

# 2019 ANNUAL SECURITY REPORT



MILWAUKEE CAREER COLLEGE

— Dream.Achieve.Succeed —

3077 N. Mayfair Road

Phone (800) 754-1009

Fax (414) 727-9557

[www.mkecc.edu](http://www.mkecc.edu)

[mccinformation@mkecc.edu](mailto:mccinformation@mkecc.edu)

## **HISTORY OF MILWAUKEE CAREER COLLEGE**

Milwaukee Career College (MCC) has been changing the lives of our students through our career training programs since 2002. In 2006, MCC received national accreditation through the Accrediting Bureau of Health Education Schools (ABHES). In 2007, MCC received Title IV funding approval. In 2010, ABHES awarded MCC a 5-year accreditation re-certification. In 2013, Milwaukee Career College implemented a Veterinary Assistant diploma program and Veterinary Technician Associate Degree program as well as a Dental Assistant diploma program to complement the current Medical Assistant diploma program. In 2015, Surgical Technology Associate Degree program started. In 2018, Pharmacy Technician program is added.

## **MISSION STATEMENT**

The mission of Milwaukee Career College is to improve the lives of our students. We accomplish this by providing career-focused training that develops and enhances the student's marketable skills in the most efficient manner that we can make possible. Our total focus is to provide high quality career education, to enable our graduates to have the career skills necessary to succeed in today's dynamic employment marketplace.

## **CRIME PREVENTION**

Milwaukee Career College takes safety awareness and crime prevention seriously. Individual awareness of our surroundings is one way in which you can keep safe. The following safety measures can contribute to keeping yourself and the College environment safe:

- Always be alert to your surroundings;
- Lock your car and keep your keys with you at all times;
- Do not leave valuable items visible in your car, including personal items such as purses, backpacks, mobile phones, or other school related items such as laptops or textbooks laptops;
- Leave highly valuable items at home;
- Do not park in isolated areas;
- Do not walk or park your car in poorly-lit areas;
- Do not leave person items unattended; This document includes a description of Milwaukee Career College position, policies, and procedures regarding incidents of sexual misconduct affecting students and associates. Some of the language used in this document is explicit and some people may find it uncomfortable, but it is important that we properly define certain terms so that the meaning is clear.
- Mark personal items used on campus; including laptops, textbooks, calculators and other personal equipment;
- Keep your purse and/or backpack close to your body;
- If you suspect you are being followed, do not ignore your intuition, go to a public area or group;
- If you feel unsafe or threatened, notify a Campus Security Authority or dial 911.

## **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES ON CAMPUS**

### **Procedures**

The primary responsibility for crime prevention and personal safety rests with each individual. For this reason, we ask that any member of Milwaukee Career College's community who has become a victim or observes a crime or suspicious incident to report such occurrences as soon and as accurately as possible. From 8:00 a.m. to 10:00 p.m., victims and witnesses are encouraged to report all crimes and other suspicious incidences either verbally or in writing to the individual designated below for each campus. The telephone numbers of these individuals are listed below.

Milwaukee Career College Main Line 414-257-2939  
Program Chair - Medical Assistant Program 414-389-8953  
Program Chair - Dental Assistant Program 414-257-2939 Ext 137  
Program Chair - Veterinary Assistant / Technician 414-389-8955  
Program Chair – Surgical Technology Program 414-389-8945  
Faculty Coordinator 414-389-8946  
Financial Aid Manager 414-389-8969  
Milwaukee Career College President's Office 414-389-8950

In the event the individual designated above is not available at the time of the incident, you should report the matter to any available Milwaukee Career College associate or faculty member. In emergency situations, or where staff is not available, you may report the incident to the local police department by dialing 911. Speak clearly and remain calm. Provide the address of the crime scene, the type of crime, your name, and your specific location. Provide as much detail as possible such as a description of the suspect including gender, type of clothing, vehicle make, year, and model, license plate number, etc. Stay on the line until you are told to hang up.

These crimes will be included in Milwaukee Career College's Annual Disclosure of Crime Statistics and Milwaukee Career College will have the discretion to report such crimes and reveal the name of the person reporting such crime to appropriate law enforcement personnel when necessary to ensure the safety and wellbeing of any student or associate. Milwaukee Career College encouraged to advise the individual to report crimes to the proper authorities, where appropriate, outlined above.

### **CAMPUS SECURITY AUTHORITY**

Milwaukee Career College does not have a privately owned security department. Milwaukee Career College utilize uniformed private security guards.

### **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Students and associates are permitted access to school buildings and parking areas during normal business hours. Students and associates are provided a swipe card with a bar code, for use with an internal security system. To obtain access to the campus, the cardholder must use his or her swipe card. Individuals not possessing a swipe card may enter the building only after being given electronic access by the Administrative Assistant or Security Guard.

You are welcome to have your parents, relatives, or friends who are prospective students visit the campus. However, they must register at Milwaukee Career College's Front Desk upon arrival. It is the policy of Milwaukee Career College not to permit students to bring young children to school with them at any time during school hours. Young children are not allowed in the classroom under any circumstances.

### **CAMPUS NOTIFICATION SYSTEM**

Milwaukee Career College participate in notification system. Students are encouraged to sign up for this notification system. To enroll in this notification system students must visit the Admissions Office and speak with one of Milwaukee Career College Admissions Representatives. Thru this system Milwaukee Career College will attempt to notify students and associates of events on campus that present a clear safety risk. The Campus President or appropriate authorized personnel will notify students, faculty, and staff of such events by sending a message through the College notification system. The notification will be sent only to those mobile phone numbers registered with the notification system.

Students, faculty, and staff may register or adjust their notification preferences by contacting the Admissions Department. If you want to receive text notifications, you will need to log in to enter or verify your mobile phone number and provider. Otherwise, you will be notified of emergency situations only via your College e-mail. Note that your mobile phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone. Once you have updated your information, remember to tell your friends to sign up too!

### **MILWAUKEE CAREER COLLEGE ANNUAL FIRE AND SECURITY REPORTS**

#### **Policy for Preparing Annual Disclosure of Crime Statistics**

The crime statistics for each of the three previous calendar years for Milwaukee Career College campus are available to the general public at <https://mkecc.edu/consumer-information/>. On an annual basis, Milwaukee Career College prepares the Annual Fire & Security Report in accordance with U. S. Department of Education requirements, specifically those of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Milwaukee Career College Office maintain a daily campus crime log. The log records the incident report number, date the crime was reported, the date and time of the alleged crime or occurrence, the nature of the crime, the general location of such crime or occurrence, and the disposition of any criminal complaint, if it is known.

The Clery Geography is used for the purposes of collecting statistics on crime for submission to the U. S. Department of Education and inclusion on the Annual Fire and Security Report.

