



EMERGENCY RESPONSE *PLAN*

Gateway Technical College

Elkhorn Campus

Red	Emergency, Call 911, then call 8207 to advise Dean of Campus Affairs of the 911 call
Blue	Urgent, Call 8207 for “1033 team” or Security
Yellow	Non-urgent, handle in school
White	Informational pages

**EMERGENCY RESPONSE PLAN
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INTRODUCTION
MISSION STATEMENT

This Emergency Response Plan will protect the safety and privacy of our students and staff on the Elkhorn Campus and promote the broader interests of Gateway Technical College

General Information

1. Employee Initiative

Gateway employees must take the initiative necessary to deal with emergency situations. Employees should use their discretion and common sense to protect themselves and respect the privacy of all parties involved.

2. Official Statements/ Media

During an emergency, it is important to provide prompt, accurate information to all Gateway staff, students, emergency responders, the community, and the media. Official statements will come only from the Gateway media liaison or other spokesperson designated by the Vice President / Provost. Refer to media policy in appendix.

3. Plan Color Code

The pages of this plan are prioritized by color:

- Red:** Imminent danger or threat to life, call 911 first
- Blue:** Disruption with no immediate danger, call 8207
- Yellow:** Event requiring administrative intervention.
- White:** Informational pages.

4. Calling 911 and the “1033 Team”

Anytime there is a threat to life, always call 911 first. Follow the instructions of the 911 dispatcher and do not hang up until the dispatcher releases you. Then call the “1033 Team” by dialing 8207.

ACCIDENTS/ MEDICAL EMERGENCY

Instructor/Staff Procedures

1. Evaluate the accident scene. Call 911 if necessary, or if you are unsure, call 8207 to inform switchboard of incident/accident and dispatch "1033 Team".
2. Be sure that someone is assigned to meet emergency response personnel.
3. If scene is safe, proceed to the victim(s) and *utilize blood borne pathogen procedure*, if appropriate. Always avoid contact with blood or other bodily fluids.
4. Stabilize the victim(s) until emergency personnel arrive on the scene. *Provide whatever assistance to victim(s) you are qualified to give.*
5. Document the accident and make a formal report as soon as practical in order to provide an accurate and complete record of the incident/accident.

"1033 Team" Procedures

1. Report to the scene of the incident/accident and ensure that emergency response personnel have been summoned.
2. Maintain the scene in its original status, being careful to determine the extent of the incident/accident and to preserve any relevant evidence.
3. Render assistance to emergency services personnel as directed.
4. Keep hallways or other areas cleared of bystanders.
5. Document the incident/accident by utilizing the 1033 Incident report and Gateway Accident Report forms, as appropriate. Only trained staff may perform blood cleanup procedures. Call Building and technology Services immediately for assistance.

Administrative Procedures

1. In case of severe accident or death, strictly observe media/ public relations policy.
2. Identify any individuals who may need follow-up counseling.

Red

FIRE

Staff Procedures

Note: upon activation of the fire alarm the alarm monitoring company dispatcher will automatically call the fire department.

Safety of students and staff is the first priority. We are not trained nor equipped for fighting fires. Use fire extinguishers only when doing so will not put yourself or others in danger, or to aid your escape.

1. If you discover a fire in a campus building, activate the fire alarm by operating any fire alarm pull station.
2. Upon hearing the fire alarm all staff and students shall proceed to the nearest exit and leave the building. Close all doors and windows as you exit.
3. Staff and students should assemble at a safe distance from the building until told it is safe to reenter.
4. After a fire evacuation, staff and students should try to account for all members of classes or office groups. Notify fire department immediately if anyone is missing.

1033 Team Procedures

1. After evacuating, aid in crowd control and keep non-emergency personnel away from building.

Administrative Procedures

1. Make initial damage assessment and determine if classes may resume.
2. Report incident to Insurance Department.

Red

BOMB THREAT

Recipient/Instructor/Staff Procedures

1. Engage the caller; and fill out Bomb Threat form kept at phone. (a copy is in the appendix).
2. If possible, alert other staff that a bomb threat is being received.
3. Call 911 and administration, security, maintenance and Elkhorn Police Department.

Switchboard Procedure

1. Notify administrator on-call of bomb threat. DO NOT USE RADIO.

Administrative Procedures

1. Call 911 and notify of threat.
2. With law enforcement, determine seriousness of threat, level of search and need to evacuate.
3. Work with law enforcement officials in executing search.

Red

WEAPONS ON CAMPUS/ SHOOTING

Instructor/Staff Procedures

1. Assess the situation, and determine the level of assistance needed.
2. Call 911 if there is imminent danger.
3. Notify the Dean of Campus Affairs and the Director-Buildings and Technology Services immediately.

School Administrative Procedures

1. Assess the situation.
2. Possession of unauthorized dangerous weapons must be immediately reported to the police (E-100).
3. Arrange whatever disciplinary or legal action deemed appropriate.
4. Document incident.
5. Debrief the situation and the responses made and make changes in procedures as recommended.

Red

CHEMICAL SPILL/GAS LEAK

Instructor/Staff procedures

1. Call 911 if imminent danger exists.
2. Avoid direct contact with chemical.
3. Identify spilled substance, if possible.
4. Isolate area of spill.
5. Call 8207 to contact maintenance department.
6. If situation warrants, evacuate staff and students from the area and remove to a safe area away from the site of the spill.
7. Do not attempt to clean up the spill without reviewing the MSDS and obtaining proper protective equipment in accordance with OSHA standards.

Building Services Procedures

1. Control access to spill area. Call 8207.
2. Identify chemical hazard through the label or MSDS, proceed with clean up in accordance with OSHA guidelines, using proper protective equipment.
3. Dial 911 if spill is determined to be beyond the abilities of Gateway staff.

