



# **2024 ANNUAL SECURITY AND FIRE SAFETY REPORT**

**[Southeastern Community College](#)**

**West Burlington Campus**

1500 West Agency Road  
West Burlington, Iowa 52655

**Keokuk Campus**

335 Messenger Road  
Keokuk, Iowa 52632

**Center for Business (CBIZ)**

610 North 4th Street, Suite 220  
Burlington, Iowa 52601

**Mount Pleasant Center**

200 North Main  
Mount Pleasant, Iowa 52641

**Fort Madison Center**

712 6<sup>th</sup> Street  
Fort Madison, Iowa 52527

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## NON-DISCRIMINATION STATEMENT

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, [equity@scciaowa.edu](mailto:equity@scciaowa.edu) or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

INTRODUCTION

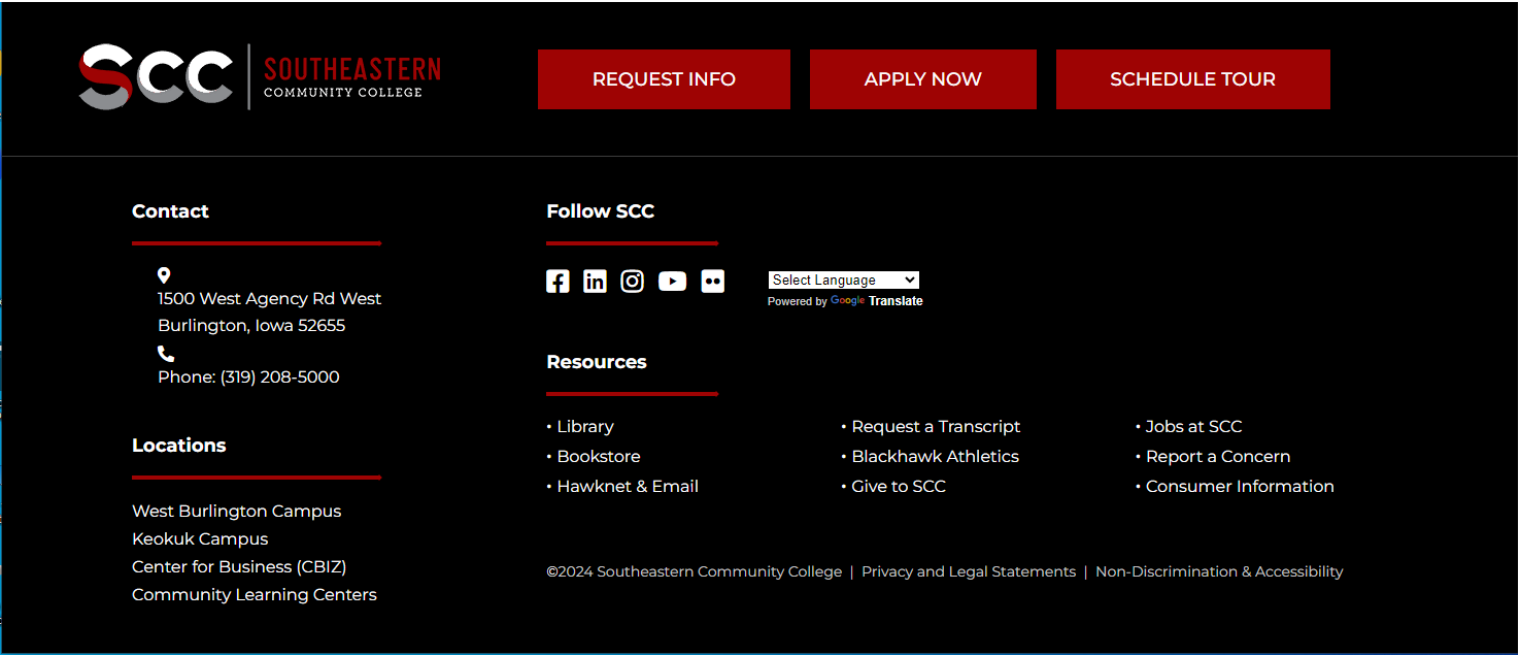
Greetings from Southeastern Community College!

Whether you are a student, employee, or visitor, Southeastern Community College takes your security and safety seriously. SCC has contracted security officers on the West Burlington campus during peak operating hours and maintains close working relationships with local law enforcement agencies across our service district. The College’s Emergency Operations Team, Compliance Committee, and Title IX Team each meet regularly to review and improve SCC’s emergency procedures, safety measures, and awareness and prevention programming. Indeed, not every emergency situation is foreseeable; however, SCC will always strive to respond quickly and professionally to any emergency situation.

In the following pages you will read about SCC’s security, safety, Title IX, Clery/VAWA policies, procedures and crime statistics. Certainly, if you ever feel unsafe, threatened in any way or observe suspicious behavior, please bring your concerns forward to any college employee who can guide you to support resources and appropriate reporting procedures.

**Report a Concern at SCC- for all students, staff, and visitors.**

You can navigate to the [incident report form](#) from any page of the website. Log on to the SCC web page from any device, scroll to the very bottom, right side and click on the link “Report a Concern”:



## ANNUAL SECURITY & FIRE SAFETY REPORT PREPARATION AND DISCLOSURE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report (ASR) detailing the College's campus crime statistics as well as policies and procedures related to campus safety and security. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Southeastern Community College, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other safety matters. In addition, the 2008 Higher Education Opportunity Act (HEOA) requires the publication of an annual fire safety report providing information about campus fire statistics and safety practices if the institution has student housing. Required elements of both reports are contained in this single document titled the Annual Security and Fire Safety Report (ASFSR).

Southeastern Community College has long recognized the need to be prepared for critical incidents. Under the guidance of the Vice President of Administrative Services, various departments and offices work together to ensure the College is doing all it can to prepare for, prevent, respond to, and recover from emergency situations.