Clery geography includes:

- **Campus**: buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the College in direct support of, or in manner related to, its educational purpose. Any such building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendors),

- Non-campus building or property: building or property owned or controlled by a school recognized student organization, or owned and controlled by the College and used by students or by the institution for education-related purposes and that is within the same reasonably continuous geographic area of the campus.
- Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### **List of Clery Reportable Offences**

The Annual Fire and Security Report includes statistics for the following list of crimes. These crimes meet the definitions used by the FBI Uniform Crime Reporting System.

- Murder/non-negligent Manslaughter
- Negligent Manslaughter
- Sexual Assault/Forcible
- Rape
- Fondling
- Sexual Assault Non-Forcible
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Violations (Arrests/Disciplinary Referrals)
- Drug Related Violations (Arrests/Disciplinary Referrals)
- Weapon Possession (Arrests/Disciplinary Referrals)
- Stalking
- Domestic Violence
- Dating Violence
- Hate Crimes

### **Title IX**

It is the policy of Milwaukee Career College to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. This requirement not to discriminate extends not only to students but also to applicants to Milwaukee Career College. Moreover, this policy of nondiscrimination includes a prohibition on sexual harassment and sexual violence. Individuals with questions, concerns or who wish to file a complaint related to sex discrimination, sexual harassment, or sexual violence may contact one of Milwaukee Career College's Management or Program Chair Team Member(s). A list of Milwaukee Career College Management and Program Chair(s) Members is listed below:

Wanda Hoover, Program Chair of the Medical Assistant Program  
 Dr. Allison Kiser, Program Chair of the Veterinary Assistant / Technician Programs  
 Maria Rodriguez, Program Chair of the Dental Assistant Program

Jennifer Potter, Program Chair of the Surgical Technology Program  
Kellie LeGrave, Faculty Coordinator  
Maria Torres, Financial Aid Manager  
Jack Takahashi, President

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence Against Women Reauthorization Act (VAWA) of 2013 Facts about Sexual Assault and Domestic Violence.**

- According to the Rape, Abuse, & Incest National Network, (RAINN, [www.rainn.org](http://www.rainn.org)):
  - The rate of sexual assault and rape has fallen 63% since 1993, from a rate of 4.3 assaults per 1,000 people in 1993 to 1.6 per 1,000 in 2015.
  - 1 out of every 6 American women has been the victim of an attempted or completed rape in her lifetime (14.8% completed, 2.8% attempted)
  - About 3% of American men -or 1 in 33- have experienced an attempted or completed rape in their lifetime.
  - 321,500 Americans 12 and older were sexually assaulted or raped, in one year
  - The majority of sexual assaults occur at or near the victim's home
  - Approximately 70% of assaults are committed by someone known to the victim
  - 45% of rapists are an acquaintance
- According to the National Domestic Violence Hotline, ([www.thehotline.org](http://www.thehotline.org))
  - On average, 24 people per minute are victims of rape, physical violence or stalking by an intimate partner in the United States
  - Nearly 3 in 10 women (29%) and 1 in 10 men (10%) in the US have experienced rape, physical violence, and/or stalking by a partner and report a related impact on their functioning.

**STUDENT CODE OF CONDUCT**

*Students should conduct themselves in a manner consistent with the College's educational mission. The term "student" includes all persons enrolled and taking courses at the College, either full-time or part-time. This Student Code of Conduct applies to students at all Milwaukee Career College students. Students at the College are expected to conduct themselves honestly, ethically, and meet the highest standards of personal integrity and to comply with the Student Code of Conduct. Conduct in violation of this Code either on-campus or at school-related activities, including online activities, or that threatens the safety or well-being of the Milwaukee Career College community regardless of the location of the conduct is subject to appropriate disciplinary action*

In order to ensure the success of all students attending MCC, all applicants must be mentally and physically able to perform the work required by the course for which they are applying.

In addition, MCC requires all of its students to conduct themselves in a business-like manner. The school administration reserves the right to sanction (up to and including dismissal) any student who violates this conduct on grounds, including but not limited to:

- The submission of coursework, as well as assisting in the submission of coursework, other than the student's own.
- The improper care and treatment of school facilities and equipment.
- Behavior that disrupts the tenants, learning environment or interrupts any student's ability to learn.
- Behavior or actions that subject other MCC students, faculty, and staff to imminent danger
- Noncompliance with MCC published Drug Free Policy or other policies.
- Failure to maintain Satisfactory Academic Progress.
- Failure to provide documented evidence of compliance with any/all Admissions Requirements.
- Failure to make MCC payments when due.

**Other forms of prohibited behavior:**

- Illegal downloading or unauthorized distribution of copyrighted materials using the College's information technology system.
- Furnishing false information to any College official.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activity, (including an on or off campus service function, an authorized non-college event held on the college premises or online). Examples of such activities include, but are not limited to, the following:
  - o Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled or normal activities within any campus building or area. This includes such activities carried out on the online environment such as online posting of defamatory content about the Milwaukee Career College community.
  - o Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
  - o Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises including the Milwaukee Career College's online environment, or at functions sponsored by, or participated in by, the College or members of the academic community. This includes but is not limited to: any unauthorized use of electronic or other devices to make an audio, video, digital, or any other electronic record of any person while on College premises, including the College online environment, without his/her prior knowledge or effective consent when such a recording is likely to cause injury or distress. An example of such conduct is surreptitiously taking photos of another person in a hallway, classroom, or restroom.
  - o Drunken or disorderly behavior on College property or at functions sponsored or supervised by the College.
  - o Conduct that threatens or endangers the health or safety of any person including one self, on College property, including the Milwaukee Career College online environment, or at functions sponsored or supervised by the College. This includes, but is not limited to:
  - o Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens, harasses, intimidates, humiliates, or endangers any person regardless of the geographic location of such activity. This includes, but is not limited to, any violation of the College's Non-Discrimination, Non-Harassment and Non-Retaliation policies and the above-listed conduct carried out in social media and other online

environments.