School Administrative Procedures

1. If chemical spill is severe or if there is a danger to students or staff, begin the building evacuation procedure as outlined for fire drill evacuation. In the event that a spill makes exit from a specific doorway impossible, persons required to use the closed exits will use alternative exits.
2. If there are injuries requiring medical attention, send a copy of the MSDS along with the victim to the hospital or doctor.

Red

LOST/ UNATTENDED CHILD

I. Child found:

Instructor / Staff Procedures

1. If you locate a lost or unattended child, do not leave them alone.
2. Call police at 911 if child is in danger.
3. Dial 8207 to notify security and the “1033 Team”.
4. Attempt to locate parent or guardian.
5. If parent or guardian cannot be located, call police.
6. Immediately file incident report with Dean of Campus Affairs.

II. Child Lost:

Instructor/ Staff Procedures

1. Contact “1033 Team” and Security by calling 8207.
2. “1033 Team” will lead initial search effort.
3. Call police if child cannot be found or if foul play is suspected.
(Parent or Guardian has option of calling police at any time.)
4. File incident report with Dean of Campus Affairs.

Blue

UTILITY FAILURE / FLOOD

Instructor/ Staff Procedures

1. Call 911 if imminent danger exists.
2. Call 8207 to notify main office immediately of problem and location. Switchboard will notify Building Services Department .

Building Services Procedures

1. *Immediately* go to the area reported and determine the extent of the problem.
2. Report to Manager Building Services and the Dean of Campus Affairs the extent of the problem.
3. Initiate remedial action, if possible (call utility; clean up; etc.)
4. If situation warrants, evacuate staff and students from the area and remove to a safe area away from the site of the incident.

School Administrative Procedures

1. Determine if classes should resume or be cancelled.
2. Determine if “1033 Team” would be useful to aid evacuation.
3. If phone system becomes inoperative, refer to appendix for locations of emergency phones and cell phones on campus.

Blue

LARGE GROUP DEMONSTRATIONS

Instructor/Staff Procedures

1. Contact "1033 Team by dialing 8207.

Security Procedures

1. Assess the seriousness of the situation. Determine if trespassing is occurring or if school business is being hampered. Continue to monitor demonstrator activities.
2. Keep Dean of Campus Affairs and Director-Building & technology Services informed of the changes in the situation.

Administrative Procedures

1. Intervene, if appropriate.
2. Call police if demonstrators are violating the law.

Blue

DISRUPTIVE PERSON ON COLLEGE PROPERTY
GROUP/ INDIVIDUAL ALTERCATION

Staff Procedures

1. Assess the seriousness of the situation; determine the need for assistance.
2. Call 8207 to summon Security, or 911 if the altercation becomes physical or uncontrollable.
3. Continue to observe until help arrives, if you feel it is safe to do so.
4. File incident report with Provost.

School Administrative Procedures

1. Confirm that the appropriate reports are filed from witnesses.
2. Determine if any follow up action is appropriate.

Blue

SEVERE WEATHER SITUATION

Tornado warning means that a funnel cloud has been sighted. Take cover immediately.

Instructor/Staff Procedures

1. The warning will be received on the emergency radio in the main office.
2. Take shelter.
3. Encourage students to take cover in the shelter areas (we cannot force them to do so).

School Administrative Procedures

1. Announce the weather emergency over the PA system; request an orderly and quiet evacuation to the shelter area.
2. Emergency weather response team members assume positions as directed and aid in moving all persons into the shelter area.
3. If power is out and PA is not operational, go door to door and notify students and staff of emergency. Use any and all available unassigned personnel to accomplish this.
4. Assess situation and release students and staff members to assigned area after the all clear has been sent.

Blue

HARASSMENT/ DISCRIMINATION

Verbal Threats, Threatening Behavior, Hazing, Intimidation, Gang Behavior, and Discrimination

Instructor/ Staff Procedures

1. Assess the seriousness of the situation and determine the level of assistance needed.
2. Direct victim of sexual harassment to campus contact person. (H-140, H-110).
3. Otherwise direct victim to Dean of Campus Affairs' office.

School Administrative Procedures

1. Evaluate incident or complaint.
2. Take action consistent with Procedures and Practices H-120, H-130 or other College policy.

Yellow

VANDALISM

Instructor/Staff Procedures

1. Call 8207 to notify the main office/security of the incident and location of the vandalism. The Main Office will notify maintenance department. If a crime is in progress, call 911.
2. Identify, if possible, the parties involved in the vandalism and turn the information over to the Dean of Campus Affairs.
3. Document the incident immediately and file a written report with security.

Building Services

1. Control access to the vandalized area. Have switchboard dispatch 1033 Team, if needed.
2. After consultation with school administrative personnel, clean up the graffiti or vandalism immediately.
3. Report to maintenance supervisor the extent of damage or labor required for cleanup.

School Administrative Procedures

1. Assess the seriousness of the incident and determine the level of assistance needed.
2. Contact the Police Department if necessary and take pictures of the vandalism.
3. Identify parties involved if possible and determine if there are witnesses to the incident.
4. Seek written reports from witnesses and others with specific knowledge of the incident.
5. Determine the level of follow up necessary. If applicable determine the level of legal and disciplinary consequences for the incident.
6. File incident report with Provost and liability insurance department.

Yellow

ALCOHOL AND OTHER ILLEGAL SUBSTANCES/DRUGS

Instructor/Staff Procedures

1. Unauthorized presence of alcoholic beverage(s) and other illegal substances/drugs on campus should be reported immediately to security by dialing 8207.

Security Procedures

1. Investigate report of unauthorized substance.
2. Inform possessor of legal, unauthorized alcohol that they are in violation of College policy and request that they remove alcohol from campus immediately.
3. Report presence of illegal substance to police.
4. Inform Dean of Campus Affairs immediately of presence of unauthorized or illegal substance on campus.
5. Complete security report.