The Student Affairs Division is primarily responsible for the preparation of the annual security report, including the collection and compilation of all required crime statistics. The report is prepared in cooperation with the Emergency Operations Team, Title IX Team, CARE Team, Compliance Committee, Residence Life Department, Director of Facilities, Administrative Services Division, and local law enforcement agencies. Crime statistics for public property adjacent to the college are maintained by the local law enforcement authorities throughout the SCC district. Statistics regarding campus housing disciplinary actions are submitted by the Residence Life Department.

By October 1st of each year, the content and availability of the annual security report will be placed on the SCC website. In addition, each current student and employee will be emailed a notification of the availability with a direct link of accessibility to the report on the college website as well as directions on how to request a printed copy. As well, prospective students and prospective employees can access the report via the SCC website. Printed copies will also be available in the West Burlington and Keokuk libraries.

Please contact the Vice President for Student Affairs at (319) 208-5049, Dean of Students at (319) 208-5101, or the SCC Compliance Officer at (319) 208-5070 for more information and/or to request a printed copy of this report.

## CLERY REPORTING GEOGRAPHY

Southeastern Community College has two campuses and three education centers.

SCC's West Burlington Campus located at 1500 West Agency Road, West Burlington, Iowa, is bordered by Gear Ave, Agency Road, Hwy 406, and generally by state Hwy 34 as shown below.



SCC's Keokuk campus property, located at 335 Messenger Road, Keokuk, Iowa is bordered by Messenger Road and the map below represents a geographical depiction of the SCC Keokuk campus reporting boundaries.

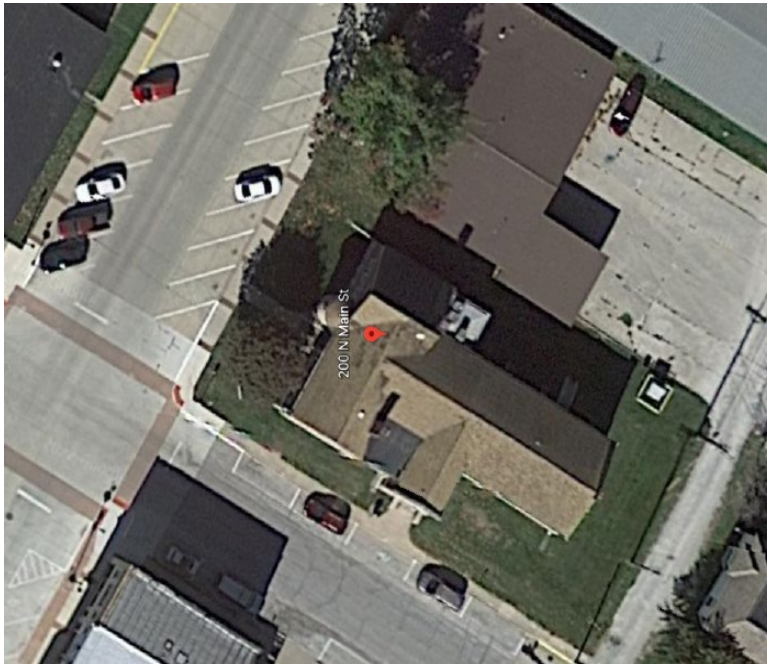




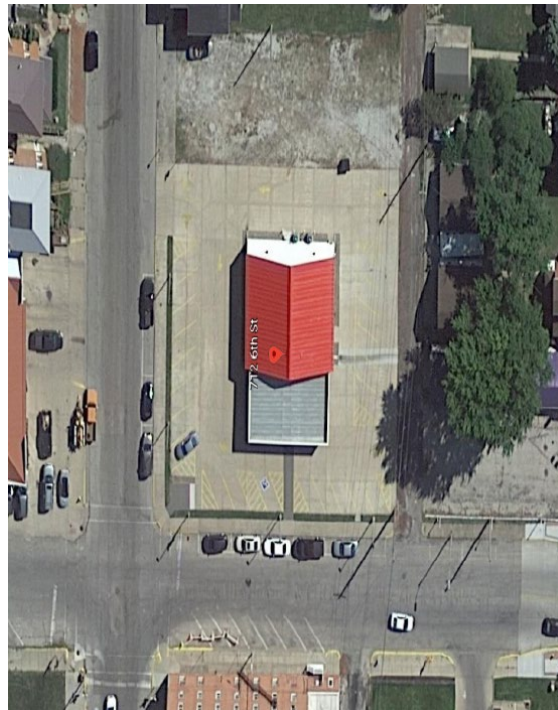
The SCC Center for Business (CBIZ) is the continuing and business education portion of SCC. It is located at 610 North 4th Street, Suite 220 Burlington, Iowa 52601.



The Mount Pleasant Center is bordered by East Henry Street to the North, North Adams Street, and West Madison Street.



The Fort Madison Center is bordered by Avenue G (to the North), 6<sup>th</sup> Street, and Highway 61.



Each community's respective law enforcement agencies provide appropriate security data for compilation in the ASFSR.



REPORTING CRIMINAL OFFENSES AND EMERGENCIES

**West Burlington:**

Do not delay, call 911 if needed. Per Mar Security officers can be contacted by calling 319-759-1727 on the West Burlington Campus. On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (Security), 561-634-1600 (Housing), or 515-451-9338 (Director of Facilities).

**Keokuk:**

Do not delay, call 911 if needed. On-campus reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 515-451-9338 (Director of Facilities).

**CBIZ, Mount Pleasant Center, and Fort Madison Center:**

Do not delay, call 911 if needed. SCC centers should report criminal offenses to the Vice President of Student Affairs 319-208-5049, Dean of Students (319)-208-5101, or 911.