- o Hazing that endangers the mental or physical health or safety of a student or other members of the College community, or the destruction or removal of public or private property, for the purpose of initiation, admission into, affiliation with, or a condition for continued membership in, group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- o Bias related crimes where a member of the College community is singled out because of their perceived age, disability, or sexual orientation.
- o Causing or creating fire;
- o The illegal use, possession of, or tampering with safety measures or devices, including, but not limited to alarm systems, fire exit signs, emergency telephone systems, smoke or heat detectors, fire hoses, security systems, doors, etc.
- o Failing to conform to safety regulations, including, but not limited to falsely reporting or circulating a false report of an incident (e.g. bomb, fire, or other emergency), falsely reporting the use or possession of a firearm or explosive, or failing to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms.
- o Illegal or unauthorized possession of firearms, explosives or other weapons, or dangerous chemicals on College premises. In the event a student is licensed or otherwise permitted to carry a firearm and is required to carry a firearm even while off duty as a condition of his or her employment or service, prior to coming to campus with the firearm, the individual should present evidence of the licensure and evidence of the requirement to carry the firearm even while off-duty, so that the College can validate such a request.
- o Failure to report to a School Official or local law enforcement agencies any knowledge of criminal activity on campus, including but not limited to murder, rape, robbery, aggravated assault, burglary, or motor vehicle theft. Such a report shall be provided in a manner that is timely and that will aid in the prevention of similar occurrences.
- o Unauthorized use and misuse or abuse of College property, including, but not limited to the following:
  - o Attempting to leave the library with library materials that have not been properly borrowed, unauthorized use of computer equipment, or misuse of College telephones.
  - o Attempted or actual theft of or damage to College property or property of a member of the College community, or other personal or public property either on or off College premises. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
  - o Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises. Theft or other abuse of the College's electronic or computer facilities and resources, including but not limited to:
    - Unauthorized entry into a file.
    - Unauthorized transfer of a file.
    - Use of another individual's identification and/or password.
    - Use of electronic or computing facilities and resources to interfere with the work of another student, faculty member, or College Official.
    - Use of electronic or computing facilities and resources to send obscene or abusive messages.
    - Use of electronic or computing facilities and resources to interfere with

- normal operation of the College computing system.
- Use of another individual's identification and/or password.
- Use of electronic or computing facilities and resources to interfere with the work of another student, faculty member, or College Official.
- Use of electronic or computing facilities and resources to send obscene or abusive messages.
- Use of electronic or computing facilities and resources to interfere with normal operation of the College computing system.
- Use of electronic or computing facilities and resources in violation of copyright laws. Any violation of the College's Computer Use Policy or the Copyrights Abuse policy.
- Use of electronic or computing facilities and resources for purposes other than education, academic, administrative, or research purposes of the College.
- Theft, damage, or misuse of library or computer resources. Failure to abide by applicable rules and policies, including but not limited to the following:
  - Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.
  - Violation of any College published policy, rule, or regulation.
  - Violation of any federal, state, or local law.
  - Violations of the conditions of a sanction imposed through College disciplinary procedures.
  - Failure to abide by residence hall policies, procedures, guidelines, and regulations.

Any abuse of the College student judicial (Student Code of Conduct, Grievance & Dismissal, Sexual Misconduct, etc.) system, including, but not limited to:

- Failure to obey the directive of a judicial body or College official;
- Falsification, distortion, or misrepresentation of information before a judicial body; Disruption or interference with the orderly conduct of a judicial proceeding;
- Knowingly instituting a judicial process without cause;
- Attempting to discourage or obstruct an individual's proper participation in, or use of the judicial system;
- Influencing or attempting to influence another person to commit an abuse or obstruction of the judicial system. Attempting to influence the impartiality of a member of a hearing or grievance proceeding;
- Verbal or physical harassment or intimidation of a member of a judicial body or witness prior to, during, or after a judicial proceeding;
- Failure to comply with the sanction(s) imposed under the Milwaukee Career College Code of Student Conduct, Grievance, & Dismissal Policy; Improper or Illegal Use or Abuse of Controlled Substances Including, but not Limited to the Following:
  - Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
  - Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to

- any person under twenty-one (21) years of age.
- Engaging in conduct that reflects poorly upon the College.

A student who has been dismissed may appeal and seek reinstatement. Any appeal must be received by the Faculty Coordinator in writing within 10 days of the dismissal decision. Dismissals will be documented on the student's record. If reinstatement is deemed appropriate, it shall be in accordance with the procedures set forth in the Reinstatement section of Milwaukee Career College's catalog.

### **Non-Harassment**

It is Milwaukee Career College's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, sexual orientation or age.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Program Chair or the Faculty Coordinator. If you are unable for any reason to contact these individuals, or if you have not received a satisfactory response after reporting any incident of what you perceive to be harassment, please contact the College President or any other member of management with whom you feel comfortable. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

Violation of this policy will result in disciplinary action, up to and including dismissal. All complaints will be kept confidential to the fullest extent possible, but confidentiality cannot be guaranteed. In addition, Milwaukee Career College will not allow any form of retaliation against individuals who report unwelcome conduct to Milwaukee Career College staff members or who cooperate in the investigations of such reports in accordance with this policy. Violation of said policy will be grounds for disciplinary action, up to and including dismissal. Students who make complaints in bad faith will be subject to disciplinary action, up to and including dismissal.

### **MCC Bullying/Threat Policy**

MCC has a zero-tolerance policy regarding any kind of violence on campus. Violence is any behavior, act, or statement that would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or which carries an expressed or implied intent to cause harm to a person or property. Where appropriate, violators may be subject to criminal prosecution.

MCC is committed to maintaining and ensuring a safe environment free from any and all types of bullying/threats. Bullying/threats are deliberate or intentional behavior using words or actions intended to cause fear, humiliation, intimidation, harm, or social exclusion.

Bullying/threatening behavior by a student or staff member is prohibited on MCC property. Bullying/threats are also prohibited when perpetuated through the use of data or computer software that is accessed through a computer, computer system, computer network, or other electronic means of communication. No person shall suffer retaliation for reporting bullying/threats on the MCC campus.

Every MCC student is responsible for reporting any instances of violence or bullying/threats. Reports of violence or bullying/threats will be promptly and thoroughly investigated.

### **Dress Code**

MCC requires its students to dress properly while attending MCC in preparation for vocations that generally will require conformity to a standard business dress code. MCC experience in business training has provided us with the knowledge of what type of employee the industry wants from the standpoint of skills, attitude, and personal appearance.

Certainly there are exceptions to this general “image”, but by far, the greatest number of graduates meets the standard. While we know it is impossible for every student to fit that image when entering school, it is our mission to guide students in that direction. Because we take our role as trainer very seriously, we want to be able to openly suggest ways to improve that image in conjunction with a student’s skills and attitude. Styles are ever changing. A long list of do’s and don’ts becomes obsolete shortly after it is written. MCC, therefore, requires students to be well groomed and hygienically clean at all times, and requires that students dress in a manner that is appropriate to the MCC environment. Students are required to wear uniforms procured by MCC. These uniforms will be available before their first hands-on course.

### **Parking**

Students and staff are encouraged to avoid parking near the main entrance of the building. This will allow elderly patients and those who are physically challenged to park nearest the elevator for easier access to appointments.

