of the Civil Rights Act of 1964
 - Title IX of the Education Amendment of 1972
 - Section 504 of the Rehabilitation Act of 1973
 - Age Discrimination Act of 1975
 - Title II of the Americans with Disabilities Act of 1990
 - Boy Scouts of America Equal Access Act
- Responses and Resources
 - Reporting Sexual Harassment, Discrimination, and other related crimes on FVTC campuses.
 - Responsibility to Report
 - Where and how to Report

Behavioral Intervention Team

The Behavioral Intervention Team (BIT) has existed at FVTC since 2009. This group meets bi-weekly and if there is an emergency. Initially, the team was comprised of Security Services, Counseling, and Student Life staff. In 2011, it was expanded to include representatives from Counseling, Faculty, Educational Support Services, Management, Diversity and Inclusion Services, and Student Life.

The BIT is a cross-functional multidisciplinary team that engages in an initiative-taking, collaborative, and objective approach to determine and alleviate risks associated with students and visitors displaying threatening or dangerous behaviors. By partnering with campus and community members, BIT strives to promote students, faculty, staff, and visitors' well-being and success while prioritizing community health and safety.

BIT is designed to:

- Receive reports of concerning behaviors through the FVTC's existing Maxient processes.
- Ensuring routing and tracking of the case to appropriate programs with the College for intervention to the extent possible; and
- Frequently review activity related to each report to ensure recommended actions and services are provided.
- Provide recommended mediation to the Student Conduct.
- Connect with community-based services to assist the student

BIT will not render final decisions on:

- Student sanctions.
- Sexual Misconduct cases.
- Student disciplinary actions.
- Admission and denial of Admission to any College programs.

William Green, the Student Conduct Manager, leads the Behavioral Intervention Team, and you may contact him at (920) 735-2570 or email william.green4058@fvtc.edu

Missing Student Notification

Any member of the Fox Valley Technical College Community who has reason to believe a student is missing should contact Security Services immediately. FVTC Employees are required to report any knowledge that they may have of a missing student, whether that be from direct knowledge or a report from a student, other member of the FVTC community, or an outside party to Security Services.

Whether or not a student resides on campus, efforts will be made to locate the student to determine his or her location and well-being. These efforts may be aided by collaboration with local law enforcement.

For purposes of this policy, a student will be considered a “missing student” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to:

- A report or suspicion that the missing person may be the victim of foul play.
- The missing student has expressed suicidal thoughts.
- The missing student has a history of drug or alcohol abuse.
- The missing student is in a life-threatening situation.
- The missing student has been with persons who may endanger the student’s welfare.

All students have the option of designating an emergency contact strictly for use in the event they are reported missing. To designate this person, contact the Student Life Office at (920) 735-2545. All students who live in FVTC affiliated housing will be given this opportunity prior to moving into the facility. Designations will remain in effect until the student chooses to revoke it.

The designated contact information is stored confidentially, will be accessible only to authorized campus officials and law enforcement. These officials will only disclose the contact information to law enforcement and only for the purposes of a missing persons investigation. A student can update emergency contact information by emailing or contacting the Student Life Office.

If a student is under the age of 18 and not emancipated, the College must notify a custodial parent or guardian within 24 hours of determining that the student is missing. This is in addition to contacting anyone that the student has designated as their contact for missing persons cases.

Once the determination is made that the student is missing, the College will notify the appropriate law enforcement agency immediately, if possible, within 24 hours.

Title IX

The College has procedures in place that serve to be sensitive to complainants who report sexual assault, domestic violence, dating violence, and stalking including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus. The College offers additional remedies to prevent contact between a reporting party and the responding party, such as housing, academic, protective no contact orders, transportation and working accommodations, if reasonably available. The College will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Security Services or local law enforcement. As laws and best practice related to Title IX and Sexual Misconduct change frequently, FVTC maintains the most up to date procedures at www.fvtc.edu/SexualMisconduct.

Sexual Assault, Domestic Violence, Stalking and Dating Violence

Pursuant to Title IX of the Higher Education Act of 1972 (“Title IX”) Fox Valley Technical College (“FVTC or the “College”) prohibits all forms of illegal gender and sex-based discrimination, examples of which may include, but are not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. FVTC has a zero-tolerance policy for gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. Consistent with Title IX and other applicable laws, FVTC implements this policy to prevent sexual misconduct.

When an allegation of misconduct is brought to the College’s attention, and an accused is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. The procedures implementing this policy can be found in the Sexual Misconduct Procedures policy.

The following definitions apply to this policy:

Consent

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by words or actions, as long as those words and actions create a clear and mutually understandable permission regarding the conditions of the sexual activity. Silence, in and of itself, cannot

be interpreted as consent. Non-verbal consent, such as non-verbal actions, is not as clear as verbally consenting to sexual activity. Therefore, relying solely on nonverbal actions or nonverbal communications can lead to misunderstandings. Persons who want to engage in sexual activity are responsible for obtaining consent. Consent should never be assumed.

Consent to any one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual activity. Lack of protest or resistance does not constitute consent.

In order to give consent, an individual must be of legal age.

Individuals must be able to understand what they are doing in order to give clear, knowing, and voluntary consent to sexual activity. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

Sexual activity with someone who one knows to be, or, based on the circumstances, should reasonably know to be, mentally or physically incapacitated by drugs or alcohol constitutes a violation of this policy. Incapacitation results in inability to give knowing consent. This policy, and the prohibition against engaging in sexual activity with someone who is incapacitated, also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from involuntarily ingesting alcohol or drugs. Possession, use, and/or distribution of “date rape” drugs, including Rohypnol, Ketamine, GHB, and/or Burundanga is prohibited. More information on these drugs can be found at <https://www.womenshealth.gov/a-z-topics/date-rape-drugs>.

Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Coercion

There is a difference between sexual seduction and coercion. Coercion happens when someone is compelled to engage in sexual activity based on harassment, threats, or intimidation, or when someone is pressured unreasonably for sex. When someone makes clear that he or she does not want to engage in sexual conduct, wants it to stop, or does not wish to go past a certain point of sexual interaction, continued pressure beyond that point is coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex.

Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access or engage in sexual activity. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Types of Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force, coercion, or intimidation, or that is otherwise unwelcome. Sexual misconduct

includes, but is not limited to, the following: Sexual Harassment, Sexual Assault, Domestic Violence, Stalking, Dating Violence, Hostile Environment, and Other Sex-Based Misconduct Offenses.

Sexual Harassment

The definition of Sexual Harassment is described in FVTC's Sexual Misconduct Policy and below. Behavior described in that policy is subject to the Sexual Misconduct Procedure. In addition, all Sexual Harassment that meets the definition in the 2020 Title IX regulations put forth by the United States Department of Education will follow the FVTC Interim Title IX procedure. All incidents of sex-based discrimination will initially use the Title IX procedures as described until such time that the assigned Title IX Coordinator dismisses the complaint under Title IX, in which case an evaluation for the possibility of jurisdiction under the Sexual Misconduct Policy will be done by the assigned Title IX Coordinator.

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities. Sexual harassment can be based on power differentials (quid pro quo harassment, the creation of a hostile environment, or retaliation for a person complaining about or participating in the investigation of sexual misconduct (retaliatory harassment)).

This policy prohibits all forms of sexual harassment that would violate applicable federal, state, and local laws. Specific examples of prohibited sexual harassment include, but are not limited to:

Unwelcome sexual advances or requests for sexual favors. Examples include, but are not limited to:

- Staring at a person or looking a person up and down.
- Whistles, catcalls, and sexual references.
- Repeated pressure on an employee to socialize or date another individual.

Unwelcome verbal or physical conduct of a sexual nature. These include, but are not limited to:

- Sexual gestures or hand movements
- Unnecessary and unwanted touching, grabbing, caressing, pinching, or brushing up against a person.
- Asking personal questions about a person's social or sexual life.
- Making sexual comments or innuendoes, telling jokes or stories of a sexual, demeaning, offensive or insulting nature.
- Deliberate display of offensive, sexually graphic material which is not necessary for business purposes.
- Posters, cartoons, photographs, or artwork of a sexual, hostile or degrading nature.

Making submission to, or rejection of, such conduct a factor in academic or employment decisions affecting a student or employee. Examples may include, but are not limited to:

- Availability of educational opportunities or grades, granting or withholding pay increases, promotions, job offers or other academic or employment issues based on sex or gender.