**Contact Information:**

<b>West Burlington Campus</b>	<b>Keokuk Campus</b>
VP for Student Services 319-208-5049	Campus Director 319-313-1928
VP for Academic Affairs 319-208-5044	Location Operator 319-313-1923
VP for Administrative Services 319-208-5023	
Director of Facilities 515-451-9338	<b>Mt. Pleasant Center</b>
Per Mar Security 319-759-1727	Location Operator 319-385-8012
Location Operator 319-208-5000	
Dean of Students 319-208-5101	<b>Fort Madison Center</b>
	Location Operator 319-208-5300
<b>Center for Business (CBIZ)</b>	
Location Operator 319-208-5375	

While there are no formal, written agreements with local law enforcement agencies in West Burlington, Burlington, Keokuk, Mt. Pleasant, or Fort Madison, SCC will support and cooperate with these agencies regarding the investigation of criminal offenses committed on campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately.

## ENCOURAGEMENT OF ACCURATE AND PROMPT REPORTING

You can complete an [incident report](#) to share any instance of concern:

Southeastern Community College strongly encourages accurate and prompt reporting of all crimes and public safety related information and takes all such reports seriously. Information to be reported should not be limited to actual crimes; it also includes any suspicious activity or person seen anywhere on or near campus, including in parking lots, inside or outside campus buildings and residence halls.

**NOTE: In cases where an individual's behavior creates an immediate threat or emergency, contact 911 immediately!**

Individuals exhibiting behaviors that pose a threat to safety of self or others or that cause a significant disruption to the SCC community should be referred/reported to 911, Security or a Campus Security Authority.

Examples of behavior or activity to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Danger or threat to others (violence, threats, or implied threats of violence and intimidation)
- Possession of a weapon
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
- Erratic behavior that is disruptive to the normal proceedings of the college community.

All [incident reports](#) involving students should be documented in our reporting system as described on page 4. Reports will be followed up by the Dean of Students, [CARE Team](#), or another appropriate staff member.

## VOLUNTARY CONFIDENTIAL REPORTING

SCC does not have procedures allowing for voluntary, confidential reporting of crimes for inclusion in the annual crime statistics reports. All reports will be investigated. Violations of the law will be referred to local law enforcement agencies and, when appropriate, to the College student conduct process. When a potentially dangerous threat arises, timely reports or warnings will be issued in accordance with timely warning procedures established by the College.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

SCC students, staff, and visitors have access to most buildings beginning at 6:00 a.m. until 9:00 p.m. Monday through Friday. On Saturdays, Sundays and holidays, the College is open for scheduled events only. Security and SCC staff have the ability to enter the buildings and via card reader on their name

badge during the locked period. All individuals are responsible for securing their personal vehicles. All housing facility exterior entrances are locked 24 hours a day, 7 days a week and access is limited to residents, escorted guests, and college staff. Resident students are individually responsible for securing their assigned apartment/room within SCC student housing facilities via individual keys assigned at check-in.

#### CAMPUS SECURITY AUTHORITY, JURISDICTION, AND INTERAGENCY RELATIONSHIPS

SCC does not have a law enforcement department and does not have a formal Memorandum of Understanding (MOU) with any law enforcement authorities. The College does have a contractual agreement with Per Mar Security Services to provide on-site security for the West Burlington campus. Per Mar and the College have well-developed working relationships with local law enforcement authorities in reporting any events requiring assistance. Security staff have the authority to issue parking citations and to initiate vehicle and pedestrian stops on college property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of underage drinking may be reported directly to local law enforcement. Security staff also have the authority to conduct visual searches of student housing rooms/apartments, vehicles, book bags, or containers of any type and computers on campus property when there is a reasonable suspicion of criminal activity or violation of SCC rules and regulations. Security staff do not have authority to make arrests. It is reasonable and lawful to ask residents in student housing to open their doors in any situation. Per Mar staff will report student code of conduct and behavioral violations that occur anywhere on college property, including refusal to cooperate with lawful requests, to the Residence Life Coordinator and/or the Dean of Students as appropriate.

There are no contracted security services for any other SCC Campus or Centers.

#### STUDENT CRIMINAL ACTIVITY OFF-CAMPUS

SCC students are held responsible to conduct themselves as good citizens and in a manner which maintains an educational environment that is conducive to effective learning. Any off-campus conduct which adversely affects the SCC community and/or the pursuit of its mission, and/or is likely to bring discredit upon the College may be considered as an offense against the College and the authority of the institution's Student Code of Conduct will be asserted. While the authority of the SCC's Student conduct system will never be used merely to duplicate the functions of the law, the College does reserve the right to determine the circumstances in which jurisdiction over particular off-campus offenses will apply.

Although SCC does not have any officially recognized student organizations with off-campus locations, incidents of student misconduct occurring on or off campus, while participating in College sponsored events (including events hosted by other colleges such as athletic or student club competitions or

gatherings, etc.), at clinical sites, attendance centers, etc. are subject to disciplinary action which is determined on a case-by-case basis.

### **TIMELY WARNING POLICY AND PROCEDURES**

SCC is concerned about the safety of students and employees. SCC uses a mass electronic notification system which will send text messages to cell phones, voice messages to cell phones and/or home phones, and e-mails to accounts designated as primary preference of the individual without delay. Pertinent information will also be placed on the SCC website. In addition, campus buildings in West Burlington and Keokuk are equipped with internal and external public address systems which will be used as necessary. Should an incident occur, on or off campus, that in the judgment of the President/designee presents an immediate or continuing threat to safety on campus or at any college facility, a timely warning notification will be issued per the Director of Marketing and Communication via SCC's electronic mass notification system. Depending on the situation, designated individuals (i.e. Marketing Director, Vice President for Student Affairs, Vice President for Technology Services, Vice President for Academic Affairs, or Vice President of Administrative Services) may be directed to coordinate and facilitate extended and or subsequent notifications to external audiences. Anyone with information that would warrant a timely warning notification should report the circumstances as outlined in the Policies and Procedures for Reporting Crimes after calling 911 as needed. SCC's mass notification system will be tested annually.