### **Smoking**

Milwaukee Career College is committed to providing a safe and healthy environment in addition to promoting the health and wellbeing of its students, faculty, staff and visitors. Furthermore, MCC students are training to be healthcare professionals and many healthcare facilities have made it known to us that they will not hire candidates who smoke. We want MCC students to be aware of the new standards in the workplace and assimilate now as much as possible to ensure their future employability. For this reason, the following Smoke-Free Policy has been implemented at MCC and take effect on Monday, July 13, 2015.

For purposes of this policy, “smoking” will be defined by the inhalation, exhalation, burning, or carrying of any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco/plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. Individuals that wish to smoke MUST do so inside of their vehicle. Smoking will not be tolerated anywhere else on MCC grounds or on Alioto’s property. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers alike. Students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Individuals on campus who are caught smoking outside of their vehicle or anywhere on MCC grounds will be reminded that they must comply with our Smoke-Free Policy and will receive a written notice. A copy of the written notice will be placed in their

file, and should an individual receive three written notices, they will be terminated from their program at Milwaukee Career College.

### **Food /Drink**

Food/drink is not allowed in any computer lab at MCC and should be limited only to authorized areas within MCC facilities.

### **MCC Complaint/Grievance Policy**

MCC has established the following policy for the purpose of considering complaints/grievances from students, employees, and other interested parties.

Wherever and whenever possible, the complainant should approach the involved party directly for purposes of discussion and/or resolution of the complaint/grievance at an “informal” level. Staff members should be available for any assistance at this level.

The complainant should discuss the issue(s) with the Program Chair or the Faculty Coordinator for the purposes of evaluation, and/or generation of possible suggestions or solutions.

The complainant should document the complaint/grievance in a detailed and objective manner. Said document should be provided to the Program Chair or the Faculty Coordinator and include, but not be limited to, a description of the incident(s), date(s), location(s), statement(s) made, and the name(s) of those involved. Also, the complainant should provide the Program Chair or the Faculty Coordinator with any other relevant information and/or documentation. MCC reserves the right to protect the confidentiality and integrity of any individuals involved in this process while evaluating the validity of the complaint/grievance and while pursuing potential solutions.

Depending on the nature of the complaint/grievance, the Program Chair or the Faculty Coordinator will consult with the appropriate parties and forward to his/her attention any/all documentation and supporting relevant information for the purpose of resolving the matter at this stage or for determining whether it is appropriate to proceed any further in the matter. The Program Chair’s or Faculty Coordinator’s decision not to proceed further in the matter may take into consideration the safety and/or welfare of MCC, its students, staff, and the individuals involved in this procedure.

If the Program Chair or Faculty Coordinator determines that the matter should be pursued further, a settlement team may be formed. Depending on the nature of the complaint/grievance, the team may consist of any/all of the following: President, Director, Program Chair(s), Instructor(s) or other designee. The complaint and the parties involved will meet with the team to determine the final resolution or disposition of the matter. Again, MCC reserves the right to maintain any level of confidentiality that it deems appropriate. The decision of the team will be final.

If after exhausting all the procedures outlined hereinabove, complaint/grievance has not been satisfactorily resolved, the complainant may file the above written complaint, in the above format to the Wisconsin Education Approval Board at:

**Wisconsin Educational Approval Program  
Department of Safety and Professional Services  
1400 E. Washington Avenue · Madison, WI 53703  
Telephone: (608) 226-1996**

All stages of this Grievance Policy are to be expeditiously carried and fully documented.

**Drug –Free School Policy**

This establishes a Drug-Free Policy for MCC in order to:

Ensure the health and safety of MCC students and staff;  
Continue providing high quality services to the general public; and  
Comply with Federal laws/regulations for a uniform, nationwide, drug-free effort.

The current MCC policy is based on the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101-226). This statute requires any recipient of Federal funds to certify they will provide drug-free schools as a precondition of receiving funds from any Federal agency.

**I. MCC Alcohol and Other Drug Policy**

MCC prohibits the use, distribution, or possession of alcohol or illegal drugs as stated in the Drug-Free Schools and Communities Act of 1989. This prohibition applies to actions on school property or as part of a school activity.

The school reserves the right to take appropriate action should it have reasonable suspicion relating to alcohol and/or drug use, possession, sale, distribution, delivery, and/or manufacture.

MCC reserves the right to subject students to disciplinary sanctions up to and including suspension and/or dismissal.

“Reasonable suspicion” of alcohol or drug use or possession means a good faith belief which can be described by, based on objective facts and reasonable inference drawn from the facts including, but not limited to, unusual/irregular behavior, red bloodshot eyes, odor of alcohol or other drug use and slurred speech. Reasonable suspicion may lead MCC to request that a person undergo a drug and/or alcohol test.

**II. Institutional Procedures**

First Occasion - The person is confronted with reasonable suspicion. If he/she admits to using, he/she is sent home. If he/she states no usage, the school will request a drug/alcohol screening. If he/she refuses the screening he/she is sent home. In all cases, a letter of warning is sent to the person and placed in his/her file.

Second Occasion - The person is again confronted with reasonable suspicion. If reasonable suspicion is confirmed through admission of usage or drug screening of person, he/she is terminated. If the results prove the person is not using, he/she maintains status at MCC. If the person refuses to take the test, he/she is dismissed. As in all previous situations, the school will

document all cases and place a copy in the student file. With positive or no results, a follow-up letter is sent to the person.

The Program Chair or Faculty Coordinator is available to hear concerns and offer referrals, advice, and information on drug and alcohol education and services in the community. Any student who suspects that he/she or someone else may be at risk is invited to seek these services.

MCC strives to ensure healthy and safe conditions for students and staff. We advise our student population of professional standards and expectations. We consider this to be part of our educational mission.

### III. Applicable Legal Sanctions

Request for information from the MCC President.

### IV. Health Effects of Drug and Alcohol

Request information from the MCC President or Faculty Coordinator.

### V. Biennial Review

Every two years, MCC will review the effectiveness of this policy and modify it, if necessary. It will also ensure that sanctions are consistently being enforced.

In addition, the following student and associates may refer to the following websites for free information and educational videos on alcohol and drug abuse topics.

- [www.justthinktwice.com](http://www.justthinktwice.com)
- [www.getsmartaboutdrugs.com](http://www.getsmartaboutdrugs.com)
- Alcohol Anonymous contact information – [www.aa.org](http://www.aa.org) or local telephone directory
- Al-Anon Family Groups (888)4AL-ANON (425-2666) or [www.al-anon.org](http://www.al-anon.org)
- American Council on Alcoholism and Drug Dependence, Inc. (800) NCA-Call (622-2255 or [www.ncadd.org](http://www.ncadd.org))
- National Institute on Drug Abuse (800)662-HELP (662-4357) or [www.drugabuse.gov](http://www.drugabuse.gov)

### **MCC Campus Security Policy**

MCC facility access is limited only to MCC staff, students, vendors, and others having legitimate business to transact with MCC. Should any emergency or disturbance occur, please report it immediately to an MCC Staff member.