Taking adverse educational or employment action against a student or employee because of the person's participation in a complaint or investigation of sexual misconduct.

Sexual Assault

Sexual Assault is defined very broadly by criminal law, and thus also by this policy. Sexual assault includes a wide variety of both non-consensual sexual contact as well as non-consensual sexual intercourse.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Examples of sexual contact include, but are not limited to: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Examples of sexual intercourse includes, but are not limited to: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Domestic Violence

Includes misdemeanor and felony crimes of violence committed against a victim when the offender is the spouse of the victim, a former spouse of the victim, cohabitant of the victim, an intimate partner of the victim, or has a child in common with the victim. Domestic violence also includes misdemeanor or felony crimes of violence when the victim is a minor subject to the control of the offender or is an incapacitated individual subject to the control of the offender.

According to Wisconsin State Statute, Domestic Abuse means any of the following, when engaged in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

- Intentional infliction of physical pain, physical injury or illness.
- Intentional impairment of physical condition.
- First, second, or third-degree sexual assault (according to WI State Statute).
- Physical act that may cause the other person reasonably to fear imminent engagement in the conduct above.

Stalking

Involves a course of conduct, including harassment, intimidation, or surveillance, directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress, serious physical injury, or death. Stalking can also be a form of sexual harassment, and/or it can involve a total stranger. The physical location of the course of conduct or portions of it does not matter.

According to Wisconsin State Statutes, a “course of conduct” means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

- Maintaining a visual or physical proximity to the victim.
- Approaching or confronting the victim.
- Appearing at the victim’s workplace or contacting the victim’s employ or coworkers.
- Appearing at the victim’s home or contacting the victim’s neighbors.
- Entering property owned, leased, or occupied by the victim.
- Contacting the victim by telephone or causing the victim’s telephone or any other person’s telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.
- Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.
- Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim’s family or household or an employer, coworker, or friend of the victim.
- Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
- Delivering an object to a member of the victim’s family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.
- Causing a person to engage in any of acts described above.

Dating Violence

Dating violence means violence by a person who is or has been in a romantic or intimate relationship with the victim. Whether a romantic or intimate relationship exists will be gauged by its length, type, and frequency of interaction between the offender and the victim.

Hostile Environment

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive such that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

Other Sex-Based Misconduct Offenses

The following additional misconduct offenses, when gender-based, violate this policy:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
- Discrimination, defined as actions that deprive other members of the community of

educational or employment access, benefits, or opportunities on the basis of gender or sex.

- Intimidation, as defined as implied threats or acts that cause an unreasonable fear of harm in another.
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

Sexual Misconduct Procedures - Reporting Policy Violations

An employee or student who believes that he or she has been subjected to conduct that violates the Sexual Misconduct Policy is encouraged to contact the appropriate individual listed below as soon as possible after the alleged act to discuss the available options for proceeding and to ensure a prompt and equitable process for all parties involved. The College will take appropriate measures to address violations of the Sexual Misconduct Policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the College community.

The College recognizes the rights of all parties involved in a complaint to a prompt, fair and equitable resolution. Falsification, distortion, or misrepresentation of information when filing an incident report, or during the course of investigation by the College to resolve the matter, may be grounds for disciplinary action.

Fox Valley Technical College has appointed two Title IX Coordinators to oversee all possible complaints of sexual discrimination, including allegations of sexual misconduct. All school districts, colleges and universities receiving Federal financial assistance must designate at least one Title IX Coordinator and publish the name, office address, telephone number and email address of this employee or employees. Throughout this procedure, the "Title IX Coordinator" will be referred to. If you have any questions regarding this procedure or would like to speak with a Title IX Coordinator, you may contact either employee. Fox Valley Technical College's Title IX Coordinators are:

Therese Nemec
Office: Room G118D, Appleton Campus
920-735-4765
Therese.izzonemec2991@fvtc.edu

Shannon Gerke Corrigan
Office: Room E111C, Appleton Campus
920-735-4796
Shannon.gerkecorrigan8969@fvtc.edu

Filing a Complaint under Title IX

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Shannon Gerke Corrigan

Therese Izzo Nemec

Registrar/Title IX Coordinator
Enrollment Services
Room E11C – Appleton Campus
920-735-4796
shannon.gerkecorrigan8969@fvtc.edu or TitleIX@fvtc.edu
fvtc.edu/SexualMisconduct

Director/Title IX Coordinator
Center for Instructional Excellence
Room G118B – Appleton Campus
920-735-4765
therese.izzonemec2991@fvtc.edu
fvtc.edu/SexualMisconduct

Title IX Team

Jayne Bowman, Director - Security Services
Beth Burns, Vice President - Student Success
Derek Reiter, Manager - Security Services
Hannah Westphal, Manager – Human Resources
William Green, Student Conduct Manager

Fox Valley Technical College has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of Fox Valley Technical College.

Dr. Christopher Matheny, FVTC President
Amy Van Straten, Vice President for Finance & Facilities / CFO
Troy Kohl, Vice President for Information Technology / CIO
Susan Kaufman, Vice President for Human Resources
Rayon Brown, Vice President for Diversity, Equity, and Inclusion / Regional Operations
Dr. Jennifer Lanter, Vice President Learning and Chief Academic Officer
Beth Burns, Vice President for Student Success

FVTC has also classified most employees as Mandated Reporters. Mandated Reporters are required to report any information or knowledge if a member of the campus community is experiencing sexual harassment and/or retaliation.

The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint to the Wisconsin Technical College System. Complaints must be signed by the student and submitted on the official [WTCS Student Complaint Form](#).

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, one of the Title IX Coordinator or any Official with Authority (repeat contact information from above). Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

- 2) Report online, using the reporting form posted at fvtc.edu/SexualMisconduct. Anonymous reports are accepted but can give rise to a need to investigate. FVTC tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the FVTC respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the FVTC to discuss and/or provide supportive measures.]

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that Fox Valley Technical College investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by FVTC) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that FVTC investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Supportive Measures

FVTC will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to FVTC’s education program or activity, including measures designed to protect the safety of all parties or the FVTC’s educational environment, and/or deter sexual harassment and/or retaliation. The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the FVTC will inform the Complainant, in writing, that they may file a formal complaint with the FVTC either at that time or in the future, if they have not done so already.

The assigned Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

FVTC will maintain the privacy of the supportive measures, provided that privacy does not impair FVTC’s ability to provide the supportive measures. FVTC will act to ensure as minimal an academic/occupational impact on the parties as possible.

The FVTC will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- No Trespass Orders
- Mutual No Contact Orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

Title IX Procedures

1. Overview

FVTC will act on any formal or informal notice/complaint of violation of the Policy that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures, known as the Title IX Procedure.

The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members.

If a dismissal occurs under this process, please see FVTC's Sexual Misconduct Procedures (fvtc.edu/SexualMisconduct) for a description of the procedures applicable to the resolution of such offenses.

The Sexual Misconduct Procedures can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within this Title IX Procedure, as determined by the Title IX Coordinator.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through

procedures described in the student, faculty, and staff handbooks.

2. Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the assigned Title IX Coordinator initiates a prompt initial assessment to determine the next steps FVTC needs to take.

The assigned Title IX Coordinator will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to file a formal complaint; and/or
- 2) An informal resolution (upon submission of a formal complaint); and/or
- 3) A Formal Grievance Process including an investigation and a hearing (upon submission of a formal complaint).

The FVTC uses the Formal Grievance Process to determine whether the Policy has been violated. If so, FVTC will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to sexual harassment or retaliation, their potential recurrence, or their effects.

3. Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator¹ engages in an initial assessment, typically within one to five business days. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, [which informal mechanism may serve the situation best or is available] and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:

¹ If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

- an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate concern, based on the nature of the complaint.
- If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit the FVTC’s authority to address a complaint with an appropriate process and remedies.

a. Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted by Security Services as part of the initial assessment. A VRA can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer FVTC about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass Order is needed

Threat assessment is the process of evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct officers, or other behavioral intervention teams.

A VRA authorized by the Title IX Coordinator should occur in collaboration with Security Services. Where a VRA is required by the Title IX Coordinator, a Respondent refusing to cooperate may result in a charge of failure to comply within the appropriate student or employee conduct process.

A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

b. Dismissal (Mandatory and Discretionary)²

FVTC must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined above, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by FVTC (including buildings or property controlled by recognized student organizations), and/or FVTC does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the FVTC.³

FVTC may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the FVTC; or
- 3) Specific circumstances prevent the FVTC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, FVTC will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

4. Counterclaims

FVTC is obligated to ensure that the grievance process is not abused for retaliatory purposes. FVTC permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

² These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR §106.45.

³ Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

5. Right to an Advisor

The parties may each have an Advisor⁴ of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.⁵

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor, who is also a witness, can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

a. Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the FVTC community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from FVTC, the Advisor will be trained by FVTC and be familiar with the FVTC's resolution process.

If the parties choose an Advisor from outside the pool of those identified by FVTC, the Advisor may not have been trained by the FVTC and may not be familiar with FVTC policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

If a party seeks an FVTC-provided advisor, this advisor is only required to be available during the hearing, not at pre-hearing investigations or meetings.

b. Advisor's Role in Meetings and Interviews

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

FVTC cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the FVTC is not obligated to provide an attorney.

c. Advisors in Hearings/FVTC-Appointed Advisor

Under U.S. Department of Education regulations under Title IX, a form of indirect questioning is required during the hearing, but must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, FVTC will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party and witnesses.

⁴ This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally).

⁵ "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. If the party's Advisor will not conduct questioning, FVTC will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

e. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and FVTC's policies and procedures.

f. Advisor Violations of FVTC Policy

All Advisors are subject to the same FVTC policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address FVTC officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee⁶ during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

g. Sharing Information with the Advisor

FVTC expects that the parties may wish to have FVTC share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

FVTC also provides a consent form that authorizes FVTC to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before FVTC is able to share records with an Advisor.

If a party requests that all communication be made through their Advisor, FVTC will comply with that request.

h. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by FVTC. FVTC may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the FVTC's privacy expectations.

i. Expectations of an Advisor

FVTC generally expects an Advisor to adjust their schedule to allow them to attend FVTC meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The FVTC may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

j. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

k. Assistance in Securing an Advisor

Parties wishing for assistance securing an advisor should notify the assigned Title IX Coordinator for a list of trained advisors.

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>).

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>

6. Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with FVTC policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. FVTC encourages parties to discuss any sharing of information with their Advisors before doing so.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
- When the parties agree to resolve the matter through an alternate resolution mechanism as described below, usually before a formal investigation takes place; see discussion in b., below.
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process (similar to above, but usually occurs post-investigation); see discussion in c., below.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. A Respondent who wishes to initiate Informal Resolution should contact the Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, FVTC will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by FVTC.

FVTC will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

b. Alternate Resolution Mechanism

Alternate Resolution is an informal mechanism by which the parties reach a mutually agreed upon resolution of an allegation. All parties must consent to the use of an Alternate Resolution mechanism.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Results of a violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of allegation;
- Complaint complexity;
- Emotional investment/capability of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by

the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and FVTC are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of FVTC policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the sexual harassment or retaliation, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Negotiated Resolution

The assigned Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and FVTC. Negotiated Resolutions are not appealable.

7. Title IX Team

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. A full list of Title IX Team members can be found at www.fvtc.edu/SexualMisconduct.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in in the following roles, at the direction of the Title IX Coordinators:

- To provide appropriate intake of and initial guidance pertaining to complaints to serve in a facilitation role in Informal Resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices)
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)

c. Pool Member Training

The Pool members receive annual training. This training includes, but is not limited to:

- The scope of the FVTC's Sexual Harassment Policy and Procedures
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the FVTC with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with policy
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance to create an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment and/or retaliation allegations
- Recordkeeping

Specific training is also provided for Appeal Decision-makers, and intake personnel. All Pool members are required to attend these trainings annually. The materials used to train all members of the Pool are publicly posted here: www.fvtc.edu/SexualMisconduct.

c. Title IX Team

The FVTC Title IX Team is comprised of several key staff who are responsible for student discipline and adherence to college policy. Their role within the Title IX process is part of their job description as they have been trained to serve in this capacity.

The Decision Maker(s) for each hearing will consist of an assigned Administrative Law Judge (ALJ) from the Wisconsin Division of Hearings and Appeals. The Wisconsin Technical College System has a Memorandum of Understanding with this governmental entity to serve as Decision-makers in Title X hearings and in student appeals.

All staff appeals involving termination of employment will be heard by the FVTC District Board of Directors per Wisconsin State law.

Rights of the Parties under Title IX:

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or retaliation made in good faith to FVTC officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by FVTC officials.
- The right to have FVTC policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by FVTC officials from reporting sexual harassment or retaliation to both on-campus and off-campus authorities.
- The right to be informed by FVTC officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by FVTC authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by FVTC Security Services and/or other FVTC officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a FVTC-implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sexual harassment and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing
 - Assistance from FVTC staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations

- Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have FVTC maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair FVTC's ability to provide the supportive measures.
 - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
 - The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
 - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
 - The right to have inadmissible prior sexual history or irrelevant character evidence excluded by the decision-maker.
 - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
 - The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
 - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
 - The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
 - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
 - The right to regular updates on the status of the investigation and/or resolution.
 - The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
 - The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
 - The right to preservation of privacy, to the extent possible and permitted by law.

- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any FVTC representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by FVTC is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by FVTC.
- The right to a fundamentally fair resolution as defined in these procedures.

Sexual Misconduct Procedure

Initial Review

The College has an obligation to investigate allegations of sexual misconduct as provided for in the policy. An investigator will be assigned for the incident report when filed. The person filing the incident report will be advised by the individual handling the investigation of the Fox Valley Technical College procedures for handling such reports, including: the difference between the administrative procedure and criminal reporting, interim protective measures which may be undertaken, remedial action, and confidentiality. Reports made to Security Services and Human Resources will be shared confidentially with the College Title IX Coordinator. The Title IX Coordinator will review the case for Title IX compliance.

At the option of the College, and in order fulfill the intent of the College's obligation under the Sexual Misconduct Policy and these Procedures, a designee may be used to fulfill the roles identified under these procedures. The person filing the incident report and the accused will be informed should this occur.

Interim Protective Measures

Pending the outcome of the investigation and disciplinary process, the College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect the rights and personal safety of members of the FVTC community. Such measures may include, but are not limited to, interim suspension from campus, modification of class or work schedules, placing an employee on paid or unpaid administrative leave, modification of work or class assignment, issuing “no contact” orders, and reporting the matter to local police. The College reserves the right to impose interim protective measures based on the nature and severity of the complaint, and the relevant facts and circumstances of the reported incident.

Rights of Person Filing the Incident Report and the Accused Party

The person filing the incident report and the accused have rights in any process conducted under these procedures by the College:

- The opportunity/right to speak on one’s own behalf.
- To be accompanied by an advisor or support person who may take notes and advise the complainant, but who may not otherwise participate.
- To provide names of witnesses who can speak about the alleged conduct at issue.
- To present evidence on one’s own behalf. Individuals should retain all evidence which may be relevant including documents, texts, e-mails, digital messages and the like.
- To report incidents to law enforcement.
- Non-retaliation for having filed an incident report or participating in the investigation.
- The right to a written report on the decision of the investigator including an explanation of the alleged violations of this policy, sanctions and remedies, if any.
- If the person conducting the investigation utilizes an informal process, either the person filing the incident report or the accused may request at any time that the case be resolved through the formal investigation and subsequent appeal process.
- To appeal the outcome of the investigation.
- In the event of an appeal by either party:
 - To receive a copy of the appeal.
 - To receive a written decision on the appeal.
 - To review any written statement that will be offered by the other party at a hearing (if a hearing is held) or proceeding prior to the time that it is offered (to the greatest extent possible and consistent with FERPA or other applicable law).
 - To attend the entire hearing or other proceedings, (if a hearing is held), in such manner as may be designated by the College, except for the deliberation phase.

Investigation

In cases involving student incident reports, the Director of Campus Security Services, Jayme Bowman, or the Manager of Campus Security Services, Derek Reiter, will conduct the investigation. In cases involving employee incident reports, the Human Resources Managers, Hannah Westphal and Terleen Cheslock will conduct the investigation. At the option of the College, a designee may conduct the investigation on behalf of the College as to any report filed.

The person conducting the investigation may, at any time, attempt to settle the matter informally.