Yellow

SUICIDE-VERBAL/WRITTEN THREAT

Instructor/Guidance Staff Procedures

1. Take all threats seriously and report such to Dean of Campus Affairs. Assess the seriousness of the threat and the crisis level of the situation.
2. If you are aware that the person has taken a suicidal action, contact 911.

School Administrative Procedures

3. Determine if person is a minor.
4. If the person is a minor, the following actions should be taken:
 - a. If the student is a minor attending school on a contract between a school district and the college, immediately notify the school district. They are responsible for contacting the parents/guardian of the student.
 - b. If the student is a minor and enrolled on their own, contact the parents/guardian of the student.
5. Refer the student (or parents if a minor) to our Student Assistance Program.

Yellow

**DISTRICT WIDE
EMERGENCY RESPONSE TELEPHONE NUMBERS**

<u>Title</u>	<u>Campus</u>	<u>Telephone</u>
Emergency	all campuses	911
Police	all campuses	911
Police Non-Emergency	Burlington	763-7842
	Elkhorn	723-2210
	Kenosha	656-1234
	Racine	635-7700
Fire	all campuses	911
Fire-Non Emergency	Burlington	763-2920
	Elkhorn	723-2277
	Kenosha	653-4100
	Racine	635-7900
Rescue Squad	all campuses	911
Rescue Squad- Non Emergency	Elkhorn	723-5080
Sheriff's Dept	all campuses	911
Sheriff's Dept- Non-Emergency	Burlington	763-9558
	Elkhorn	741-4400
	Kenosha	605-5100
	Racine	636-3213

Electric	Burlington	1-800-662-4797
	Elkhorn	723-3229
	Kenosha	1-800-714-7777
	Racine	1-800-662-4797
Emergency Government	Burlington	763-5501
	Elkhorn	741-4160
	Kenosha	653-6595
	Racine	636-3515
Gas	Burlington	1-800-236-9874
	Elkhorn	1-800-236-9874
	Kenosha	1-800-236-9874
	Racine	1-800-261-5235
Hazardous Materials Spills	Aviation	653-6595
	Burlington	763-5501
	Kenosha	653-6595
	Racine	636-3515
Hospital-Aurora	Aviation & Kenosha	942-5600
Hospital-Beloit Memorial	Elkhorn	608-364-5011
Hospital-Elkhorn Hospital & Medical Center	Aviation & Kenosha	656-2011
	Elkhorn	741-2000
Hospital-Lakeland Medical/Aurora	Elkhorn	741-2000
Hospital-Memorial Hospital Burlington	Burlington	767-6000
	Racine	687-4011
Hospital-St. Luke's Racine	Racine	687-4011
Hospital-St. Mary's Racine	Racine	687-4011

Human Services	Aviation	605-6700
	Burlington	763-4930
	Elkhorn	741-3140
	Kenosha	605-6700
	Racine	638-6321
Poison Control Center	all campuses	1-800-815-8855
Public Health Nurse	Aviation	605-6700
	Burlington	763-4930
	Elkhorn	741-3140
	Kenosha	605-6700
	Racine	636-9201
Public Works	Aviation	653-4050
	Burlington	763-2060
	Elkhorn	723-2223
	Kenosha	653-4050
	Racine	636-9121
Public Works- Non Emergency	Elkhorn	723-2223
Water	Burlington	539-2786
	Elkhorn	
	Kenosha	653-4330
	Racine	

**ELKHORN CAMPUS
EMERGENCY RESPONSE TELEPHONE NUMBERS**

	Emergency	Non-Emergency
Police	911	723-2210
Fire	911	723-2277
Rescue Squad	911	723-5080
Sheriff's Department	911	741-4400
Hazardous Materials Spill	911	
Public Works-Elkhorn	723-3229	723-2223
Poison Control Center		1-800-815-8855
Walworth County Human Services		741-3200
		1-800-365-1587
		741-3255 TTY
Walworth County Public Health Nurse		741-3140
Hospital (Emergency Room)		
Lakeland Hospital		741-2000
Utilities:		
Wisconsin Electric (Gas)		1-800-236-9874
Elkhorn Electrical Utility		723-2910
Emergency Government		
Walworth County		741-4160

Emergency Phones located in Rooms 111 and E227

Two-way radios -	Building and Technology Services Staff Student Service – Room 101 Building and Technology Services Office – Room 111 Learning Resource Center – Room 204 Security – Atrium Deans of Campus Affairs – Room E227
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ELKHORN CRISIS RESPONSE TEAM

<u>Title</u>	<u>Name</u>	<u>Telephone</u>	
“1033 team”	Security	Elkhorn Campus – 8207	
Dean of Campus Affairs – Ron Sellnau		Office	(262) 741-8538
		Home	(262) 767-0715
		Cell	(262) 902-5436
Director-Building & Technology Services	Larry Paruszkiewicz	Office	(262) 741-8504
		Home	(262) 767-9082
		Pager	(262) 487-1118
		Cell	(262) 492-5657
Principal, Alternative HS-	Jerry Hawver	Office	(262) 741-8352
		Home	(262) 249-1445
Mechanic	Gary Wendorf	Office	(262) 741-8460
		Pager	(262) 487-3765
Telephones	Dan Scheive	Office	(262) 564-3768
Security Director	Debbie Miller	Office	(262) 564-3220
Public Relations/Media	Jayne Herring	Office	(262) 564-3092
President’s Office	Brian Albrecht	Office	(262) 564-3000
Executive VP	Zina Haywood	Office	(262) 564-3104

EMERGENCY RESPONSE TRAINING

The welfare of students, staff and visitors are the most important aspects of any school safety plan. A plan, like many things, is only as effective as the preparation and practice that is involved in its implementation. To that end, Gateway Technical College recognizes the critical importance of teaching and training everyone associated with the school and general school operations in the proper deployment of the Emergency Response Plan. In order to train individuals to be able to implement the plan on a moments notice, the following training steps are required:

