

Clery Act

Heartland Welding Academy is required by Federal Law to prepare an annual security report that includes crime statistics, security policies and procedures to students and others to report criminal actions or other emergencies occurring on campus. (34 CFR 668.46) The purpose of these disclosures is to inform prospective & current students of the reported crime in the area, as well as the measures that are taken to maintain a safe learning environment.

Crime Statistics

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008.

HWA began participating in Title IV student financial assistance programs in October of 2022; and therefore will not report crime statistics until October 1, 2023. The report will be made available on the HWA website annually. Students will receive notice of when and where the report is posted. A paper copy will be made available upon request.

Timely Warning and Emergency Notification

Per the Violence Against Women Act of 1994 (U.S.C 13925 (a)(201)) HWA must, in a timely manner that withholds as confidential the names and other identifying information of victims report to the student body the following crimes; criminal homicide, sex offenses, robbery, aggravated assault

Crimes to be reported will include:

- criminal homicide
- sex offenses
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson
- arrests for liquor law violations
- drug law violations
- illegal weapons possession
- dating violence
- domestic violence
- stalking

Hate crimes (to include larceny/theft, simple assault, intimidation, vandalism of property)

For each hate crime recorded HWA must identify the category of bias that motivated the crime. The categories of bias include the actual or perceived:

- Race
- Gender
- Gender identity
- Religion
- Sexual orientation
- Ethnicity
- National origin
- Disability

Fire Safety Report

Institutions that offer on campus housing are also required to provide an annual fire safety report. As HWA does not provide student housing there is no fire safety requirement.

Crime Reporting Policy

Heartland Welding Academy does NOT employ any security personnel. If a student is a victim of, or witnesses a crime, they should get to safety and notify the police immediately, as well as report it to their instructor or someone in the main office. The instructor will then notify the Managing Director. If a staff member is the victim of, or witnesses a crime they will report it to the police, as well as notify the Managing Director. The Managing Director will fill out a crime incident report.

If a student wishes to remain anonymous when reporting a crime to the local police they can report the crime to the Managing Director, who then, with permission, will notify the local authorities of the crime and the details. A confidential report of a crime will be included in the annual crime statistics report.

Heartland Welding Academy's standard office hours are Monday-Friday from 9a-5p. The office will only be accessible to students and visitors during these times. After office hours, or during scheduled office closures the main office will be locked and only accessible to staff and instructors. During night class (M-F 4p-10p) after the main office has closed students will not have any access to the main office. The building will remain locked from 5p-10p. The night shift instructors will unlock the building for students at the beginning of their scheduled break.

All visitors to HWA will come in through the main office entrance at the front of the building. Visitors are only allowed in the building during office hours (M-F 9a-5p).

Safety Orientation

HWA does not have a formal crime awareness or prevention program. Students receive some basic safety information and guidelines during new student orientation including;

Firearms are strictly prohibited on HWA property

Students should keep vehicles locked at all times; and anything left in a vehicle should be locked in the trunk, or kept out of site.

Illegal drugs and alcohol are not allowed on HWA property and any student found with drugs or alcohol will be written up and face possible termination.

HWA has a zero tolerance policy for sexual harassment. For crimes related to sexual assault or harassment please see the Title IX policy.

Registered Sex Offenders

The Campus Crime 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. To view a list of registered sex offenders in Butler county visit <https://www.icrimewatch.net/index.php?AgencyID=55097>

Emergency Response

On site accident or injury/Medical emergency:

1. Students are to report to instructor immediately.
2. Instructor is to quickly assess the injury to determine if basic first aid is needed, if the student needs to be taken to the emergency room, or if necessary, call 911.
3. All activity will be stopped and all students will need to vacate the immediate area until the situation is resolved.
4. After the injury has been assessed and what action to be taken is determined, the instructor will notify the student's emergency contact on file.

Evacuation

Any of the following events will require evacuation; fire, smoke, gas leak, explosion, structural damage/collapse, hazardous material spills, odors or fumes.