The formal investigation, which normally will start within 48 hours of receipt of the incident report (two college business days) typically, will include the following actions:

1. Initial meeting with person filing the incident report to:
 - a. Review the written incident report;
 - b. Collect or request all relevant evidence and documents;
 - c. Review rights and options with respect to the incident reported;
 - d. Review relevant interim protective measures.
2. Initial meeting with the person(s) accused
 - a. Review the written incident report;
 - b. Collect or request all relevant evidence and documents;
 - c. Review of rights and options with respect to the incident reported;
 - d. Review of relevant interim protective measures.
3. Meetings with witness(es) with knowledge of events.
4. Review of all relevant documentation
5. Follow-up meeting(s) or contact(s) with the person filing the incident report and the accused to ascertain additional information, to clarify information and to update on the status of the investigation process.
6. The person conducting the investigation may, except in cases involving sexual violence, seek to mediate a resolution to the matter.
7. At the conclusion of the investigation, the person conducting the investigation will retain all records and notes of the investigation.
8. The person conducting the investigation shall prepare a written report, including the summary of findings and outcomes, including sanctions or remedial actions. The person conducting the investigation may use college resources, including peers or colleagues trained in Title IX proceedings, to assist in the preparation of the written report.
9. Thereafter, a copy of the summary of findings, including any sanctions and remedies, will be provided to the individual filing the incident report and the accused.

Depending on the nature of the incident report, the complexity of the issues and events, number and availability of witnesses, the amount of information to be gathered and reviewed and other factors, the College will attempt to complete the investigation in 20 to 60 calendar days. Additional time may be necessary in order to conduct a fair and equitable investigation. The person filing the incident report and the accused will be informed periodically of the status of the investigation.

While the College will exercise reasonable diligence in complying with the timelines and procedures outlined, deviations may occur in order to meet the intent of the policy or to ensure the fair and equitable resolution of a reported incident. The person filing the incident report or the accused should report any procedural error or deficiency to the Conduct Officer, Vice President, or Human Resources, or it shall be deemed waived. A procedural error or deficiency shall not require an outcome in favor of the person allegedly disadvantaged by the error.

Standard of Evidence

In all proceedings, Fox Valley Technical College considers the greater weight of the credible evidence as its standard. Often referred to as the “preponderance of the evidence,” this standard asks decision-makers to consider whether it is more likely than not that a violation occurred.

Sanctions

The sanctions which may be imposed will be based on the totality of the facts including the nature and severity of the offense including, but not limited to, serious mitigating circumstances, egregious behavior and prior disciplinary history. The College will consider the concerns and rights of both the person filing the incident report and the person accused of sexual misconduct. Examples of potential sanctions may include:

1. Any student found in violation of the prohibition on Non-consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
2. Any student found in violation of the prohibition on Non-consensual or Forced Sexual Intercourse will likely receive a sanction of suspension or expulsion.
3. Any student found in violation of the prohibition on Sexual Exploitation, Stalking or Sexual Harassment (and related violations) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.
4. Any student found in violation of the policies on Dating Violence, Domestic Violence, or Stalking will likely receive a sanction of suspension or expulsion.
5. An employee who is found to have violated the Sexual Misconduct Policy may be subject to discipline up to and including termination.

Appeal

An appeal from the decision of the investigator’s written report by either the person filing the incident report or the accused must be requested in writing within seven (7) calendar days of receipt of the written report of the investigator. Any appeal must be in writing and must include the full basis for the appeal, relevant new information not included in the investigation along with supporting documentation, if any, concerns about procedural errors during the investigation, if any, and concerns about the level of sanction or remedial action imposed, if any.

An appeal, which must be received within seven-calendar day timeline, should be directed to:

Students: Beth Burns, Vice President of Student Success, (920)735-5795 beth.burns2248@fvtc.edu, or, in her absence, Rayon Brown, Vice President of Diversity and Inclusion Services, (920)735-4820, rayon.brown6751@fvtc.edu.

Employees: Susan Kaufman, Vice President Human Resources, (920)735-2574, susan.kaufman2734@fvtc.edu, or, in her absence, Amy Van Straten, Vice President of Finance and Facilities, (920)831-4355, amy.vanstraten8675@fvtc.edu.

The appropriate Vice President will review the results of the investigation and the basis for the appeal.

The appeals process may include the following:

1. The documentation of all previous proceedings shall be transferred to the appropriate appeals official by the investigator.
2. A copy of any appeal will be made available to the other party involved.
3. The other party involved may submit a written statement to the Vice President for consideration.
4. In the event relevant new information is provided in the appeal, the Vice President may refer the information to the investigator for further review, investigation and consideration. In such case, the investigation will be reopened and a revised written report may be issued. Such revised written report is subject to a new appeal.
5. The Vice President may request written submissions from either party or consider any other information as deemed appropriate by the College.
6. The Vice President shall review all materials pertaining to the investigation and materials submitted on appeal. In issuing a final determination, the Vice President will consider the issues raised on appeal in light of factors such as, whether: 1) a fair and impartial investigation was conducted; 2) the preponderance of the evidence supports the decision of the investigator; 3) the sanctions, remedies or discipline are appropriate; and, 4) new evidence alters the results of the investigation and recommendations.
7. Neither the person filing the incident report nor the accused will be entitled to a hearing in connection with any appeal, unless offered at the discretion of the Vice President involved in the appeal. In the event of a hearing the procedures will be communicated in advance to the person who filed the incident report and the accused.
8. Both parties will be informed in writing of the outcome of any appeal, usually within fourteen (14) calendar days of the date by which all requested information has been submitted to the Vice President.

The College will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, audio recordings, etc.).

Appeal of Sanctions only - from the Decision of the Vice President

A student may appeal the decision of the Vice President as to any sanction imposed utilizing the procedures in the Student Code of Conduct policy within seven (7) calendar days following the final decision of the Vice President.

An employee may appeal the decision of the Vice President as to any sanction imposed utilizing the procedures in the Complaint Procedure – Discipline and Safety policy within seven (7) calendar days following the final decision of the Vice President provided the policy allows for an appeal of the specific sanction.

Federal Statistical Reporting

Obligations Reports of sexual assault, domestic violence, dating violence and stalking will be logged for federal statistical reporting purposes as required (Clery Act). All personally identifiable information is

kept confidential, but statistical information must be passed along to Campus Security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim.

Federal Timely Warning Obligations

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported as required by law to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

External Reporting

Complaints may also be filed with the Office of Civil rights and generally must be filed within 180 days of the alleged event. Complaints can be filed via e-mail at <https://ocras@ed.gov> and by completing the electronic complaint form provided.

Educational Programs

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence occurring among its students, the College utilizes a range of campaigns, strategies, and initiatives to promote awareness, educational, risk reduction, and prevention programming. It is the policy of the College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as Wisconsin state definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Programs offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks and do so without victim-blaming approaches. Programs are developed by evidence-based research and are assessed for their effectiveness. Examples of past programs include:

"Not Anymore" Online Student Training

Training for specific student/staff groups and populations (e.g. International students, faculty groups, and students in housing affiliated with FVTC)

Awareness activities related to Domestic Violence, Stalking, and Sexual Assault

Bystander engagement is encouraged through safe and positive interaction techniques and by empowering third-party intervention and prevention such as calling for help, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

The Title IX Coordinator is ultimately responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers, panelists, and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination cover by Title IX and Clery Act. Training will help those decision-makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

Active Bystander

Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.

8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Reporting Procedures

Anyone wishing to file an official report of such an incident may do so by contacting Security Services at 920-735-5691.

Anyone with knowledge about sexual misconduct, gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately.

Protective measures for victims are available for the campus whether a victim chooses to report to local law enforcement, and irrespective of whether a victim pursues a formal complaint through the College resolution process.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If you there is an immediate danger, contact Security Services if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.
 - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.
 - Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag, or clean sheet to avoid contamination.
 - If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
 - Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
 - If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Security Services or the Title IX Coordinator so that those orders can be observed on campus.
4. Even after the immediate crisis has passed, consider seeking support from Counseling and Advising Services and/or a local Victim Services Center.
 5. A complainant may then meet with Security Services to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).
 6. Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Fox Valley Technical College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).
 7. Contact Security Services or the Title IX Coordinator if you have College-related concerns such as no-contact orders or other protective measures. The staff will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Confidentiality

To the extent permitted by law, the confidentiality of all parties involved in the investigation and resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the College's ability to investigate and take any corrective action deemed appropriate or is not otherwise prohibited by law. Formal reporting means that only people who need to know and information will be shared as necessary including investigators, witnesses, and the accused individual. While confidentiality cannot be guaranteed, care will be taken to keep investigation discussions appropriately limited to protect the complainant's identity when requested and consistent with these Procedures.