1. Yearly, the school staff will be inserviced on the plan and changes that have occurred in plan administration.
2. Every staff member will be given a hard copy of the plan with the direction to have the plan accessible in the case that the plan has to be implemented.
3. Every classroom and work area in the building will be equipped with posters indicating the procedures to be used for:
 - a. Fire drill
 - b. Severe weather

PLAN DEVELOPMENT ORGANIZATION AND REVIEW

The school safety plan is a comprehensive approach to a major concern in today's society. As such, the plan must bring together all of the various groups and organizations that have a key responsibility to provide a healthy and safe environment for the staff and students of the school. In order to ensure the orderly development and implementation of the plan, it must be reviewed, updated, and revised as various situations arise. In an effort to meet the requirements of an ever-changing school and community, this plan will be reviewed and revised according to the following:

1. Yearly review by school administration and emergency service providers.
2. Reviewed and modified as needed after a critical incident, with analysis of actions and responses being scrutinized.
3. Copies of the plan shared with local schools and emergency service agencies for input and coordination of local services.

COMMUNICATION SYSTEMS REGARDING SAFETY AND SECURITY

It is the practice of the college to inform, on a regular basis, members of the community and the media as to specific incidents which have occurred on campus. Gateway recognizes that being proactive in response to the community and the incidents that occur at school is the best policy. To that end, the school will continue to provide information regarding critical aspects of safety and security to its students, staff, and taxpayers in a timely manner. This information will be given in accordance with applicable confidentiality laws. Currently the school uses the following as informational outlets for the students and the community:

1. Yearly policy publications as required by statute and board directive.
2. Employee Handbooks.
3. School Student Handbook.
4. Articles in the local newspapers.
5. Bulletins released as part of the Monthly Newsletter.
6. Various safety updates as required.

Faculty, staff, students and the community will be notified of campus emergencies using communication tools available during the emergency. They may include:

- Telephone
- E-mail
- Web page updates
- TV monitors on campuses
- Personal interaction
- Network Messages

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**SECURITY ADMINISTRATION
(WORKPLACE VIOLENCE)**

Workplace violence is a major challenge, unacceptable at any level in public or private institutions. Many legal responsibilities exist under provisions of the Occupational Safety and Health Act; the Wisconsin Safe Place Statute; the Drug Free Workplace Act, Title VII U.S.C., and the Wisconsin Fair Employment Act. Wisconsin statutes define workplace violence as 1) an act done with intent to cause bodily harm to that person or another without the consent of the person so harmed, and 2) conduct or expressions that threatens bodily harm.

Any form of harassment, intimidation, threats, or bullying that threatens bodily harm will not be tolerated. There is no justification for such actions. All employees and students who engage in such violent, threatening, intimidating or harassing behavior, will face discipline up to and including removal from their positions or academic programs. Members of the general public are also subject to this policy. Violators can be removed from campus and appropriate action taken.

POLICY

Gateway Technical College's policy is to promote a safe campus environment for all those who work at, or use its facilities. The College is committed to maintain a campus community free from violence, threats of violence, harassment, intimidation and other disruptive behaviors.

Violence, possession of unauthorized weapons, threats of violence, harassment, intimidation and other disruptive behaviors that communicate the potential for physical harm, either directly or indirectly, will not be tolerated on college property. Such behaviors can include oral or written statements, gestures or expressions.

We recognize that the successful implementation of this policy requires the commitment and cooperation of all those whom Gateway Technical College employs and serves. It is the responsibility of everyone to report acts of violence, or threats of violence to the appropriate authorities. All reported incidents will be taken seriously.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, as well as civil and/or criminal penalties. Discipline of students will be in accordance with the rules of student conduct. Discipline of employees will be in accordance with the applicable policies, agreements and/or Rules of Conduct.

PROCEDURES

- The College cannot guarantee the protection of students and employees against acts of violence. However, it adopts these procedures in an effort to minimize the risks of violent behavior and to provide a safe, secure place for students and employees to learn and to work.

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NON-EMERGENCY SITUATIONS

- If the situation is not violent and poses no immediate danger of physical harm, but the individual is acting in a threatening, hostile, or aggressive manner, the reporting person should:
 1. Notify their appropriate supervisor, instructor or other college office.
 2. Keep distance between himself/herself and the perpetrator.
 3. Identify an escape route.
 4. Be ready to summon the local police if the situation escalates to an emergency situation.

EMERGENCY SITUATIONS

- If it is reasonable to believe that the situation presents an immediate danger of physical harm to oneself or others, the reporting person should follow these guidelines.
 1. Call the local police department (dial 911 if necessary).
 2. Do not attempt to control a violent individual.
 3. Notify a supervisor, instructor or other college official.
 4. Individuals may need to seek safety by leaving area. When at all possible, a faculty member should remain with his or her class and send for help.

PROHIBITED ACTS

- Any person who makes threats of bodily harm, or exhibits threatening behavior either verbal or physical, or engages in such acts on Gateway property (including buildings, parking lots, etc.) shall be immediately removed from the premises and shall remain off Gateway premises pending the outcome of an investigation. Gateway Technical College will initiate a decisive and appropriate resolution. This resolution may include disciplinary action up to and including removal from a person's position or academic program. Furthermore, Gateway may seek legal prosecution against those acting in violation of the law or may seek an injunction against the individual found to have violated this policy. (This policy does not prevent any individual from pursuing legal actions on their own.)

WEAPONS ON SCHOOL PREMISES

- No person shall possess a dangerous weapon on school premises or at any school-related event.

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- "Dangerous weapon" means any firearm; any electric weapon, as defined in §941.295(4); metallic knuckles or knuckles or any substance which would be put to the same use with the same or similar effect as metallic knuckles; a nunchaku or any similar weapon consisting of two (2) sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed starlike object intended to injure a person when thrown; a chain having weighted ends; any switchblade knife, as defined in §941.24, any knife with a blade longer than four (4) inches; or any other device or instrumentality which, in the manner it is used or intended to be used, is capable of or likely to produce death or great bodily harm.
- School premises means any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.
- Violation of this policy shall be **immediately** reported to law enforcement authorities. Students violating this policy shall be subject to disciplinary action which may include suspension or expulsion.