### **EMERGENCY RESPONSE, NOTIFICATIONS, AND EVACUATION**

Should an incident be reported on campus that involves an immediate threat to the health or safety of students, staff, and faculty, security and/or SCC staff will attempt to immediately confirm the incident and its location. Incidents may involve, but are not limited to, a physical threat or a weather-related emergency. Upon confirmation, a determination will be made as to the extent of the notification and evacuation. Notification of evacuation, staying in place, or any other action that should be taken will be made over SCC's public address system and through the mass notification system. Activation of the fire alarm will also result in building evacuation. Announcements will be customized messages developed and delivered by the primary incident coordinators or a designee for SCC as follows: President, Marketing Director, VP for Student Affairs, VP for Administrative Services, VP for Academic Affairs, Director of Facilities, Dean of Students, or Keokuk Campus Director.

The public address system will be utilized during the emergency as needed until the "All Clear" can be given. In addition, the process described in Timely Warning Procedures will be used to advise others of the emergency. Emergency response and evacuation procedures are scheduled to be tested on at least an annual basis at all SCC locations.

## CRIMES OF VIOLENCE and SEXUAL MISCONDUCT (Clery/VAWA/Title IX)

Southeastern Community College will not tolerate or condone crimes of violence nor any form of sexual misconduct (including but not limited to sexual assault, harassment, domestic violence, dating violence, and stalking). As such, all members of the SCC community, including but not limited to, the administration, faculty, staff, visitors, and students have the responsibility to conduct themselves at all times so as to provide an atmosphere free from such offenses. Any individual who engages in a crime of violence or sexual offense while considered a member of the SCC community (employee, volunteer, or student) will be in violation of this policy and subject to disciplinary procedures under the Student Code of Conduct (for students), the College Administrative Guidelines (for employees and volunteers), and/or local, state, or federal law enforcement regulations. SCC disciplinary action may include but is not limited to verbal/written reprimand, probation, required professional counseling, suspension, expulsion, and/or termination.

SCC is committed to providing fair and prompt procedures to investigate and adjudicate alleged crimes of violence or sexual misconduct which occur on campus or which involve current students and or employees. The College is also dedicated to the education of the College community about the importance of reporting and responding to crimes of violence and all forms of sexual misconduct. The College adheres to all federal, state, and local requirements for intervention and reporting related to crimes of violence and sexual misconduct.

Additionally, the College is committed to providing resources that can assist in the prevention of crimes of violence or sexual offenses such as: nightly security patrols of campus, inspecting the campus for potentially dangerous areas, installation of additional lighting and/or security cameras, card control entrance systems to residence halls, etc.

## WHAT TO DO IF YOU ARE A VICTIM OF A CRIME OF VIOLENCE OR SEXUAL MISCONDUCT

It is extremely important for you to seek help immediately by doing the following:

- Get to a safe place. Consider your option to seek assistance from law enforcement. If you choose to seek assistance, call police or 911 to make a report. A Rape Victim Advocate may take you to the hospital for medical assistance, and to advise you of resources and options such as a voluntary medical exam and to make a report.
- To help preserve evidence, do not douche, bathe, change clothing or remove anything from the location of the assault. If you have been raped, you should seek medical attention immediately regardless of whether or not you report the assault to the police.
- SCC requests that you make a report to school officials or via SCC web site. The SCC Dean of Students/Title IX Coordinator will contact you to provide assistance with your needs and possible investigation.



**RAPE VICTIM ADVOCACY PROGRAM (RVAP) AND DOMESTIC ABUSE INTERVENTION PROGRAM (DVIP)**  
Southeastern Community College has partnered with the Rape Victim Advocacy Program (RVAP) and Domestic Abuse Intervention Program (DVIP) to provide on-site services to students and staff at the West Burlington and Keokuk campuses upon request.

All reporters of associated crimes are given a packet of resources that includes information about services and contact information.

**VICTIM/REPORTING PARTY CRISIS SUPPORT**

A guiding principle in the reporting of crimes of violence and sexual assault is to avoid re-victimizing the survivor by forcing the person into any plan of action. Violent crime/sexual misconduct survivors may contact any one of several SCC officials or community services for support, advocacy, and resources:

**College Contacts:**

SCC Title IX Coordinator .....	319-208-5101
Vice President for Student Affairs .....	319-208-5049
Dean of Students.....	319-208-5101
Director of Human Resources .....	319-208-5063
WB Student Success Advocate .....	319-208-5010/5012
(Contact the Student Support Center to learn who your Student Success Advocate is.)	
Keokuk Student Success Advocate .....	319-313-1923
(Contact Student Affairs in Keokuk to learn who your Student Success Advocate is.)	
Residence Life Coordinator .....	319-208-5272
Keokuk Campus Director.....	319-313-1928
Vice President of Academic Affairs .....	319-208-5044

**Community Resources:**

Rape Victim Advocacy Program Hotline .....	800-228-1625
Domestic Violence Intervention Program.....	800-373-1043
Southeast Iowa Regional Medical Center (West Burlington).....	319-768-1000
Fort Madison Community Hospital .....	319-372-6530
Des Moines County Public Health Department.....	319-753-8290
Henry County Health Center.....	319-385-3141

Henry County Public Health.....	319-385-0779
Lee County Health Department.....	319-372-5225
Louisa County Public Health.....	319-523-3981

VICTIM/REPORTING PARTY RIGHTS AND OPTIONS

Under federal law, sexual assault victims are afforded certain basic rights. The College will notify Complainants of sexual assault, both verbally and in writing, of their option to report and or be assisted in reporting their assault to the proper law enforcement authority and of the following rights:

- Both parties are entitled to the same opportunities to have an advisor/advocate of choice during campus disciplinary proceedings, with the understanding that the advisor/advocate is only present for personal support/guidance/security but they are not allowed to speak on behalf of the party for whom they are a guest.
- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused, as well as any options for appeal of the outcome(s), changes to the outcomes, and notice as to when the results become final.
- Complainants will be informed of their options to notify law enforcement as well as the right to decline such action.
- Complainants shall be notified in writing of counseling, victim advocacy, legal assistance, and other such support services available both within and outside of the College. Parties shall be notified of options for changing academic and living situations if the changes are reasonably available.
- Complainants shall be notified in writing about available options and or assistance with potentially necessary accommodation or protective measures related but not limited to: academic enrollment, living/transportation/employment, or other protective actions, to the extent that they are reasonably available and regardless of whether or not the crime is reported to law enforcement.
- Upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim or to the next of kin if the victim is deceased.