Although the College strongly encourages all members of its community to report criminal offences to law enforcement, it is the procedure of Fox Valley Technical College not to notify local law enforcement when sexual misconduct occurs, unless a victim wishes or there is an emergency threat to health or safety. Victims have the option to notify law enforcement directly or be assisted in doing so by campus

authorities. If requested, campus officials can facilitate reporting to local law enforcement, but may also respect a victim's request not to do so.

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. When information must be shared, to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is in accordance with Wisconsin law and the Family Education Rights and Privacy Act (FERPA). Any public release of information needed to comply with the daily crime log or timely warning provisions of the Clery Act will not include the names of the victim(s) or information that could easily lead to a victim's identification. Additionally, the College maintains privacy in the relation to any accommodation or protective measures taken.

Off Campus Resources

If a student or employee desires that details of the incident be kept confidential, they should speak with one of several off campus resources.

- Christine Ann Domestic Abuse Services: 1-800-261-5998
 - 920-729-5727 Neenah
 - 920-235-5998 Oshkosh
- Harbor House Domestic Violence Services: 1-800-970-1171 or 920-832-1666
- Harbor House Calumet County Outreach: 920-849-7819
- National Sexual Assault Helpline: 1-800-656-HOPE
- National Resource Center on Domestic Violence Hotline: 1-800-799-SAFE
- Reach Counseling Services: 920-426-1460 Oshkosh
- Reach Counseling Services: 920-722-8150 Neenah
- Waupaca County CAP Services: 1-800-472-3377 or 715-256-1136
- Waushara County CAP Services: 1-800-472-3377 or 920-787-3949
- Winnebago County Domestic Violence Crisis Line: 920-729-5727

Other resources are available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Relevant Wisconsin State Statutes

Wisconsin statutes recognize that Sexual Assault, Domestic Violence, Stalking and Dating Violence are serious criminal offenses. It is important for all members of the college to understand how law defines these offenses, and to be aware of the penalties. Excerpted below are the definitions and some relevant Wisconsin statutes. Detailed information may be located on the Wisconsin State Legislature home web page at <http://legis.wisconsin.gov/>.

36.12 Student discrimination prohibited
968.075 Domestic Violence
940.32 Stalking
947.013 Harassment
940.225 Sexual assault
940.22 Sexual exploitation by therapist; duty to report
948.02 Sexual assault of a child
948.025 Engaging in repeated acts of sexual assault of the same child
939.50 Classification of felonies
939.51 Classification of misdemeanors
939.52 Classification of forfeitures
950.04 Basic bill of rights for victims and witnesses
950.055 Child victims and witnesses; rights and services

Defining Sex Offenses

Reporting of statistics under the Clery Act uses federal offenses definitions that allow comparability across campuses, regardless of the state in which the campus is located. These definitions are as follows:

Sex Offenses:

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape: 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.

Fondling: 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.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

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.

For the purpose of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence:

A felony or misdemeanor crime of violence committed:

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;

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.

Stalking:

Engaged 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.

For the purposes of this definition, *course of conduct* means two or more acts, including, but not limited to, act in which the stalking directly, indirectly, or through third parties, by any action, method or device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Domestic Violence:

The state of Wisconsin does not have a definition of domestic violence. The state of Wisconsin defines domestic abuse as follows:

968.075(1)(a) "Domestic abuse" means any of the following engagement in by an adult person against his or her spouse or former spouse, against an adult with whom the person resides or formerly resided or against an adult with whom the person has a child in common:

Intentional infliction of physical pain, physical injury or illness,

Intentional impairment of physical condition

A violation of s. 94.225 (1), (2), or (3).

A physical act that may cause the other person reasonably to fear imminent engagement in the conduct described under subd. 1., 2. Or 3.

Dating Violence: The state of Wisconsin does not have a definition of dating violence.

Sexual Assault:

The state of Wisconsin defines sexual assault as follows:

940.225(1) FIRST DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class B felony:

Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

SECOND DEGREE SEXUAL ASSAULT. Whoever does any of the following is guilty of a Class C felony:

Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Has sexual contact or sexual intercourse with another person

without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

(cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

(d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious. Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Is a licensee, employee, or non-client resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

THIRD DEGREE SEXUAL ASSAULT.

(a) Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony.

Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

(3m) FOURTH DEGREE SEXUAL ASSAULT. Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

Rape: The state of Wisconsin does not define rape. Refer to 940.225(1) First Degree Sexual Assault defined above.

Fondling: The state of Wisconsin does not define fondling. Refer to 940.225(3m) Fourth Degree Sexual Assault defined above.

Incest: The state of Wisconsin defines stalking as follows:

944.06 Incest. Whoever marries or has non-marital sexual intercourse, as defined in s. 948.01 (6), with a person he or she knows is a blood relative and such relative is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state is guilty of a Class F felony.

Statutory Rape: The state of Wisconsin does not define statutory rape: Refer to 948.02 Sexual Assault of a Child and 948.09 Sexual Intercourse with a Child age 16 or Older.

948.02(1) FIRST DEGREE SEXUAL ASSAULT.

(am) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony. 948.02(1)(b) Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony. (c) Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.

(d) Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.

948.02(1)(e) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.

948.02(2) SECOND DEGREE SEXUAL ASSAULT. Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony. This subsection does not apply if s. 948.093 applies.

948.09 Sexual intercourse with a child age 16 or older. Whoever has sexual intercourse with a child who is not the defendant's spouse and who has attained the age of 16 years is guilty of a Class A misdemeanor if the defendant has attained the age of 19 years when the violation occurs.

Stalking: The state of Wisconsin defines stalking as follows: 940.32(1) In this section:

(a) "Course of conduct" means a series of 2 or more acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:

Maintaining a visual or physical proximity to the victim.

Approaching or confronting the victim.

Appearing at the victim's workplace or contacting the victim's employer or coworkers.

Appearing at the victim's home or contacting the victim's neighbors.

Entering property owned, leased, or occupied by the victim.

Contacting the victim by telephone or causing the victim's telephone or any other person's telephone to ring repeatedly or continuously, regardless of whether a conversation ensues.

6m. Photographing, videotaping, audiotaping, or, through any other electronic means, monitoring or recording the activities of the victim. This subdivision applies regardless of where the act occurs.

Sending material by any means to the victim or, for the purpose of obtaining information about, disseminating information about, or communicating with the victim, to a member of the victim's family or household or an employer, coworker, or friend of the victim.

Placing an object on or delivering an object to property owned, leased, or occupied by the victim.

Delivering an object to a member of the victim's family or household or an employer, coworker, or friend of the victim or placing an object on, or delivering an object to, property owned, leased, or occupied by such a person with the intent that the object be delivered to the victim.

Causing a person to engage in any of the acts described in subds.

1. to 9.

(2) Whoever meets all of the following criteria is guilty of a Class I felony:

The actor intentionally engages in a course of conduct directed at a specific person that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury to or the death of himself or herself or a member of his or her family or household.

The actor knows or should know that at least one of the acts that constitute the course of conduct will cause the specific person to suffer serious emotional distress or place the specific person in reasonable fear of bodily injury to or the death of himself or herself or a member of his or her family or household. The actor's acts cause the specific person to suffer serious emotional distress or induce fear in the specific person of bodily injury to or the death of himself or herself or a member of his or her family or household.

Consent: The state of Wisconsin defines consent, in relation to sexual activity, as follows:

940.225(4) CONSENT. "Consent", as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent is not an issue in alleged violations of sub. (2) (c), (cm), (d), (g), (h), and (i). The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence, subject to the provisions of s. 972.11 (2):

(b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct.

940.225(4)(c)(c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violence Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Wisconsin State Sex Offender Registry. All sex offenders are required to register in the State of Wisconsin and provide notice of each institution of higher education in Wisconsin at which the person is employed, carries out a vocation or is a student. You may also visit the Wisconsin Sex Offender Registry website at <https://doc.wi.gov/Pages/OffenderInformation/default.aspx>.

In addition to the above notice to the State of Wisconsin, all sex offenders are required to deliver notices of their status as a sex offender to the College's Security Services office at time of enrollment in, employment with, volunteering at, or residence in the College.

Whistleblowers

Both Title IX and the Clery Act provide protection for whistleblowers who bring allegations for non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinators, Therese Nemec, Director of Instructional Excellence, or Shannon Gerke Corrigan, Registrar and/or to officials of the U.S. Department of Education.