EXEMPTIONS:

1. This policy does not apply to authorized law enforcement officers, security officers in gainful employment, and authorized law enforcement officers in plain clothes provided they keep any weapons concealed at all times.
2. This policy does not apply to Gateway's firearms instructors while engaged in firearms training classes or transporting weapons for repair or other training sessions, or to Gateway students who are not sworn law enforcement officers, but who are enrolled in Firearms Training classes, when they are transporting their weapons from their vehicles to the pistol range and back.

OBLIGATION TO REPORT INCIDENTS OF VIOLENCE

- All Gateway personnel are responsible for documenting any incident within twenty-four (24) business hours to one of the Gateway officials listed below including any threats, threatening behavior, or acts of violence as defined above which they have witnessed, when that behavior is job related or might be carried out on a Gateway controlled site (including off site locations such as the Martin Luther King Jr. Center). Employees are responsible for providing information sufficient to complete a Violent Incident Report. Unless a protective relationship exists, the reporting individual must complete the Violent Incident Report and document the

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threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening or violent behavior. Information received will be treated as privileged, confidential information and will be provided to Gateway officials on a need to know basis in order to investigate and/or initiate preventative or disciplinary measures. Other staff may be placed on alert if there is a continuing threat to their security.

REPORTING OF INCIDENTS

- Officials receiving reports of violence or threatened violence or who have knowledge of something which may affect the security of students, staff or college property are to report the matter to their department or dean. The department/dean is to:
 - Immediately inform the vice president of the appropriate campus and Human Resources in person or by phone.**
 - Follow-up with a written report, within two (2) working days of the incident. The report is to be sent to the vice president of the appropriate campus and Human Resources. If the incident involves a student, a copy of the report is to be sent to the vice president Student Success.
 - INCLUDE THE FOLLOWING INFORMATION IN THE REPORT.**
 1. Detailed description of what happened, where it happened, and when it happened.
 2. Identity of person(s) committing the threat or violent behavior.
 3. Identity of person(s) against whom the threat was made or violent behavior directed.
 4. Identity of person(s) reporting or witnessing the threat or violent behavior.
 5. Observations that would make you believe that the individual intends to follow through on a threat.
 6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.
- Where it appears that criminal activity may be involved, be careful not to do anything that could jeopardize the outcome of an investigation. Do not change or disturb anything at the scene of the incident until properly documented by law enforcement officials, unless necessary to assist or secure the safety of victims.

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- The following Gateway officials may be contacted to report safety violations or incidents of violent behavior. It is preferable to follow the chain of command in order to report a violation, but all of the officials listed have incident report forms and may be contacted. Regardless of who receives the initial Violent Incident Report, the Violent Incident Report will be furnished to the Director of Security within twenty-four (24) business hours of receipt by the receiving official.

Campus	Department Dean or Supervisor	Alternate
Elkhorn/Burlington	Dean of Campus Affairs 741-8538	AFSCME Representative
	Dean-CATI Mfg & Eng Division . . . 741-8522	GESP Representative
	Dean-Burlington Campus 767-5338	GTEA Representative
Kenosha	Dean of Campus Affairs 564-3218	AFSCME Representative
	Dean-Gen Ed & Bus Division 564-3066	GESP Representative
	Dean-Health Occupations Division 564-3074	GTEA Representative
Racine	Dean of Campus Affairs 619-6712	AFSCME Representative
	Dean-CATI Mfg & Eng Division . . . 741-8522	GESP Representative
	Dean-Bus, IT & Services Division . 619-6716	GTEA Representative
District	Vice President Human Resources 564-3228	
	Vice President Student Success 564-3108	
	Director Human Resources-Employment, Compensation, & Benefits 564-3220	
	District Affirmative Action Officer 564-3220	
	Director of Security 564-3220	

TEMPORARY RESTRAINING ORDERS

- This policy requires all individuals who apply for or obtain a protective or restraining order which lists Gateway locations as being protected areas, to provide the Department of Security a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and ultimately a copy of any protective or restraining order which is made permanent.

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RESTRAINING ORDERS/ORDERS OF PROTECTION

➤ Anyone who has a restraining order or other order of protection against another person that identifies college facilities/locations as protected sites must provide the appropriate campus vice president with a copy of any temporary, protective or restraining order which is granted and a copy of any protective restraining order which is made permanent. The appropriate campus vice president will give a copy to Human Resources.

INVESTIGATIONS AND RESPONSE

1. The vice president or representative on the College Campus Safety Teams will meet or otherwise communicate with the teams on all reported incidents and restraining orders.
2. Privacy rights will be observed to the extent allowable to conduct a thorough investigation, and as permitted by law. Only those individuals with a clear need to know will be notified in cases where a person is perceived to be a threat to others. Confidentiality of those reporting violence or threats of violence will be maintained to the extent possible in investigating and resolving the complaint.
3. Retaliation and/or reprisal against anyone who reports threats of violence or acts of violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including suspension for students and termination of employment for employees.
4. False reports, allegations and/or reports of threats and violence will be taken seriously. Anyone intentionally making false reports is subject to discipline. For students, this could include expulsion. For employees, it could include termination.
5. Follow up/recovery, also known as debriefing, will be designed to give the participants an opportunity to discuss the incident. Debriefing will be done by the College Campus Safety Teams on a timely basis.