VICTIM/REPORTING PARTY NAME(S) HELD IN CONFIDENCE

SCC will protect the identity of persons who report having been victims of crimes of violence or sexual misconduct by completing publicly available record keeping, including Clery Act reporting and disclosures and protective or accommodative measures, without the inclusion of personally identifying information about the victim within the fullest extent of the law. Regarding Timely Warnings and Emergency Notifications, SCC will not disclose the names of crime complainant-victims, and the college will withhold the names of complainant-victims as confidential to the fullest extent of the law.

## DISCIPLINARY PROCEDURES AND SANCTIONS

If the complainant requests, a same gender investigator will be provided, whenever possible. There are different standards of proof in the College Student Code of Conduct investigation/proceedings than in the possible criminal action. The SCC Student Code of Conduct process determines whether the accused individual's status as a student will be altered, whereas the criminal process determines if there will be limitations on accused liberty. As there are different standards and the purpose of each proceeding is different, SCC encourages students who are victims of sexual assault to go forward with the College process.

The College's disciplinary process is governed by the SCC Student Code of Conduct for students and through the Employee/Faculty Handbook for employees. Rape and sexual assault are criminal violations of Iowa sexual assault laws and violations of the College's Student Code of Conduct. Anyone charged with a sexual assault violation which is college property related, sponsored activity related, student related, or employee related, may be subject to a) criminal charge filed against the individual, and/or b) an administrative proceeding initiated by the College. Criminal and administrative proceedings may occur concurrently. The Title IX Team oversees the resolution of reported misconduct through the College's complaint processes. Each process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint.

## INITIAL ASSESSMENT

The College will address all reports of sexual misconduct. The Title IX Team, under the leadership of the Dean of Students/Title IX Coordinator, will oversee the College's Title IX review process. In every report of sexual misconduct, the College, through a Title IX Team member, will make an initial assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community. The College's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Conduct Board, and exists independently of the criminal justice process.

## INVESTIGATION

The Title IX Team member may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. The Title IX Team member may designate an investigator of its choosing. Any investigator used by the College, whether internal or external, must have specific training and experience investigating allegations of sexual misconduct.

SCC uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt”, “innocence” and “burdens of proof” are not applicable, but SCC never assumes a responding party is in violation of college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The following sanctions may be imposed, singly or in combination, upon any member of the community or organizations found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in the Student Code of Conduct and/or Employee/Faculty Handbook.

A. Student Sanctions (listed below and defined in the Student Code of Conduct)

- Warning – Written or Verbal
- Referral
- Probation
- Disqualification
- Restitution
- Suspension
- Expulsion
- Other Actions

B. Employee Sanctions (listed below and defined in the Employee/Faculty Handbook)

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Termination

The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial

hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## SEXUAL MISCONDUCT, SAFETY/SECURITY/CRIME, & DRUGS/ALCOHOL POLICY STATEMENTS

### Sex/Gender Discrimination, Harassment and Misconduct

Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include 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. SCC believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated College policy. The [Equal Opportunity, Harassment, and Nondiscrimination Policy for All Students, Employees and Third-Parties: Policy and Procedures](#) 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 Southeastern Community College's procedures to establish a mechanism for determining when those expectations have been violated. Pregnancy and related conditions are also protected by Title IX.

The President of the College has appointed Dean of Students, Dave Haden, to serve as the Title IX Coordinator. In his role as Title IX Coordinator, Mr. Haden oversees the College's centralized review, investigation, and resolution process for reports of sexual misconduct, and he also coordinates the College's compliance with Title IX. Mr. Haden is supported by several College administrators who serve as Deputy Title IX Coordinators. Each is knowledgeable and trained in state and federal laws that apply to matters of sexual harassment, as well as College policy and procedure.

The Title IX Coordinator and Deputy Title IX Coordinators can be contacted during regular office hours.

**Title IX Coordinator:** Dave Haden  
Dean of Students  
Student Affairs Office – WB109M  
319-208-5101  
[dhaden@scciowa.edu](mailto:dhaden@scciowa.edu)

**Deputy Title IX Coordinator:** Kari Bevans  
Director of Keokuk Campus, Admissions, and Testing  
115 Admissions and Student Support Center  
319-313-1928  
[kbevans@scciowa.edu](mailto:kbevans@scciowa.edu)



**Deputy Title IX Coordinator:** Melissa Flores  
Student Activities Director  
WB356  
319-208-5021  
[mflores@scciowa.edu](mailto:mflores@scciowa.edu)

**Deputy Title IX Coordinator:** Laurie Hempen  
Director of Human Resources  
WB114  
319-208-5063  
[lhempen@scciowa.edu](mailto:lhempen@scciowa.edu)

**Deputy Title IX Coordinator:** Dennis Marino  
Registrar  
Student Support Center – EN2  
319-208-5022  
[dmarino@scciowa.edu](mailto:dmarino@scciowa.edu)

**May also be contacted by emailing [titleix@scciowa.edu](mailto:titleix@scciowa.edu).**

The duties and responsibilities of the Title IX and Deputy Title IX Coordinators include training, education and climate checks as well as the oversight of procedures that promptly and equitably eliminate sexual harassment, prevent its recurrence and address its effects on individuals and our community.

#### **SAFETY, SECURITY, AND CRIME**

Southeastern Community College is committed to creating a safe and secure environment for students, staff, and guests. Planning is essential to the realization of that goal. The Emergency Action Plan (EAP) is the planning tool to accomplish that end. Emergencies may arise as the result of accidents, hazards, disasters and actions of individuals at risk to themselves and/or others. It is incumbent upon each member of SCC staff to become familiar with the information provided in the EAP. The EAP is intended to provide an overview of SCC procedures and general actions to take in response to an emergency.