College Complaint Process

Most complaints, grievances, or disciplinary matters should first be reported at the campus level, as this is the most efficient way to resolve Fox Valley Technical College (FVTC) related issues. The FVTC Complaint Form may be used to address the following, but is not limited to:

- Academic Concerns
- Behavior Concerns

- Personal Concerns
- Facility Concerns

Please fill out the formal complaint form at your earliest convenience to ensure that we are to address your concerns in a timely manner. The FVTC complaint form can be located at <https://www.fvtc.edu/About-Us/Facts/Student-Consumer-Information/StudentComplaint-Process>.

Wisconsin Technical College System Complaint Process

You are highly encouraged to work through the campus complaint process first before escalating issues to any outside resources; however, issues that are not resolved at the campus level may be presented to the Wisconsin Technical College System (WTCS). Please refer to this process for the following unresolved issues:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising
 - Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
 - Complaints relating to the quality of education or other State or accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official WTCS Student Complaint Form that is found at <https://www.fvtc.edu/About-Us/Facts/Student-Consumer-Information/StudentComplaint-Process>.

Alcohol and Other Drug Information

FVTC Alcohol/Drug Abuse Policy Philosophy Statement

Fox Valley Technical College recognizes that the misuse and abuse of alcohol, and other drugs is becoming increasingly commonplace, and in certain instances leads to dependency. It also recognizes that such chemical dependency is a serious illness. Chemical dependency interferes with academic achievement and work performance for both students and employees. FVTC is committed to a drug-free environment that includes education, intervention, referral and treatment.

Drug and Alcohol Free Campus and Workplace Policy

Fox Valley Technical College supports the goals and policies of a drug and alcohol-free educational environment and workplace and is committed to providing students, faculty, staff, and visitors a safe and healthy campus and workplace. FVTC recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these issues. FVTC also recognizes that controlled substance use and alcohol misuse diminish workplace productivity, student learning and presents concerns for overall Security Services.

The provisions of this policy are intended to comply with applicable state and federal laws including, but not limited to, the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Americans with Disabilities Act of 1990.

Drug Free Schools and Communities Act

(DFSCA) of 1989 requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. Please review FVTC's policy.

Per these regulations, we are required to inform all students of the below information on an annual basis:

1. Per the [Drug and Alcohol Free Campus and Workplace Policy](#), the following conduct is prohibited:
 - **Alcohol** -Using, selling, manufacturing, distributing, possessing, storing, dispensing, purchasing, transferring, or being under the influence of alcohol on College owned or leased facilities, including grounds, and/or while conducting any College-related activity, except authorized under College policy. Limited alcohol service for community social events held at College facilities can be provided with prior authorization by the President. Moderate and responsible consumption of alcohol is permitted when representing the College at social events, either on or off-campus.
 - **Controlled Substances** – Using, selling, manufacturing, distributing, possessing, storing, dispensing, purchasing, transferring, or being under the influence of controlled substances on College owned or leased facilities, including grounds. Unlawful possession, use, sale, or distribution of controlled substances, illegal or illicit drugs, or alcohol by any student, employee, or vendor on College property or at any College-sponsored activity is strictly prohibited. Controlled substances refer to any drug or substance that is legally prohibited by state or federal law including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), amphetamines (including methamphetamines).
 - **Other Misconduct** – Any other conduct that the College determines to be inconsistent with providing a drug and alcohol-free campus and workplace. Employees will, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off the College premises while conducting College business. A report of a conviction must be made within five (5) days after the conviction to the immediate supervisor, as required by the Federal Drugfree Workplace Act. The College will notify the appropriate Federal agency as required under the Drug-Free Workplace Act of any reported convictions of employees as identified above on a timely basis. Any violations of this policy related to faculty or staff will be referred to Human Resources and any violations related to students will be referred to Security Services for appropriate follow-up and action.

The policy may be accessed on line at <https://www.fvtc.edu/MyFVTC>, tab Student Forms & Policies, Policies and Procedures and Drug & Alcohol Free Campus and Workplace.

Local, state, and federal law enforcement has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

2. The Centers for Disease Control and Prevention has determined that drinking too much can harm your health. Excessive alcohol use led to approximately 140,000 deaths and 3.6 million years of potential life lost (YPLL) each year in the United States from 2015-2019, shortening the lives of

those who died by an average of 26 years. Further, excessive drinking was responsible for 1 in 5 deaths among working-age adults aged 20-49 years. <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>.

Additionally, the National Institute on Drug Abuse outlines the detrimental health effects of drug use at <https://www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health>

3. If you are concerned about your own use or a friend/family member's use, free, confidential help is available through FVTC Counseling and Advising Services by calling 920-735-5696.

Fox Valley Technical College is committed to providing a drug and alcohol-free environment on its campuses under the Drug-Free Schools and Communities Act.

Procedures for Disciplinary Action

The Fox Valley Technical College Code of Conduct – General, prohibits the use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the Fox Valley Technical College's Drug and Alcohol Free Campus and Workplace Policy. Also, the Fox Valley Technical College Code of Conduct- General prohibits the use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the Fox Valley Technical College's Drug and Alcohol Free Campus and Workplace Policy.

Per the [*Fox Valley Technical College Code of Conduct-General*](#), the following remedies and sanctions may be imposed for violations, where students have been found responsible, of the Drug and Alcohol Free Campus and Workplace Policy and the Fox Valley Technical College Code of Conduct.

- a. Warning
- b. Counseling Referral
- c. Community Service
- d. Behavior Probation
- e. Fox Valley Technical College Suspension
- f. Facilities Restriction
- g. Fox Valley Technical College Expulsion
- h. Other Educational Resources as Deemed Appropriate

Additional remedies may include referral of the responsible student to alcohol and drug abuse counseling or support services located at Fox Valley Technical College or in the general community.

The Fox Valley Technical College Code of Conduct – General policy may be accessed on line at <https://www.fvtc.edu/MyFVTC>, tab Student Forms & Policies, Policies and Procedures and tab Code of Conduct – General.

Links to Relevant Wisconsin State Statutes and Legal Penalties

Wisconsin State Statutes recognize that drug and alcohol abuse can be serious criminal offenses. It is important for all members of the college to understand how these offenses are defined in law, and to be aware of the penalties. Listed below are two relevant Wisconsin Statutes

governing drug and alcohol use. Detailed information is located on the Wisconsin State Legislature home web page at <https://docs.legis.wisconsin.gov/statutes/statutes/961/IV/41>.

- Chapter 961 – regulates illegal drug use and controlled substances, and outlines specific penalties for violating the statute.
- Chapter 125 – regulates illegal use of alcohol beverages and outlines specific penalties for violating the statute.

Local law enforcement has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

Resources for Help

If you are concerned about your own use or a friend/family member's use, confidential help is available through FVTC's Counseling Services at no cost. Individuals can call (920) 735-5696, schedule a virtual appointment, or stop into Counseling Services E121 on the Appleton Campus to make an appointment with a Counselor in-person.

The Employee Assistance Program (EAP) is a service available to employees and their immediate families offering confidential, professional help for issues such as grief, stress, job performance coaching, personal help, drug addiction, and other life changing events. Our EAP provider is through Ascension, and they can be contacted by calling 1-800-540-3758 or email at eap@ascension.org. There is no cost to college employees or their immediate family members.

Resources for Off-Campus help include:

- Outagamie County Crisis Line, (920) 832-4646
- Winnebago County Crisis Line, (920) 233-7707
- Waupaca/Waushara County Crisis Line, (715) 258-6300, 1-800-719-4418
- Calumet County Crisis Line: (920) 832- 4646; (920) 849-9317
- Alcohol Treatment: -
 - Affinity Behavioral Health, (920) 730-4411
 - Theda Care Behavioral Health, (920) 720-2300
 - Options Treatment Programs – (920) 735-9010
 - Apricity Residential Treatment - (920) 739-3235
 - Nova Counseling Services - (920) 231-0143
 - Rogers Behavioral Health - (920) 843-5660
 - Family Services of N.E.W., (920) 739-4226
- Support Groups –
 - Gambling Treatment - Catholic Charities, (920) 734-2601
 - AA/Narcotics Anonymous, (920) 731-4331

Fox Valley Technical College Student Housing – Oshkosh

Fox Valley Technical College students reside at University of WI - Oshkosh at Gruenhagen Residence Hall – South Tower at 208 Osceola Street in Oshkosh. FVTC students occupy floor 5 and have access to the lobby and conference rooms. UWO provided FVTC with the following crime and fire statistics for calendar years 2022, 2021, and 2020.