1. Notify instructor immediately.
2. Calmly move to the nearest/safest exit and proceed out of the parking lot towards the front of the building, muster point will be on the NW side of the building on the city sidewalk (nearest the large green utility boxes)
3. The instructor will ensure that all students have evacuated and will call appropriate emergency personnel.
4. Students and staff should remain together until told they can re-enter the building.

Fire/Explosion

All fires should be reported to the Andover Fire Department immediately by dialing **911** at the time of the event, even those that can be extinguished.

1. Evacuate the facility immediately utilizing the evacuation procedure posed at the exits and proceeding to the muster point through the safest and quickest means of egress.
2. The lead instructor will sweep the area for any personnel or students left in the building and confine the fire by closing all doors accessible.
3. If it is safely achievable the lead instructor will attempt to extinguish the fire with the nearest fire extinguisher prior to exiting the building.

Threats of violence/Bomb threats/Suspicious packages

Whoever intercepts the threat should make every effort to collect as much information as possible. This includes taking notes if threat is received via phone, screenshots if received via social media or email.

1. If the threat is a suspicious package do not touch or move it.
2. If any threats of violence or suspicious packages are received HWA staff will notify law enforcement immediately.
3. All staff and students will evacuate the HWA premises quickly and calmly if necessary.
4. Proceed to evacuation point located on the NW side of the building on the city sidewalk (nearest the large green utility boxes).

Neighborhood disturbances/Civil unrest

If an incident of civil unrest/civil disturbance/rioting is occurring in the immediate area near HWA, faculty will communicate with law enforcement.

1. Students will be instructed to avoid the area of disturbance and to avoid provoking the demonstrators.
2. Everyone will remain inside and all entrances to the facility will be locked.
3. If notified by law enforcement that it is safe, students and staff will leave the HWA premises through the safest route possible.

Severe Weather

Winter weather - HWA will make decisions on closures in a timely manner to ensure the safety of all faculty and students.

Thunderstorms - Kansas is prone to severe thunderstorms

- Staff and instructors will monitor weather alerts and warnings.
- If severe weather is expected HWA will cancel or dismiss class if it can be determined that traveling is not safe for staff and students.
- If thunder and lightning are occurring near the facility students will be instructed to remain inside.
- Tornadoes
- If a tornado watch is issued for Butler County or East Sedgwick County instructor will halt all activity and notify students that a watch is in effect.
- If the focused area of the risk is within a 20 mile radius of HWA, students will halt weld related activities and gather in the classroom area until weather threat has subsided.
- If a tornado warning is issued for Butler County, and Andover specifically, is expected to be impacted, students and staff will seek immediate shelter in the central most part of the building which is the Student Break Room.
- HWA has the right to conduct random drug testing.

Active Shooter/Sudden Violence Situations

Defined as a person/persons who are actively engaged in or seeking to kill and/or injure people. Possible weapons can include firearms, knives, vehicles, etc.

These situations are dynamic and evolve rapidly.

Everyone must be prepared to react quickly.

The best option is to RUN.

- Know escape routes in advance, warn others as you are fleeing and do not waste time gathering your belongings.
- If you encounter police officers while fleeing keep your hands visible, follow their instructions, and move in their direction unless instructed to do otherwise.
- Evacuate to a safe area and take cover until emergency responders arrive.
- If you are unable to escape HIDE.
- Close and lock all doors if possible, turn off lights, silence cell phones, and any other devices that might make noise. Stay out of sight.
- Designate ONE person in the room to quietly call 911.
- Relay the following information to the 911 dispatcher; your name and location, number of people with you, any known injuries, known location of the suspect, physical description of suspect, and types of weapons suspect has.
- Remain in place until police arrive.
- Do not open the door unless you are certain it is the police.
- If confronted by the suspect your only option is to FIGHT FOR YOUR LIFE.
- This means to act aggressively, using physical force to render the suspect unable to continue.
- If possible, work together with others.