Staff, employees, students are to be responsible for their own security and personal items. Theft of personal or school items should be reported to one of Milwaukee Career College's Staff, Faculty, or Management Member. Any disturbance or theft will also be reported to the City of Wauwatosa Police Department.

MCC is not responsible for theft, loss and/or damage for personal items belonging to students.

## **MCC Firearms Policy**

In order to ensure the safety of students and staff at Milwaukee Career College, firearms are not permitted on the campus. Milwaukee Career College is committed to maintaining an institution that is free of violence.

While on the campus for classes or activities, students are prohibited from introducing, possessing, using, buying or selling weapons, firearms, ammunition, explosives, or items deemed by the school administration to be dangerous.

Any student who becomes aware of a violation of this policy is required to immediately notify an MCC Staff member. The school administration reserves the right to dismiss any student who violates the firearm policy.

## **STUDENT CODE OF CONDUCT – SEXUAL MISCONDUCT POLICY**

*This policy describes Milwaukee Career College’s position, policies, and procedures regarding incidents of sexual misconduct affecting students attending the College’s location located in Wauwatosa, WI of the language used in this document is explicit and some people may find it uncomfortable, but it is important that we properly define certain terms so that the meaning is clear.*

### **Section 1: Statement of Purpose**

Milwaukee Career College is committed to promoting a learning and working environment where all members of the College community feel safe and respected. Acts of sexual misconduct are contrary to the College’s educational mission and values, are harmful to others, and will not be tolerated by Milwaukee Career College. This policy prohibits sexual violence, sexual harassment, sexual misconduct, and other related offenses in all College programs and activities. Conduct prohibited by this policy may also violate federal and/or State laws enforced through the criminal justice system. Individuals are free to pursue action under this policy and through the criminal justice system simultaneously. The College takes seriously all reports of sexual misconduct and promises to promptly and fairly respond to all reports of misconduct in a manner intended to eliminate the misconduct, prevent its recurrence, and address its impact on affected individuals and the College community. All College proceedings conducted in regard to alleged violations of this policy will be done so in a timely and equitable process that provides adequate notice and a meaningful opportunity for all parties to be heard.

### **Section 2: Scope of this Policy**

This policy intends to address conduct prohibited under federal laws, including Title IX, the Clery Act, and the Violence Against Women Act, as well as under State law. This policy applies to all College community members – including students, faculty, staff, other employees, and independent contractors – attending, working, or otherwise interacting with the College’s campus. The College will receive and address reports received from any individual, whether or not he/she is affiliated with Milwaukee Career College, that a College community member has violated this policy. Vendors, contractors, visitors, and others who conduct business with the College or on College property are likewise expected to comply with this policy. The prohibitions and protections in this policy apply regardless of race, color, national origin, religion, creed, age,

disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. The prohibitions and protections in this policy apply regardless of whether the violation occurs on campus or off campus. Members of the College community who commit acts of sexual misconduct will be disciplined appropriately and pursuant to College policy. This policy describes protections specifically for students who are subjected to sexual misconduct as well as disciplinary procedures specifically relevant to students who commit sexual misconduct. The actions the College is empowered to take against an individual who commits sexual misconduct may vary or be limited when that individual is not a member of the College community; however, whenever a member of the College community is subjected to sexual misconduct, regardless of the status of the individual who committed it, the College will continue to provide support, resources, and protection to the affected community member. At all times, Milwaukee Career College will cooperate with and assist in law enforcement investigations whenever appropriate and requested to do so.

### **Section 3: Terminology and Definitions**

Certain definitions within this section contain very graphic language and may be disturbing to some individuals.

The following terms are used throughout this policy and may be heard during conversations with College associates and/or during student conduct proceedings. Due to the sensitive and sometimes violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and processing of alleged violations. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned in these definitions.

If you have any questions about what these terms mean or whether they apply to certain situations, please feel free to talk to a Campus Associate. Any questions about whether a specific incident violates our state's criminal laws should be addressed to law enforcement or to the local district attorney.

#### Sexual activity

- Sexual activity has the same meaning as “sexual acts” and “sexual contact” as provided in U.S.C. 2246 (2) and U.S.C. 2246 (3). These terms are defined as follows:

##### Sexual act

- Contact between the penis and the vulva or between the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
- Contact between the mouth and the penis, mouth and the vulva, or the mouth and the anus.
- Penetration, however slight, of the anal or genital opening of another person by a hand, or finger, or by any object, with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- Intentional touching, not through clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

### Sexual contact

- Intentional touching, either directly or through clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

### Sexual Misconduct

- Sexual misconduct is a broad term that encompasses a range of behaviors. Sexual misconduct can occur between people who know each other, people who have an established relationship, people who have engaged in consensual sexual activity before, and people who don't know each other. Sexual misconduct can be committed by persons of any gender or gender identity, and it can occur between people of the same sex or different sex. Sexual misconduct includes but is not limited to:

#### Sexual assault

- Unwanted sexual activity and/or unwanted sexual contact that has not been Affirmatively Consented to by one or more of the participants, as defined in Section 3, including but not limited to:
- Rape (as defined in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program and listed in C.F.R. §668.46)  
The penetration, no matter how slight, of a person's vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sexual coercion  
Using verbal pressure to compel another person to engage in sexual activity that he/she would otherwise not consent to, including but not limited to telling lies, threatening to spread rumors, and engaging in verbal abuse.
- Fondling  
Touching the private body parts of another person, without that person's consent, for the purpose of sexual gratification.
- Incest  
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape  
Sexual intercourse with a person who is under the legal age of consent.

### Sexual exploitation

- Engaging intentionally in exploitive behavior including but not limited to:
  - Observing another person when that person is nude, in their undergarments, partially clothed, or engaged in sexual activity without the knowledge and consent of the person observed, or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
  - Making, sharing, posting, streaming, or otherwise distributing any image, photography, video, or audio recording depicting or otherwise recording another person when that person is nude, in their undergarments, partially clothed, or engaged in sexual activity without the knowledge and consent of the person depicted or recorded;
  - Exposing one's genitals to another person without the consent of that person;

- Exposing another person to a sexually transmitted infection without the knowledge and consent of the person exposed;
- Causing another person to become incapacitated with the intent of making that person vulnerable to non-consensual sexual activity or sexual exploitation.

### Stalking

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or would cause a reasonable person to suffer substantial emotional distress.