UW Oshkosh Fire Safety Policy

If a fire occurs in a UWO residence hall or apartment, community members should:

1. Pull the fire alarm
2. Use the nearest safe exit to evacuate
3. Notify the Winnebago County Communication Center by immediately calling 911.

If a community member finds evidence of a fire that has been extinguished, and the person is not sure whether police has already responded, the community member should immediately notify UWO Police at 920-424-1212 to investigate and document the incident. For the purposes of including a fire in the statistics in the Annual Fire Safety Report, contact UWO Police at 920-424-1212 or uwopolice@uwosh.edu.

Residence Hall Fire Drills

Fire drills are conducted in all on-campus residence halls managed by UWO during the school year to allow residents to become familiar with building alarm systems and practice an evacuation. These are typically done once in the spring semester and once in the fall semester. Fire drills are conducted in all on-campus residence halls during the school year to allow residents to become familiar with building alarm systems and practice an evacuation. The drills are coordinated and conducted by the UW Oshkosh Police Department, the University Emergency Manager, the University Environmental Health and Safety (EHS) Coordinator, the Residence Life Coordinator and the UW Oshkosh Emergency Response Team. No fire drills were held in 2020. We closed our residence halls in March 2020 and due to COVID-19 practices suggested to us by health officials, a fire drill was not done in fall of 2020. Typically, two fire drills are held each year early in the fall semester (October) and again in the spring semester (April).

Prohibitions on Portable Electrical Appliances, Smoking, and Open Flames

Only microwave cooking is permitted in student rooms. Food preparation in an extensive and/or ongoing manner is not permitted in resident rooms as a matter of safety and sanitation. Kitchens and kitchenettes are available in each residence hall for this purpose. Students are not permitted to use any cooking appliance with an exposed heating element. Non-cooking appliances with open coils or exposed heating elements are also prohibited. These include, but are not limited to, hot plates, convection ovens, toaster ovens, toasters, electric frying pans, space heaters with open coils, portable type electric grills, cup-type immersion heating coils and other appliances with open coils or exposed heating elements, gas/propane powered appliances and charcoal cooking appliances are prohibited inside residence hall rooms. Horizon Village residents are able to utilize some appliances such as toasters and electric frying pans in their suite kitchenettes but are still prohibited from cooking in their bedrooms. Appliances should not be operated in closets or other closed areas or close to flammable items. Residents may be held responsible for any damages caused by negligent use of appliances.

For a list of permitted and prohibited items in the residence halls, refer to the UW Oshkosh Department of Residence Life “Rights and Responsibilities Handbook”.

In addition, residents should monitor the number and type of appliances they bring. Use of multiple plugs and any extension cords are prohibited, as these items are extreme fire hazards. It is recommended that residents use power strips with a surge protector or fuse on it. Only one power strip can be used per outlet (you cannot plug a power strip into a power strip).

Candles/Incense

Candles, wax warmers and incense may not be possessed in the residence hall for used for decoration. Any exceptions (i.e., religious purposes) to this policy must be obtained in writing from the Coordinator of Residential Conduct.

Firecrackers/Fireworks

No person may possess or use fireworks on University lands. The possession or use of firecrackers, gunpowder or other materials that endanger health or safety is strictly prohibited. Students found in possession of fireworks and/or explosives are subject to legal consequences and/or University disciplinary action, including suspension or expulsion.

Fires

No person may light any fires, including, but not limited to, burning candles, incense, lanterns, potpourri, or gas or charcoal cooktops or grills inside, or immediately surrounding (within 25 feet), of any residence hall. Violations of this rule include setting fire to items on a room door or bulletin board or any other flammable material in the residence hall, or fires caused by a lit candle or cigarette. Setting a fire will likely lead to dismissal from UW Oshkosh Housing.

Fire Evacuation

All persons must evacuate the building when an alarm sounds. A student not complying with evacuation procedures is subject to disciplinary action.

Fire Safety Equipment

No person may intentionally cause a false fire alarm, whether by means of a fire alarm system or otherwise. No person may tamper with fire extinguishers and boxes, fire hoses and other fire safety equipment. Individuals tampering with fire safety equipment will be subject to immediate suspension or expulsion from the University and legal consequences.

Flammable Liquids

Storage of chemicals such as, but not limited to, nitrous oxide, liquid nitrogen, turpentine, dry cleaning fluid, lighter fluid, gasoline and other flammable chemicals that might create a hazard are prohibited.

Room Capacity

No more than 10 people are allowed to be present in a student room at a time, with the exception of Horizon Village, which may have no more than 16 people in a suite.

Smoke Detectors

No person may interfere and/or tamper with, unplug or remove any smoke detector without proper authorization.

Smoking/Use of Vapor Producing Items

All residence halls are smoke-free. No person may smoke in any area of the residence halls. When smoking outside the building, all persons must remain at least 25 feet away from the building (Wisconsin State Statute, May 2004). The use of any vapor producing item is not permitted, this includes but is not limited to E-cigarettes, hookahs, and other vapor producing products. Through hall governments, and/or a possible all-hall vote, a hall may designate outdoor smoking areas in addition to, or in place of, the minimal distance (as long as it is at least 25 feet from residence halls).

Smudging

We understand the language used in the smudging policy does not align with today's cultural standards. We are in the process of updating the statement to align with the cultural traditions of smudging and the UWO's facilities restrictions. In the meantime, if you wish to engage in smudging inside your residence hall, please contact your Residence Hall Director.

Sprinklers

In buildings with sprinkler systems, nothing can be within 18 inches of the sprinkler spout, as it may obstruct the water in case of a fire. This includes books on shelves, furniture and items piled on top of lofted beds. In buildings with sprinkler systems, all rental lofts must be set on the lowest setting. Self-designed or homemade lofts are not allowed in buildings with sprinkler systems.

Procedures to Use in Case of a Fire

If you see fire or smoke in your immediate area:

- Activate the fire alarm. Pull the nearest fire alarm station. Call 911 to report the location of the fire/smoke and any other pertinent information. If the call cannot be made safely from the building, call as soon as you find a safe place.
- Remove anyone in immediate danger. Advise students, staff and visitors to evacuate the building. Evacuate the building via the closest exit doors located away from the fire. Do not use elevators. Assist handicapped individuals to the nearest stairwell landing and advise police and/or firefighters of their location. Move well away from the building (500 feet is recommended).
- Confine and contain. Close all doors as you leave the building. Do not lock the doors.
- Extinguish. Do this only if you know the location of a nearby extinguisher and can do so without endangering your safety.

If you hear a fire alarm:

- You must evacuate the building. Ensure that all present in your area also evacuate.
- Shut the door, but do not lock the door.
- Do not delay your evacuation. But, if possible, take your backpack, briefcase, purse, and/or coat with you.
- Evacuate the building via the nearest fire exit and remain well away from the building (at least 500 feet) until informed by a UW Oshkosh Police Department officer or City of Oshkosh Fire Department member that you may re-enter.

Individuals with special needs (including temporary disabilities such as a broken leg, etc.) are asked to work with their Residence Hall Director to establish an evacuation protocol in case of a fire.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

General safety and fire safety information is available to students, faculty and staff at <https://uwosh.edu/emergency/emergency-procedures-guide/fire/> and in this report. The training includes procedures students and employees should follow in case of a fire.

Residence Hall Director (RHD) Training

When Residence Hall Directors (RHDs) and/or Assistant Residence Hall Directors (ARHDs) are assigned to a residence hall, they receive training specific to their residence hall. The training covers the following topics:

- Overview of their hall fire alarm and sprinkler systems.
- Overview about evacuating their buildings and their roles during fire drills

Community Advisor (CA) Training

When Community Advisors (CAs) are assigned to residence halls, they receive training in the form of a fire safety presentation. The training covers the following topics:

- Overview of their hall fire alarm and sprinkler systems
- Overview about evacuating their buildings and their roles during fire drills

Educating Residents

Prior to the Fall and Spring fire drills, the Department of Residence Life posts information about evacuation plans and the consequences of not evacuating the building during an alarm. Fire drills are conducted early each semester. After the fire drills, another educational piece is posted listing the times it took residents to evacuate their building during the fire drill and what would have happened had it been an actual fire.