Adopted: May 1999
Updated: October 19, 2006

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AFFIRMATIVE ACTION / EQUAL OPPORTUNITY**POLICY**

The Gateway Technical College District will be fair and impartial in all its relations with its students, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

COMPLIANCE

The Gateway District is committed to:

- Compliance with Title VI and Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, Title IX of the 1972 Educational Amendments, Section 504 of the 1973 Rehabilitation Act, and the Wisconsin Fair Employment Law, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.
- Elimination of gender-based discrimination and gender-based stereotyping in vocational education as mandated by the 1976 Vocational Education Amendments.
- Compliance with the 1979 Office of Civil Rights Guidelines for the elimination of discrimination in vocational education.
- Compliance with 1989 Wisconsin Act 186, which relates to discrimination against students in the Technical College System. Students who allege a violation of this Act must file written complaint within 300 days to the day the incident took place.

EQUAL EMPLOYMENT: Equal Employment Opportunity includes, but is not limited to, the following areas: recruitment, selection, hiring, training, promotion, transfer, layoff, retention, return from layoff, compensation and fringe benefits, terminations, certification, testing, and committee appointments.

AFFIRMATIVE ACTION

The Gateway District is committed to:

- Designing efforts to reach and maintain an employment level for minorities, persons with disabilities, and women which is at parity. (Parity figures are determined by the Wisconsin Department of Employment Relations.)

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- Planning activities to recruit and place minority, persons with disabilities, and female persons in the areas where these group members are presently underutilized. Recruitment efforts and resources will be reviewed and updated to improve, to strengthen, and to broaden our recruitment efforts for minority, persons with disabilities, and female applicants.
- Providing students with all educational and support services in a non-discriminatory way with special emphasis in recruitment and retention on an educational climate conducive and supportive of cultural, ethnic diversity, and persons with disabilities.
- Supporting employees and applicants for employment with programs developed to address the recruitment, employment, training, promotion and retention needs of minorities, females and persons with disabilities.

HARASSMENT: Harassment against any employee or student on the basis of race, color, gender, national origin, age, disability or other protected status is an unlawful employment and education practice and is prohibited. For incidents related to sexual harassment, refer to policy H-140, Sexual Harassment.

POLICY DISSEMINATION: The District Affirmative Action Office shall disseminate this policy statement on behalf of employees, applicants for employment, and students. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) shall advise non-represented employees and representative union groups about the District's commitments under this policy. Copies of the Affirmative Action/Equal Opportunity Policy shall be posted in conspicuous places available to employees, applicants for employment, and students. All major publications, i.e., school handbook, catalog, shall contain the following Affirmative Action Statement:¹

"It is the policy of Gateway Technical College not to discriminate in admission to, or participation in, its programs and activities on the basis of race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or non-union affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

¹ Or one deemed appropriate by the Officer, e.g., "Gateway is an Equal Opportunity/Access Educator/Employer."

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AFFIRMATIVE ACTION PLAN: The Affirmative Action Compliance Plan will be used to demonstrate our commitments and efforts towards Equal Employment Opportunity. The plan will include specific goals and timetables and result-oriented programs.

CRITERIA FOR FILING EMPLOYEE AND STUDENT DISCRIMINATION COMPLAINT:

Any employee or student who believes an act of discrimination/harassment has occurred and alleges he/she has been denied admission to, participation in, or the benefits of, or discriminated against in any service, program, course, or facility of the College because of the student's race, color, creed, religion, gender, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status may file charges. Any employee or student may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

An action constitutes unlawful behavior if it:

- (1) has the purpose or effect of creating an intimidating, hostile, or offensive work/classroom environment,
- (2) has the purpose or effect of unreasonably interfering with an individual's work/classroom performance, or
- (3) otherwise adversely affects an individual's employment/learning opportunity.

COMPLAINT PROCEDURE: A complaint procedure will be maintained for the purpose of processing charges of discrimination on the basis of gender, race, creed, color, national origin, ancestry, marital status, religion, disability, age (40 and over), arrest or conviction record and political affiliation, or other protected group. See Affirmative Action Formal Complaint Procedure H-120.

AFFIRMATIVE ACTION COMMUNITY BASED COMMITTEE: The Officer will, with the approval of the president or designee, appoint an Affirmative Action Advisory Committee. The committee will have broad representation, and it will also have representation from minority, female, and disabled groups. The committee will provide advice to the president or designee.

INTERNAL MONITORING: The Officer will develop and implement an internal monitoring system which will evaluate the effectiveness of the Affirmative Action Program. The Human Resources department shall submit data for employee reports to the Officer. The Officer will report data/information updates every sixty (60) days to the president or designee regarding the Affirmative Action efforts. These reports shall describe how Affirmative Action has been taken and/or will be implemented in areas identified through affirmative action monitoring.

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AFFIRMATIVE ACTION OFFICER, TITLES VI, VII & IX REPORTING/RESPONSIBILITIES:

The Officer and the Human Resources department will report to the president or designee on major issues affecting the Gateway District as an equal opportunity employer. The Officer has responsibility for developing, implementing and monitoring a comprehensive Affirmative Action compliance program for the Gateway District.

EQUAL EDUCATION: The Gateway District provides equal educational opportunity on the basis of race, color, creed, national origin, ancestry, marital status, gender, and disability in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, The Americans with Disabilities Act, Drug Free Act 1988, and Uniform Control Substances Act: WI Chapter 161.

CONTACT PERSON: Coordination of Section 504 of the 1973 Rehabilitation Act has been assigned to the Director - Payroll/Benefits, Section 504/ADA Coordinator and Title IX of the 1972 Education Amendments has been assigned to the Officer. Officer responsibilities are mandated through the following laws: Executive Order 11246, Revised Order No. 4, Section 504, the Office of Civil Rights Guidelines for Eliminating Discrimination in Vocational Programs, The Americans with Disabilities Act, Drug Free Act 1988, Uniform Control Substances Act: Wisconsin Chapter 161 and other Affirmative Action laws.