### Domestic violence

- A felony or misdemeanor crime of violence, including but limited to acts of sexual violence, sexual abuse, physical abuse, or the threat of any such abuse, committed by:
  - a current or former spouse,
  - a person with whom you share a child in common,
  - a person with whom you live or have lived as a spouse or intimate partner, or
  - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Including acts of sexual violence, sexual abuse, physical abuse, the threat of any such abuse

### Dating violence

- Violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relations.

### Gender-based harassment

- Unwelcome conduct of a non-sexual nature based upon a person's actual or perceived sex, including conduct based on gender identity, gender expression, and non-conformity with gender stereotypes.

### Hate crime

- Any crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this policy, the categories of bias include the victim's (actual or perceived): race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability.

### Sexual harassment

- Unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to limit a student's ability to participate in or benefit from an education program or as to create a hostile or abusive educational environment, including but not limited to:
  - Unwelcome sexual flirtations or propositions for sexual activity
  - Unwelcome demands for our suggestions of sexual favors, including but not limited to repeated unwelcome requests for dates.
  - Sexual exploitation

- Offering employment or educational benefits in exchange for sexual favors
- Threatening or taking negative action in the event of having sexual advances denied and/or after having sexual advances denied, such as a professor threatening to fail a student unless the student agrees to date the professor
- Graphic verbal comments about an individual's body or appearance
- Spreading sexual rumors
- Touching an individual's body or clothing (including one's own) in a sexual way, such as grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, fondling, etc.
- Displaying or sending sexually suggestive drawings, images, pictures, written materials, cartoons, letters, notes or objects in the work/educational environment, regardless of medium.
- Cornering or blocking of normal movement.

#### Sex discrimination and/or gender discrimination

- Treating an individual unfavorably or adversely based upon that individual's sex and/or gender in the context of educational or employment activities, programs, or benefits, such as in admissions, hiring, selection for and/or participation in projects, teams, or events, provision of wages or benefits, selection for promotions, etc.

#### Other sexual violence

#### Other inappropriate behavior of a sexual nature

#### Retaliation

- Taking adverse action against an individual for making a good faith report of prohibited behavior, for participating in any investigation or proceeding into such behavior, and/or otherwise cooperating with the College's efforts to prevent and remediate sexual misconduct in its community, including but not limited to engaging in intimidation, threats, coercion, and/or adverse actions regarding education or employment.
- Retaliation does not exist where an individual pursue actions in good faith in response to a report of prohibited behavior, such as an accused individual offering evidence in his/her own defense.
- Retaliation may be committed by an accused individual, a reporting individual, or any other person or group of persons.
- Retaliation may exist event where an underlying report that was made in good faith was found to be unsubstantiated by evidence and/or the accused individual was determined to be 'not responsible'.

#### Affirmative consent

• In assessing whether alleged sexual activity was consensual, Milwaukee Career College will require that the consent be affirmative to consider it consensual. Affirmative consent is the knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Important guidance regarding consent...
  - Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
  - Consent is required regardless of whether either person involved in the act is under the influence of drugs and/or alcohol.
  - Consent may be initially given but withdrawn at any time.
  - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
  - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
  - When consent is withdrawn or can no longer be given, sexual activity must stop.

### Privacy

- Privacy can be offered by a College associate who is unable to offer confidentiality due to their legal obligation to report known incidents of sexual assault or other crimes. Even College associates who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution.
- Any College associate who is not considered a confidential resource, is considered a College associate who will guarantee privacy.

### Accused

- A person accused of sexual misconduct or another violation of this policy.

### Bystander

- Bystander includes any person who witnesses or learns about sexual misconduct or another violation of this policy who is not themselves the victim or person subjected to the sexual misconduct.
- Bystanders are welcome and encouraged to report incidents of sexual misconduct that they have witnessed or learned about.
  - If your friend is a victim of sexual misconduct, please encourage them to reach out for help. A list of on-campus and off-campus resources available to victims can be found in Section 6.

### Reporting individual

- Reporting individual includes any person who is a victim, survivor, complainant, and other individuals who were subjected to sexual misconduct, and then report it.

## **Section 4: Prohibited Behavior**

Milwaukee Career College is a place of academic learning, and its community members are expected to behave accordingly. The following behaviors are considered specific and serious violations of this policy. Violations of this policy can occur both on-campus and off-campus and may also include other unacceptable conduct not specifically listed below. Any possible or known

violation of this policy may result in the College conducting an investigation; in certain instances, the College is obligated by federal and/or State law to conduct an investigation into these behaviors. Students believed to have committed prohibited behavior, including sexual misconduct, in violation of this policy may face student conduct charges, which can result in serious consequences, such as suspension or expulsion. For more information, see Disciplinary Process for Students who Commit Sexual Misconduct described in Section 7 of this policy.

#### Prohibited Behavior:

- Sexual misconduct, including but not limited to:
  - o Rape
  - o Sexual assault
  - o Sexual harassment
  - o Stalking
  - o Domestic violence
  - o Dating violence
  - o Unwanted sexual activity and/or contact
  - o Fondling
  - o Statutory rape
  - o Gender-based harassment
  - o Sex discrimination
  - o Retaliation against someone who has made a complaint about sexual misconduct
  - o Sexual exploitation
  - o Sexual coercion
  - o Other sexual violence
  - o Other sexually inappropriate behavior
- Attempting to commit sexual misconduct
- Aiding another person in committing sexual misconduct
- Knowingly violating an interim measure or sanction imposed by the College pursuant to this policy, such as a ‘no contact’ order, suspension, or other measures and/or sanctions deemed appropriate under the circumstances
- Knowingly filing a false report of any prohibited behavior

The above forms of sexual misconduct are defined in Terminology and Definitions in Section 3 of this policy.

### **Section 5: How to Report Incidents of Sexual Misconduct**

In any instance of sexual misconduct, a student has the right to report the incident to the College, to campus security, to local law enforcement, to the State police, to any combination of these authorities, or to not report the incident at all.

#### **Disclosing vs. Reporting**

Sometimes students wish to tell someone about an incident of sexual misconduct but aren’t yet sure whether they wish to see official action taken against the individual who committed it. Students have the option to disclose (tell someone about) an incident without being obligated to file a formal report. Whether a student chooses to disclose or chooses to formally report an incident, the student has the right to be protected by the College from retaliation and the right to receive assistance and resources from the College. MCC’s Management Team Member or Program

Chairs are the people with whom a student would file a formal report regarding sexual misconduct, if the student wishes to do so. Upon receiving a formal report, Milwaukee Career College begins an investigation into the incident and commences the student disciplinary process against the individual who committed the sexual misconduct, if that individual is a student of the College (or, if the individual is not a student, takes other appropriate action).