#### **DRUGS AND ALCOHOL**

SCC endeavors to maintain compliance with both the Drug Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988. As such, college students, faculty, staff and administrators are subject to local, State and Federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs. Students are also held accountable under the SCC Student Code of Conduct.

The possession, use and sale of illegal drugs and drug paraphernalia are strictly prohibited on College property and at all College sponsored events. SCC enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.

The possession, use and sale of alcoholic beverages by SCC students is strictly prohibited on College property and at all College-sponsored events. SCC enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age.

#### AWARENESS AND PREVENTION PROGRAMMING – Safe Colleges

##### Sex/Gender Discrimination, Harassment, and Misconduct Awareness and Prevention Programming

SCC provides a number of programs and resources aimed at preventing sexual offenses and making the College community aware of the variety and potential of such crimes, including but not limited to: sexual assault, sexual harassment, dating violence, domestic violence, and stalking.

SCC uses Safe Colleges as a prevention effort. Safe Colleges' program is an interactive online course that fulfills the training requirements of Title IX and the Campus SaVE Act. It has been used to meet these requirements and educate students.

SCC's policies regarding sexual offenses are detailed in the [Student Code of Conduct](#), the [Student Handbook](#), and in various guidelines and brochures specific to the issue. All of these publications are available to students, staff, and the public via the college website, and in hard copy from Human Resources and Student Affairs.

Presentations on sexual offense awareness and prevention are conducted at the beginning of each semester for resident students and student athletes. Attendance at these presentations is mandatory. Throughout the year, regular educational programs and resources are sponsored and provided by the Student Board, TRIO SSS, Human Resources, and/or other academic and student groups. The Student Board annually designates one month of the year with the theme of Sexual Assault-Domestic Abuse Awareness month.

SCC's Title IX Team members attend all required trainings on an annual basis to maintain current and accurate knowledge of their responsibilities as advocates, investigators, or coordinators. The team meets monthly to stay current on Title IX topics and plan efforts as well as on an as needed basis between meetings.

#### SAFETY, SECURITY, AND CRIME: AWARENESS AND PREVENTION PROGRAMMING

SCC encourages students and employees to be responsible for their own safety and the safety of others through the use of basic crime prevention strategies. The College provides or partners with programs addressing safety, security, and crime. New employees are informed about security policies and procedures during employee orientation. All students are given information regarding safety and security processes through Orientation; resident students are provided this information during Residence Life orientation. In addition, various printed materials related to safety and security precautions are maintained and disseminated by Student Affairs, the Student Board, the Library, Human Resources, and several academic departments as requested.

## DRUG AND ALCOHOL ABUSE: AWARENESS AND PREVENTION PROGRAMMING

The College encourages and provides reasonable assistance to any student or employee who seeks information on chemical dependence or treatment for chemical dependency. New employees are informed at staff orientation regarding SCC's compliance with both the Drug Free Schools and Communities Act Amendments of 1989, and the Drug Free Workplace Act of 1988. Students receive similar information with regard to SCC's compliance with these regulations in an email message from the Dean of Students.

New staff are also provided information regarding community agencies/resources for individual and family assistance related to substance abuse issues. The College's Employee Assistance Program (EAP), which is available at no-cost for a wide variety of needs and concerns including alcohol and drug addictions, is described in a brochure available to all employees.

All students are asked to take an online Alcohol and Other Drug course offered through Safe Colleges (Vector Solutions). An alcohol and other drug information section is provided in the SCC Resource Shell on Canvas to include information on the College's policies on drugs, alcohol, and tobacco, and a contact list for community agencies specializing in substance abuse treatment.

Students and staff may be referred to the following resources for additional information:

- National Institute on Drug Abuse:  
<http://www.drugabuse.gov/Infofacts/infofactsindex.html>
- Commonly Abused Drugs:  
<http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html>
- College Drinking: Changing the Culture:  
<https://www.collegedrinkingprevention.gov/parents-students/students>

### SCC [Student Code of Conduct](#)

Sanctions Under Local, State, and Federal Law for Unlawful Possession, use, or Distribution of Illicit Drugs and Alcohol:

- [IA Alcohol Laws](#)
- [IA Drug \(Controlled Substance\) Laws – Code 124](#)
- [Frequently Used Federal Drug Statutes](#)
- [Federal Trafficking Penalties](#)

### Drug and Alcohol Treatment Resources/Programs

Support for employees with Life or Disability insurance through National Insurance Services is available in conjunction with the organization's Embedded Employee Assistance Program (EAP). The EAP program is available at no-cost for a wide variety of needs and concerns including alcohol and drug addictions.

Contact information is as follows:

- Call toll-free: 1-866-451-5465
- Online: [niseap.com](http://niseap.com)

The Iowa Department of Public Health licenses the Alcohol and Drug Dependency Services of Southeast Iowa (ADDS) to provide chemical dependency treatment services to residents of Des Moines, Henry, Lee, and Louisa counties. Individuals and family members who experience the effects of alcohol and drug dependency may receive ADDS treatment services. Contact information is as follows:

E-mail: [information@addsiowa.org](mailto:information@addsiowa.org)

**Burlington Center:** (319) 753-6567

**Mt. Pleasant Center:** (319) 385-2216

**Keokuk Center:** (319) 524-4397

**Wapello Center:** (319) 523-8436

Description of the Health Risks Associated With the Use of Illicit Drugs and Alcohol: [Drugs of Abuse/Uses and Effects](#)

## WHAT TO DO IF YOU EXPERIENCE OR BECOME AWARE OF HAZING/COLLEGE RESPONSE

Southeastern Community College (SCC) is committed to maintaining an atmosphere of social and ethical responsibility. An Anti-hazing guideline, [Administrative Guideline 1017](#), addresses hazing activity which is antithetical to SCC's commitment to a positive educational environment. The SCC Anti-hazing guideline meets the required annual activities outlined by the Stop Campus Hazing Act ([Public Law 118-173-December 23, 2024](#)).