Any questions concerning Affirmative Action or Equal Opportunity should be directed to:

Debbie Miller, Director Human Resources - Employment, Compensation & Benefits
District Affirmative Action Officer, Titles VI, VII & IX
3520 30th Avenue, Kenosha, WI 53144
(262) 564-3220 • (262) 564-2816 TTY • (262) 564-2161 FAX

While responsibility for implementation of the District's Affirmative Action plan has been directed to one person, the entire staff and District share the responsibility. Any student or employee found to have violated this policy shall be subject to discipline proceedings, which may result in suspension or discharge.

Adopted: April 7, 2003 (Updated w/reference to H-140)
Supersedes: June 24, 1999
Updated: August 2005 (District AA Officer information updated.)

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AFFIRMATIVE ACTION FORMAL COMPLAINT PROCEDURE

PROCEDURE

The following steps will be followed by the District Affirmative Action Officer in conducting a formal investigation of a complaint.

- I. The District Affirmative Action Officer will meet individually with the complainant and the person or persons whom the complaint is filed against at the commencement of the investigation. Copies of the formal complaint will be shared with all parties.
- II. At the initial meeting, the District Affirmative Action Officer will:
 - A. Explain the process by which a complaint is handled.
 - B. Explain how the investigation will be conducted.
 1. Explain what will happen at the hearing if one is necessary
 2. Inform the parties that they can have witnesses present at the meeting.
 3. Explain that any decision made by the District Affirmative Action Officer can be appealed to the president or designee of Gateway Technical College.
- III. The District Affirmative Action Officer shall conduct his/her activities to insure that the privacy and confidentiality of all parties is respected.
- IV. The District Affirmative Action Officer shall share with all parties copies of witness statements.
- V. The District Affirmative Action Officer is responsible to insure that the complaint is handled in a timely manner.
- VI. The District Affirmative Action Officer will, after the conclusion of his/her investigation, request that the parties complete an evaluation form. The Affirmative Action Policy Review Committee shall compile an annual report for the president or designee summarizing the contents of the evaluation forms along with any recommendations for changes in the Affirmative Action policies and procedures.

Adopted: August 24, 2005

Supersedes: November 2002

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**GATEWAY TECHNICAL COLLEGE
AFFIRMATIVE ACTION COMPLAINT EVALUATION**

- 1) The District Affirmative Action Officer met with both sides individually at the commencement of the investigation. Yes No

Comments:

- 2) The District Affirmative Action Officer explained to me the process by which a complaint is handled, how the investigation will be conducted, and what will happen at the hearing if a hearing is necessary. Yes No

Comments:

- 3) My right to privacy and confidentiality was respected. Yes No

Comments:

- 4) I received copies of all complaints and any statements made by witnesses. Yes No

Comments:

- 5) The complaint was handled in a timely fashion according to District policy. Yes No

Comments:

- 6) I was able to present evidence (written/oral) to the District Affirmative Action Officer prior to any hearing which was scheduled. Yes No

Comments:

- 7) I was able to present evidence at the hearing (written/oral). Yes No

Comments:

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8) I had a fair hearing. Yes No

Comments:

9) I am satisfied with the way in which the complaint was handled. Yes No

Comments:

10) I understand that I have the right to appeal the decision of the District Affirmative Action Officer to the president of Gateway Technical College. Yes No

Comments:

Additional Comments:

Please return evaluation directly to the Office of the College President.

THE FOLLOWING SECTION IS *OPTIONAL*.

Name of Respondent: _____

Print Name

Signature

Date

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HARASSMENT & DISCRIMINATION

POLICY

Gateway Technical College is committed to providing all employees with a work environment that is free from harassment or any other form of harassing conduct. Gateway Technical college expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. This policy applies to all employees. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

PROCEDURE

1. The District Affirmative Action Officer, Titles VI, VII & IX (hereinafter referred to as Officer) is responsible for coordinating federal regulations concerning discrimination or harassment.
2. Should the matter not be resolved informally, the complaint shall be presented in writing to the Officer. The complaint should include the specific nature of the discrimination or harassment and corresponding dates and also include the name, address, and phone number of the complainant.
3. The Officer shall thoroughly investigate the complaint, notify the person(s) who has been accused of discriminating and/or harassing, and permit that person to respond to the allegation. If deemed necessary, a meeting will be arranged to discuss the complaint with all concerned parties within thirty (30) working days after receipt of the written complaint. The Officer shall give a written answer to the complainant within forty-five (45) working days after receipt of the written complaint.
4. If either party is not satisfied with the answer of the Officer, he or she may submit a written appeal to the president or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the Officer's answer. The president or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The president or designee shall give a written answer to the complainant's appeal within ten (10) working days.
- 5.

Adopted: November 2002

Supersedes: January 2001

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SEXUAL HARASSMENT POLICY STATEMENT**POLICY**

The Gateway Technical College District, through its commitment to Affirmative Action, will attempt to provide an environment free of sexual harassment for all employees and students in accordance with the law of the United States and the State of Wisconsin.

Sexual harassment of employees and students of the Gateway District is unacceptable and impermissible conduct which will not be tolerated. The institution deprecates such conduct as an abuse of authority. Whenever knowledge is received that a sexual harassment condition is being imposed, prompt and remedial action will be taken. Any student or employee may challenge a hostile or abusive work/learning environment, even if the harassment is not targeted specifically at them.

DEFINITION

Harassment on the basis of gender is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or enrollment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual;
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or enrollment or creating an intimidating, hostile, or offensive work/learning environment, or
- (4) such conduct otherwise adversely affects an individual's employment opportunity or enrollment at Gateway.

PROCEDURE

- In accordance with H-110, Affirmative Action/Equal Opportunity, any person who believes sexual harassment has taken place may file a complaint with the District Affirmative Action Officer.

Adopted: April 7, 2004
Supersedes: May 19, 1994

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DRUG FREE WORKPLACE

POLICY

The Drug Free Workplace Act of 1988 and Wisconsin State Statute, Chapter 161 Uniform Controlled Substances Act, requires Gateway Technical College to make a good faith effort to maintain a drug-free workplace environment. As an employer receiving more than \$25,000 in federal government funding, the District recognizes that violations to these state and federal statutes will have an impact on the proper functioning of the district. This policy applies to controlled substances, including alcohol.