Milwaukee Career College will also offer the student assistance and resources. Students can also make a formal report to Milwaukee Career College Management Team even if they do not want an investigation to occur. This is considered a “confidential report” in that the Management Team will first ask the student’s permission before beginning an investigation and commencing the student disciplinary process. If the student declines to give permission, the Management Team will honor the student’s decision and will not investigate the report, except in circumstances where failing to investigate would prevent the College from providing a safe and non-discriminatory environment for all members of the College community.

In those cases, the student would not be obligated to participate in the investigation or the disciplinary process. Whatever the student decides, the Management Team will still offer the student assistance and resources. More information about how to make this type of “confidential report” is provided in Section 3.

### **Disclosing to Someone Other than the Management Team, or, Program Chair(s)**

Incidents can also be disclosed to College associates other than the Management Team or Program Chair(s), if the student prefers to do so. Some College associates are required to notify the Management Team and Program Chair(s) when an incident of sexual misconduct is disclosed to them, in order to protect the safety of other people on campus and so that the Management Team / Program Chair(s) can reach out to the student to offer help, support, and information about filing a formal report if the student desires. While these College associates cannot offer true confidentiality, they promise not to disclose more information to the Management Team or Program Chair(s) than necessary. The information disclosed will be limited to only the information needed to conduct an investigation (if the student permits) and to ensure student safety. More information about privacy is provided in Section 3.

You can find local rape crisis centers and other community resources in your campus Faculty Coordinator’s Office. These types of non-College officials provide confidentiality and can offer support and referrals to helpful services and resources. These persons are not affiliated with the College and have no obligation to notify Milwaukee Career College about the incident.

### **Making a Formal Report Confidentially and/or Anonymously**

In addition to the options described above in regard to privately or confidentially disclosing an incident of sexual misconduct, students also have several options for making a formal report. Milwaukee Career College Management Team, or, Program Chair(s) are the people with whom a student would file a formal report regarding sexual misconduct, if the student wishes to do so. Formal reports can be made to the Management Team by:

- Making a report in-person, or, via email:  
[jackt@mkecc.edu](mailto:jackt@mkecc.edu) – Milwaukee Career College President  
[klegrove@mkecc.edu](mailto:klegrove@mkecc.edu) – Faculty Coordinator  
[mtorres@mkecc.edu](mailto:mtorres@mkecc.edu) – Financial Aid Manager

[whoover@mkecc.edu](mailto:whoover@mkecc.edu) – Program Chair – Medical Assistant Program  
[akiser@mkecc.edu](mailto:akiser@mkecc.edu) – Program Chair – Veterinary Assistant / Technician Programs  
[mrodriguez@mkecc.edu](mailto:mrodriguez@mkecc.edu) – Program Chair – Dental Assistant Program  
[jpotter@mkecc.edu](mailto:jpotter@mkecc.edu) – Program Chair – Surgical Technology Program

Students reporting instances of sexual misconduct – whether they are the victim, a friend, or a witness/bystander – can also make confidential and/or anonymous reports if they prefer to do so.

- Important notes regarding “confidential reports”, whether made in-person or by email:
- While this reporting method is known as a “confidential report”, due to the nature of their responsibilities, Milwaukee Career College is not a “confidential resource” and might need to discuss with certain law enforcements agencies. As noted above, all information provided will be handled with the utmost privacy.
- When a reporting individual formally reports an incident of sexual misconduct but expresses that he/she does not wish for the College to conduct an investigation, the College will typically honor that request. However, sometimes the College will be obligated to weigh such a request against the College’s duty to ensure the safety of the campus. If the College determines that it cannot maintain a victim’s confidentiality and that an investigation is necessary, the student who reported the incident will be notified in writing, prior to the start of an investigation and will, to the extent possible, only share information with the people responsible for handling the College’s response. The College will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.
- Anonymous reports can be made by not including your name or email address when submitting the online incident report form.
  - Important note regarding anonymous reports:
    - Individuals who wish to anonymously report an incident should be aware that their anonymity may inhibit the College’s ability to conduct a full investigation of the incident, provide support, and/or update the student regarding actions taken.

Regardless of how a student chooses to make a report, the College may not require a victim to participate in any investigation or disciplinary proceeding.

In the event that sexual misconduct has been committed by a non-member of the College community (including an unknown person or stranger), students may still report the incident to the College and receive support and protection. For a list of on-campus and off-campus resources and support services near your campus, please visit the Faculty Coordinator’s Office.

Students also have the option to make a report to law enforcement, either in addition to or as an alternative to making a report to the College.

- In addition to calling 911, you may make a report to law enforcement by contacting the following resources in your State or local area.
  - Wisconsin:
    - Milwaukee County Criminal Division: 414-278-4538.

## **Amnesty Policy for Alcohol and/or Drug Use**

Students should not be afraid to report an incident of sexual misconduct merely because they were drinking alcohol or using drugs at the time of the incident, whether they were a victim, witness, or bystander. Milwaukee Career College has adopted an amnesty policy for alcohol and/or drug use in regard to incidents of sexual misconduct. The health and safety of every student at Milwaukee Career College is of utmost importance. Milwaukee Career College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Milwaukee Career College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College associates. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to the College associates or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

## **Disclosures During Advocacy Events**

Individuals occasionally disclose information regarding sexual misconduct during a public awareness and/or advocacy event, such as candlelight vigils, protests, survivor speak-outs, Clothesline Project events, Take Back the Night events, Day of Unity events, and other similar public events. These events typically serve the purpose of empowering survivors and raising awareness about issues related to sexual violence, as opposed to serving as a forum in which formal reports are made. Accordingly, the College is not obligated to begin an investigation based on information disclosed at these events, however any individual always remains free to file a report with the College if they choose to do so. The College may use information provided at such events to inform its efforts for additional education and prevention efforts regarding sexual misconduct and sexual violence.

## **Campus Alerts**

When certain crimes occur in certain areas on and/or near campus that represent a serious or continuing threat to the campus community, the College is obligated under federal law to issue a timely warning, in order to protect the safety of others. Crimes triggering a timely warning might include, for example, a rapist who is still present on campus. When a timely warning is issued, the warning will never identify any victims or reporting individuals. See the Milwaukee Career College Security Report for more information. This report can be found on the Milwaukee Career College website at: [www.mkecc.edu](http://www.mkecc.edu).

## **Campus Crime Data**

When Milwaukee Career College receives reports of sexual misconduct and certain other crimes that occur in certain locations on and/or near campus, federal and State laws require Milwaukee Career College to count the number of those reports for inclusion in the College's Annual Fire and

Security Report. This is merely an anonymous tally – neither the identity of the reporting individual nor the specifics of the crime are included in these reports.