Participation in hazing activities is against the law. Violation of SCC's hazing guideline, whether on or off campus, may subject participants, including students and organizations, to serious consequences. Individual students may be subject to arrest, prosecution, and/or disciplinary action, including, but not limited to, suspension or expulsion. Organizations may be subject to the revocation of their registration and/or recognition at SCC. Athletic teams are potentially subject to consequences from both SCC and the National Junior College Athletic Association. An employee who knowingly permits hazing to occur will be referred to their supervisor and Human Resources for appropriate review and action.

SCC strictly prohibits participation in hazing activities by any party. Consent to or acquiescence in hazing activity is not a defense. Hazing activities do not contribute to the positive development or welfare of students. SCC recognizes the act of hazing as illegal, irresponsible, intolerable, and inconsistent with the principles of higher education, and basic human development. Accordingly, SCC strictly prohibits participation in hazing activities by all parties.

The organization has the responsibility to ensure its activities are acceptable under SCC's Anti-hazing guideline. If you are not sure whether an activity is hazing, the activity should be ceased or discussed with the appropriate College official prior to further activity. Questions regarding the acceptability of a proposed organization activity should be discussed with the Dean of Students.

- An officer, advisor, or coach of each registered student organization or team is responsible for informing the members of the organization of the SCC guideline regarding hazing. An officer, advisor, or coach should discuss and distribute a copy of the SCC Anti-hazing guideline to each member of the organization during the first meeting of each semester.
- An officer, advisor, or coach of each organization or team is responsible for informing their guests and alumni members of that organization or team regarding the SCC Anti-hazing guideline and is additionally responsible for controlling the actions of their guests and alumni members of that organization or team regarding this guideline.
- It is the responsibility of any and all individuals who have firsthand knowledge of the planning or actual occurrence of a hazing activity to promptly report said knowledge to the Dean of Students Office.
- Complaints may be made through the Dean of Students Office or West Burlington Police Department, as well as through SCC's online reporting system: <https://www.scciowa.edu/meet/services/dean-of-students/report-a-concern.aspx>.
- Response to allegations of hazing, as well as any appropriate sanctions for acts of hazing committed, will be handled through the Student Conduct process as described in the Student Code of Conduct.
- Retaliation against any individual, including victims of hazing, good faith reporters, witnesses, and/or cooperating individuals, is prohibited, and may result in further disciplinary action.

Iowa addresses under the law through [708.10 Hazing](#).

## HAZING AWARENESS AND PREVENTION

A Campus Hazing Prevention Committee is charged with the design and delivery of research-informed hazing awareness and prevention efforts. This committee is to be chaired by the Dean of Students, and will include as members the director of student activities, director of athletics (or designee), and residence life coordinator. Others may be added to the committee as needed at the discretion of the committee chair.

Each year the Campus Hazing Prevention Committee will review the training model from the previous year, as well as any reports of hazing from the previous year. The committee will utilize this information to guide their efforts as they construct a training model for each of the following groups of people:

- website information for the general student and employee populations
- all students in clubs and organizations



- all student athletes
- all residence hall students
- all club and organization advisors
- all athletic team coaches and assistant coaches
- all campus security authorities

An Anti-hazing brochure has been developed for advisors/coaches and club members/student athletes. Information about the Anti-hazing guideline is posted throughout campus, and published in the campus newsletters. Presentations regarding hazing, the law, and SCC expectations were made to all faculty, coaches, and club and organization advisors prior to the beginning of the Fall semester. All students are asked to complete a Safe Colleges hazing awareness and prevention course. All student athletes and residence hall students attended a required presentation which addressed hazing prevention and awareness.

### CONVICTED SEX OFFENDER REGISTRATION LAWS

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Southeastern Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed, or carrying on a vocation at Southeastern Community College.

Any student/staff member who wishes to know the names of enrolled students who may be on the [Iowa Sex Offender's Registry](#) should contact the county sheriff or refer to the Registry online. The website is set up for an interested person to submit information about a specific individual to see if the individual is listed. The site does not provide a list of people on the Registry but can be searched by name or zip code location.

Pursuant to Iowa Code 692A, sex offenders are prohibited from living within two thousand feet of a child care facility. SCC's West Burlington campus leases space for a licensed child care provider/center on campus. Therefore, sex offenders are prohibited from living in any of SCC's West Burlington campus housing facilities.

## CRIME STATISTICS

Crime statistics for the five Clery-required geographic reporting areas are provided in the tables below, including on-campus sites, student housing, and non-campus sites. The public properties adjacent to the college facilities are maintained by the local law enforcement authorities throughout the SCC district. Recognition of student organizations does not extend beyond the college; therefore, incidents related to off-campus activities of student organizations (public property) are not reported. All incidents indicated in the tables below were deemed as founded reports.

### Occurrences on Campus January - December, 2022-2024

	West Burlington Campus			Keokuk Campus			Student Housing			CBIZ (Burlington)			Mount Pleasant Center			Fort Madison Center		
Primary Clery Crimes	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions																		
Liquor Law Violations	28	11	19	0	0	0	28	11	19	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Hazing			0			0			0			0			0			0
Arrests on Campus																		
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hazing			0			0			0			0			0			0

Note: Hazing was added to Crime Statistics by the Stop Campus Hazing Act, December 23, 2024.

	West Burlington Campus			Keokuk Campus			Student Housing			CBIZ (Burlington)			Mount Pleasant Center			Fort Madison Center		
<b>VAWA Crimes</b>	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	West Burlington Campus			Keokuk Campus			Student Housing			CBIZ (Burlington)			Mount Pleasant Center			Fort Madison Center		
<b>Hate Crimes</b>	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## ANNUAL FIRE SAFETY REPORT AND FIRE STATISTICS FOR STUDENT HOUSING

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the College community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

### **West Burlington:**

#### Blackhawk Towers

Four story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

#### Winegard Hall and Witte Hall

Residence halls with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of each building.