- ▶ The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited.
- ▶ Reporting to work under the influence of a controlled substance, including alcohol is prohibited.
- ▶ All employees working directly under a federal grant or contract agree, as a condition of employment, to maintain a drug free environment.
- ▶ As a condition of employment, all employees shall notify their supervisor of any "criminal drug statute conviction for a violation occurring in the workplace" within five (5) days.
- ▶ All regular employees shall be provided a copy of this policy as included in the employee handbook.
- ▶ All regular employees shall sign an acknowledgment and pledge to maintain a drug-free environment upon receiving an employee handbook.
- ▶ The dispensing, sale, and use of alcoholic beverages at activities on or within District property is allowed subject to the approval of the president or designee.

PROCEDURES

The Gateway district shall provide a drug awareness program for students and employees that will inform, educate and provide referral assistance to a community

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drug abuse service. The drug awareness program will be conducted in cooperation with the county alcohol and drug abuse programs established under Section 51.42 of the Wisconsin Statutes.

- ▶ Any employee reporting to work under the influence of a controlled substance, including alcohol will not be permitted to begin work. Employees who test positively will be subject to the provisions of the progressive counseling policy, up to and including separation
- ▶ Upon being advised of an employee conviction for drug activity at the workplace, the supervisor will immediately notify the Human Resources department who must notify any relevant funding agency within ten (10) days from the date the employee notified their supervisor.
- ▶ Within thirty (30) days of receiving notice of a conviction for drug activity within the workplace, Gateway shall: a) take appropriate personnel action against the employee, up to and including separation, or b) require the employee to participate in an approved drug abuse assistance or rehabilitation program and, c) require the employee, upon their return from any drug abuse program, to remain drug free.
- ▶ Annually, the district health coordinator shall be responsible for conducting a drug awareness program for all permanent employees.
- ▶ An Employee Assistance Program is available to all eligible employees.
- ▶ Annually, the district health coordinator shall be responsible for conducting a drug awareness program informing all permanent employees about the danger of substance abuse.

Adopted: February 20, 1992

Reviewed: January 2001

BOMB THREAT CHECKLIST FORM



BOMB THREAT
 REPORT ALL BOMB THREATS TO 911 AS SOON AS POSSIBLE.

PHONE NUMBER THE BOMB THREAT CALL WAS RECEIVED AT: _____

LENGTH OF CALL: _____

DATE: _____ **TIME:** _____

QUESTIONS TO ASK:

1. WHEN IS BOMB GOING TO EXPLODE?

2. WHERE IS BOMB RIGHT NOW?

3. WHAT DOES BOMB LOOK LIKE?

4. WHAT KIND OF BOMB IS IT?

5. WHAT WILL CAUSE BOMB TO EXPLODE?

6. DID YOU PLACE THE BOMB?

7. WHY?

8. WHAT IS YOUR ADDRESS?

9. WHAT IS YOUR NAME?

EXACT WORDING OF THREAT:

CALLER INFORMATION

SEX: _____ **RACE:** _____ **AGE:** _____

VOICE:

CALM	DISGUISED	ACCENT
SLOW	ANGRY	EXCITED
LOUD	RAPID	SOFT
NORMAL	LAUGHTER	CRYING
NASAL	DISTINCT	SLURRED
RASPY	STUTTER	LISP
FAMILIAR*	DEEP	RAGGED
CLEARING THROAT	DEEP BREATHING	CRACKLING VOICE

*IF VOICE SOUNDED FAMILIAR, WHO DID IT SOUND LIKE?

BACKGROUND SOUNDS:

OTHER VOICES	HOUSE NOISES
STREET NOISES	OFFICE MACHINERY
ANIMAL NOISES	FACTORY MACHINERY
MUSIC	PA SYSTEM
MOTOR	RESTAURANT
CLEAR	LOCAL CALL
STATIC	LONG DISTANCE
BOOTH	OTHER

THREAT LANGUAGE:

WELL SPOKEN (EDUCATED)	INCOHERENT
FOUL	TAPED MESSAGE READ BY THREAT MAKER
IRRATIONAL	

REMARKS:

DATE: _____

NAME: _____

CAMPUS LOCATION: _____

PHONE NUMBER: _____



Serving Southeastern Wisconsin since 1911

INCIDENT/ACCIDENT REPORT FORM

Report # _____

Date of Injury _____ Name _____

Individual's Address _____

Street

City

State

Zip code

Social Security Number _____ Phone _____ Date of Birth _____

Check appropriate box: Employee Student Visitor

If a student, was the instructor in room at the time incident/accident occurred?) Yes No Instructor's Name _____

If employee, date of hire (month/year) _____ Job Title _____

Assigned to Burlington Elkhorn Kenosha Racine Aviation Center Admin. Center

Incident/Accident occurred: Hour _____ a.m. or p.m. Location/Room # _____

Describe Injury: _____

First Aid Yes No Administered by _____

Description of First Aid Administered _____

Rescue Squad Yes No Medical attention Yes No

Emergency Department _____ Doctor _____

Description of injurer's condition by person preparing report: _____

How could the incident/accident have been prevented? _____

If employee, time lost from work? Yes No If yes, amount of time _____

Explain fully how the incident/accident occurred (Describe circumstances, what the person was doing, etc.) _____

(Attach Page 2 if necessary)

First Responder/1033 Leader comments _____

(Attach Page 2 if necessary)

The above information is true and correct.

Signature of individual _____ Date _____

Witness #1 Name _____ Date _____

Witness #2 Name _____ Date _____

Report prepared by _____ Date _____

(First Responder/1033 Leader)

It is extremely important that this form be completed as accurately as possible. Return completed forms to Debbie Miller - Administration Center immediately.

DM/maw 11/05