In addition to this student education, residence hall staff are trained each fall, or upon hiring, on what to do in case of fire, where to evacuate, and how best to assist residents in exiting the building.

Plans for Future Improvement in Fire Safety

As older buildings undergo complete renovations, those that do not have sprinkler systems included as part of their infrastructure will be updated to include sprinkler systems as well as new fire alarm systems.

2022

Location	Address	Total # of Fires	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Gruenhagen Conference Center: North	208 Osceola St.	0	N/A	N/A	N/A	N/A
Gruenhagen Conference Center: South	208 Osceola St.	0	N/A	N/A	N/A	N/A

2021

Location	Address	Total # of Fires	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Gruenhagen Conference Center: North	208 Osceola St.	0	N/A	N/A	N/A	N/A
Gruenhagen Conference Center: South	208 Osceola St.	0	N/A	N/A	N/A	N/A

2020

Location	Address	Total # of Fires	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Gruenhagen Conference Center North Tower	208 Osceola St.	0	N/A	N/A	N/A	N/A
Gruenhagen Conference Center South Tower	208 Osceola St.	0	N/A	N/A	N/A	N/A

2022

There were no fires, fire-related damage, fire-related injuries, or fire-related deaths reported on on-campus student housing.

2021

There were no fires, fire-related damage, fire-related injuries, or fire-related deaths reported on on-campus student housing.

2020

There were no fires, fire-related damage, fire-related injuries, or fire-related deaths reported on on-campus student housing.

2022 Annual Fire Safety Report - Tech Village

Tech Village Student Housing Facility developed by General Capital is located at 15 Tri-Park Way Appleton, WI. Fox Valley Technical College students reside at Tech Village and have access to the unit they rent, lobbies, laundry rooms, and other common areas. Tech Village's Property Management team reported the following information for the 2023 Annual Fire Safety Report for calendar year 2022.

Procedures for student housing evacuation in case of a fire-FIRE SAFETY INFORMATION

Tenants are required to evacuate the residence hall any time the fire alarm sounds. Failure to evacuate is a violation of state law and Tech Village policy. The fire alarm system is not used to evacuate facilities under any circumstances other than a fire or required fire drills.

In case of fire, there are fire pull boxes located throughout each building. If you encounter a fire, and the fire alarm is not sounding, pull the nearest alarm box, leave the building and call 911 as well as call the RA on duty at (920)450-7530. Portable fire extinguishers (19) are located in all buildings. If a fire alarm sounds in your building, leave the building immediately. If possible, close all doors when exiting, and use the stairs. Do not use elevators. Do not enter the building until local emergency response personnel notify you that it is safe to do so.

If you discover a fire:

- Pull the closest fire alarm. If there is no immediate threat, a fire extinguisher should be used to extinguish the blaze.
- Try to notify the Fire Department (911) and RA on duty at (920) 450-7530. Do not put yourself in danger! Be prepared to give an exact location and your name.
- If you are unable to reach a fire alarm pull station, call 911 to report the emergency to the Fire Department and call the RA on duty after at (920) 450-7530.
- Alert others in the area.

If you hear a fire alarm:

- Close your doors and windows if time permits. This helps to suffocate the fire.
- Use stairs- never the elevator.
- Leave the building in an orderly manner so as not to injure others or interfere with firefighters.
- Follow your assigned evacuation plan. Do not run.
- Remain outside in the designated emergency safety area until the signal to return is given.
- Report to your check in station so that you may be accounted for. The check in station is across the parking lot in the grass.

What to do if a fire prohibits you from evacuating:

- Close the door securely and attempt to seal any openings through which smoke or gas could enter.
- Open exterior windows and crouch close to the floor at the open window.
- Alert those outside that you are unable to get out. Do not panic. Fire Department procedures require that rescue Security take precedence over other emergency activities.

Fire Drills and System Testing:

Fire drills are scheduled once per semester to test the evacuation procedures for Tech Village. This allows residents to become familiar with the building alarm systems and practice an evacuation. The drills are coordinated with the Tech Village Staff.

The fire alarm system is tested once a month to ensure it is working properly in case of a fire.

Policies or rules relating to fire safety at Tech Village

Fire Hazards:

Draperies, tapestries, blankets, or posters that are displayed on walls, ceilings, and on or around doors in a manner which would facilitate ignition, block entrances or exits or fire detection units, or present overhead fire hazards are prohibited.

In addition, the following are not allowed due to potential threat to fire safety:

1. Electrical appliances which are not UL (Underwriter Laboratories, Inc.) approved.
2. Open coil appliances are not allowed in bedrooms but may be used in kitchen areas.
3. Any lamp which uses a halogen bulb.
4. Barbecue grills; camp stoves; charcoal or starter fluid; propane; lighter fluid; other flammable liquids, gasses, or chemicals, etc. (Even when stored or assigned for a FVTC course).
5. Candles, scented wax warmers, incense, fireworks, firecrackers, sage for use or décor, etc.
6. Vaporizers, e-cigarettes, hookahs, cigarettes, cigars, self-balancing scooters, hoverboards, or any other incendiary device.
7. Other hazardous or combustible materials.
8. Unapproved room and common area decoration, such as holiday decorations and live Christmas trees.
9. Obstruction of/blocking a clear path out of the room.
10. Obstruction of/blocking fire exits, hallways, stairwells, or other common areas with bicycles, chairs, etc.
11. Extension cords of any type or outlet multipliers. (Surge protectors with long reach cords are an allowed substitution).
12. Starting fires of any kind on the property.

Candles and Incense:

Candles, sage, scented, wax warmers, and incense, for use or decoration, are forbidden due to their high fire potential as well as the smoke or odor they may create. These items will be confiscated.

Grilling:

Grilling is only permitted on the back patio at the designated grilling area provided by Tech Village. The grill is regulated by a timing device and is only available between the hours of 10AM-9PM. All grilling materials must be removed from the common areas and/or grounds after use. Additionally, indoor storage of gas grills, gas tanks, charcoal, or lighter fluid is prohibited.

Sprinklers:

Tech Village is equipped with a state-of-the-art sprinkler system for added protection in the event of a fire. The sprinkler heads on the wall and in the ceiling are connected to a powerful building-wide sprinkler system. If the sprinklers are activated, they will generate more than 40 gallons of water each minute from each head. Nothing can be within 18 inches of the sprinkler spout, as it may obstruct the water in case of a fire. This includes books on shelves, furniture, and items piled on top of lofted beds. Interference or tampering with the sprinkler system is a lease violation of tenant's Housing Lease Contract and may result in the termination of tenant's lease.

Use of Tobacco Products:

Tech Village is a tobacco-free property. This means smoking is not allowed anywhere on the property including but not limited to, tenant units, common areas, stairwells, laundry areas or anywhere on the property grounds.

1. Hookahs are not permitted at Tech Village
2. E-Cigarettes and vaporizers are not permitted in Tech Village.

Electrical Equipment:

Residents may not alter or repair any electrical equipment or fixture provided by the Tech Village. Defects in electrical equipment or wiring should be reported to the Tech Village Maintenance staff immediately. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip must be used. Two-pronged extension cords are not permitted.

Policies regarding fire safety education and training programs provided to the students and employees.

Staff are all trained by the Fire department in extinguishing fires and safety features of the building (how fire sprinkler systems work, how the fire department is notified in an emergency, how long it takes for them to respond, what their procedures are when there is a fire in the building, and where everyone should meet).

For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

If a fire occurs in the building, these are the following people that a staff member or student can contact to report that it has happened or is happening:

- Property Manager (PM)
- Leasing Manager (LM)
- Resident Assistants (RA)
- Maintenance

Office Main	(920) 257-4070
Duty Phone	(920) 450- 7530

Plans for future improvements in fire safety, if determined necessary by the institution

Further education of residents regarding use of extinguishers, fire exit plans, and meeting locations.

Continued education for student staff in emergencies on what their role is when an emergency arises.

Fire statistics for 2022

- Total Number of Fires in 2022= 0
- Total Number of Fires in 2021=0
- Total Number of Fires in 2020=0

Fire Safety Monitoring and Systems at Tech Village

Fire Monitoring	Yes – Martin Systems
Partial Sprinkler System	N/A
Full Sprinkler System	Yes – USA protection
Smoke Detection	Yes
Fire Extinguisher Devices	Yes – 19 extinguishers
Evacuation Plans/Placards	Yes-each hallway has an evacuation route.
# of Drills in 2022	2