#### Millennium Hall

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

Fire drills are conducted two times a year at these facilities.

The following appliances are not permitted in any SCC student housing unit: hot plates and space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing. Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition, posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

## **FIRE PROCEDURES**

In the event of a fire, the following procedures should be used:

### **Blackhawk Towers/Winegard Hall/Witte Hall/Millennium Hall:**

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Call 911 or have Residence Life staff call 911.

### **If the fire alarm sounds in any of the housing units, do the following:**

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it unlocked so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. Do not re-enter the building until authorized officials give you permission to do so.

### **Designated Fire Evacuation Areas:**

Blackhawk Towers- Basketball hoop area in Millennium Hall parking lot.

Millennium Hall – Grassy area Northeast of Millennium Hall parking lot.

Winegard Hall – Basketball hoop area in Millennium Hall parking lot.

Witte Hall – East of Witte Hall in the grassy area across the street.

If the fire alarm goes off, all residents and/or their guests must evacuate the building. Any resident who does not leave the building during a fire alarm will be assessed a \$100 fine. The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. In accordance with State law, unannounced fire drills will be conducted at least once during each semester. It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.

Southeastern Community College has fire/emergency evacuation instructions posted in each classroom and common area on campus, and evacuation drills are conducted on an annual basis. Fire extinguisher training is provided to various employees on a rolling basis. Any



questions/concerns/suggestions regarding campus safety are directed to the Campus Safety Committee.

A log of reported fire incidents is maintained by SCC's Director of Facilities, and can be accessed via the College website. Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts may be found in the following chart:

## FIRE STATISTICS

	Winegard Hall			Witte Hall			Millennium Hall			Non-resident Bldg			Blackhawk Tower		
	22	23	24	22	23	24	22	23	24	22	23	24	22	23	24
# of Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amt. (\$200/+)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire:															
Fire Drills: Performed	2	2	2	2	2	2	2	2	2	1	1	1	2	2	2
Equipment: Tested/ Maintenance	2	2	2	2	2	2	2	2	2	1	1	1	2	2	2

## EMERGENCY CLOSINGS/DISASTERS

- Cancellation of classes and school closings will be announced by local radio stations, Blackboard Connect via text and will be posted on the SCC website. The decision will be made by 6:00 a.m. so that proper notification of students and faculty may be given.
- If an emergency situation arises after 4 p.m., local media will be contacted and students will be notified that classes are dismissing early via an announcement made over the internal messaging system and Blackboard Connect via text.

## WEATHER

- In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place for shelter. Tune to local television/radio stations for information on weather developments.
- Southeastern Community College is fortunate to have a FEMA-designated Tornado Shelter on campus. During severe weather such as a tornado, the Rev. Dr. William Amos "Booker" Smith,

Sr. Activity Hall (Smith Hall) serves as the official emergency shelter for the West Burlington Campus. All students, including those in the residence halls, and employees should proceed in an orderly manner to Smith Hall when instructed to take shelter. If someone believes they cannot safely reach Smith Hall within 5 minutes, they may want to consider taking shelter in a 1<sup>st</sup> floor restroom.

On the Keokuk Campus, 1<sup>st</sup> floor rooms which have been designated for shelter during severe weather are identified by signage on the doors.

**Designated Areas in the Event of a Tornado (If time does not permit to reach Smith Hall):**

- Millennium Hall – 1<sup>st</sup> floor laundry room/hallway
- Winegard Hall – restroom/ shower area
- Witte Hall – restroom/ shower area
- Blackhawk Tower- restrooms/laundry area/mechanical area

**MISSING STUDENT POLICY AND PROCEDURE FOR RESIDENTIAL STUDENTS**

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who, based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, anyone who believes a student to be missing (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) should report their concern to one of the following staff: Residence Life Coordinator or the Resident Assistant (RAs). The staff member receiving the report will immediately notify the Vice President of Student Affairs or designee who will conduct an informal investigation on every missing student report. If the student is determined missing, the Vice President of Student Affairs or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made. Depending on the circumstances presented to College officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, students 18 years of age and older will have the option of identifying a contact person(s) whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. This confidential contact information is maintained in the student's housing file in Residence Life and is only accessible by authorized College personnel and/or law enforcement officers in furthering a missing person investigation.

Students under 18 years of age and who are not emancipated are required to provide contact information for their parent or legal guardian, and will be advised that SCC is required to notify a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

All students will be advised that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, SCC will notify the West Burlington Police within 24 hours that the student is determined missing.

#### GENERAL PROCEDURE:

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:
  - The name and relationship of the person making the report.
  - The date, time, and location the missing student was last seen.
  - The general routine or habits of the suspected missing student (e.g. visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - The missing student's cell phone number (if known by the reporting individual).

The SCC staff member receiving the report will immediately contact the Vice President of Student Affairs to alert them of the situation and to receive additional consultation. The Vice President of Student Affairs will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.

2. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:
  - Call the student's room.
  - Go to the student's residence hall room.
  - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Check records of last entry into residence hall via issued proximity card.
  - Review video recordings.
  - Check with the student's respective faculty.
  - Secure a current student ID photo.
  - Call and/or text the student's cell phone and call any other numbers on record.
  - Send the student an email.

- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
  - Contact or call any other on-campus or off-campus friends or contacts that are made known.
  - Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
  - Contact the student's parent and/or emergency contact.
3. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.
  4. Once all information is collected and documented the Vice President of Student Affairs or designee will make appropriate notifications if the student is determined missing. (Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)

**This concludes the 2024 Annual Security and Fire Safety Report. For additional information on SCC student regulations, guidelines or additional consumer information please visit either of the following sites:**

[Campus Safety](#)

[Title IX](#)

[Student Code of Conduct](#)

[Consumer Information](#)