## **Section 6: Resources, Support Services, and Protection for Victims**

Milwaukee Career College is committed to supporting victims and survivors of sexual misconduct and sexual violence, regardless of when, where, or who committed the acts in question. In this Sections 3 and 5, the College has collected information and resources that may be helpful. If there are other resources that you or a friend might need, the College encourages you to reach out to your Program Chair or Faculty Coordinator, who can help obtain those resources. If you aren't sure who your campus Faculty Coordinator or Program Chair is, please visit Milwaukee Career College's Front Desk. If you are in immediate danger at any point, call 911!

### **Obtaining Immediate Medical Attention**

If you have been the victim of rape, sexual assault, domestic violence, or dating violence and are in need of immediate medical attention, please call 911 and/or consider visiting a hospital, urgent care center, or medical provider. Below is a list of emergency medical facilities and other medical providers near each campus. Some State law requires that all hospitals in the State offer forensic rape examinations (sometimes also called 'forensic sexual assault examinations' or simply 'rape kits'). Some states require hospitals to notify the victim/survivor that they can choose to have the forensic rape exam and its related charges billed to the Victim Services at no cost to the victim/survivor. After the exam, you might receive other medical services or counseling services for which the hospital might charge you or bill your health insurance; if your insurance plan is through someone else (such as your parent), you are encouraged to tell hospital staff if you do not want your insurance policyholder to be notified about your access to these services.

Especially in incidents of rape or sexual assault, it may be important to receive a forensic examination as soon as possible in order to preserve evidence and/or to receive protection from sexually transmitted infections and pregnancy. To best preserve evidence, you should avoid showering, washing, changing clothes, discarding clothes, combing hair, or otherwise altering your physical appearance until the exam is complete, and you should seek an exam as soon as possible. Even if you don't want evidence to be collected, it is still recommended that you get examined by a doctor in order to address physical injuries, potential pregnancy, and possible exposure to sexually transmitted infections. For more information about what to do after an assault, visit the National Sexual Violence Resource Center website at [www.nsvrc.org](http://www.nsvrc.org) or the local resources listed in Section 5.

### **On-Campus and Off-Campus Resources and Support Services**

Individuals who have been subjected to sexual misconduct also often need other types of support. Even if you think you are okay and that you don't need help, the College encourages you to reach out to someone. The College's on-campus resource is the Faculty Coordinator. In addition, there are various off-campus resources that you can use if you prefer not to seek help from on-campus resources. Below is a list of on-campus and off campus resources for each Milwaukee Career

College, including counselors, advocates, and community resources. If you have any questions or aren't sure where to go, your campus Faculty Coordinator can help point you in the right direction.

### **Educational Programs and Support Services**

Victims need to seek support from loved ones and from community organizations. Such organizations help victims understand their feelings, rights and the law. The Rape Hotline available in which Milwaukee Career College campus is located is listed below:

Milwaukee/Wauwatosa: Sexual Assault and Treatment Center: 414-219-5555

Additional information is available in the campus's Student Services Office. The above is only a brief listing of the resources available to you. You can find many more resources by dialing 2-1-1 for free, confidential help finding an extensive list of resources, including law enforcement & public safety assistance, legal services, hospitals that conduct sexual assault forensic exams, confidential counseling services, and more. 2-1-1 is available 24/7, and many of the resources to which they can refer you also are available 24/7, are confidential, and are low-cost or free of charge.

### **Section 7: Disciplinary Process for Students who Commit Sexual Misconduct**

When a student commits or is believed to have committed sexual misconduct – whether committed against another student, other member of the campus community, or non-member of the campus community – the student will likely face student conduct charges and be subjected to the College's disciplinary process. All accused students are entitled to a presumption of 'not responsible' (not guilty), and all processes will be conducted in a fair, impartial, thorough, and timely manner. At all times, the burden of proof is on the College to establish that the alleged violation of this policy was committed by the student in question. The standard of evidence required in both the Student Conduct Hearing and in the Appeal Hearing, if one is sought, is a preponderance of evidence. 'Preponderance of evidence' means that the relevant Code of Conduct committee must decide in favor of the party that, as a whole, has the stronger evidence that the violation was or was not committed, however slight the edge over the other party's evidence may be. 'Preponderance of evidence' is sometimes described as 'more likely than not' or '51% probability'. The evidence should be sufficient to incline a fair and impartial mind to one side of the issue over the other, but it is not necessary for that mind to be completely free from all reasonable doubt. 'Preponderance of evidence' is a different and lesser standard of evidence than that used in criminal proceedings; rather, it is the standard of evidence often used in civil court proceedings.

### **Appeal Process**

A student who has been dismissed may appeal and seek reinstatement. Any appeal must be received by the Faculty Coordinator in writing within 10 days of the dismissal decision. Dismissals will be documented on the student's record. If reinstatement is deemed appropriate, it shall be in accordance with the procedures set forth in the Reinstatement section of this catalog.

### **Student Bill of Rights**

All students have the right to:

1. Make a report to local law enforcement and/or the State Police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated

seriously;

3. Make a decision about whether or not to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressure by the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College associates as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the accused and/or their friends, family, and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, or accused individual, throughout the student conduct process, including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or student conduct process of the College.

### **Additional Rights**

**All reporting individuals** are further advised of their right to:

- Notify College campus security, local law enforcement, and/or State Police;
- Have emergency access to a College associate trained in interviewing victims of sexual assault who will be available upon the first instance of disclosure by the reporting individual to provide information regarding options to proceed and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible; to explain that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violates State criminal laws should be addressed to law enforcement or to the local district attorney; and to explain whether he/she is able to offer the reporting individual confidentiality or privacy and to inform the reporting individual of other reporting options;
- Disclose confidentially the incident to College associate, who may offer privacy and/or confidentiality in accordance with applicable laws, as appropriate, and who can assist in obtaining services and resources for reporting individuals;
- Disclose confidentially the incident and obtain services from the State or local government;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking; have the right to consult a College associate for information and assistance; and have the right to have reports investigated in accordance with College policy, including the right that the reporting individual's identity will remain private at all times if the reporting individuals wishes to maintain privacy;
- Disclose, if the accused is an employee of the College, the incident to the College's Head of Human Resources and/or have the right to request that a private employee assist in reporting the incident to the Head of Human Resources;
- Receive assistance from College associates in initiating legal proceedings in family court or civil court;
- Withdraw a complaint or withdraw from involvement in the College student conduct process at any time.

Milwaukee Career College will ensure that every student is afforded the following rights:

- The right to request that student conduct charges be filed against the accused in proceedings governed by the procedures established by the College in this policy;
- The right to a process in all student conduct cases where a student is accused of sexual assault, domestic violence, dating violence, stalking, or other sexual misconduct that violates this policy, that includes, at a minimum:
  - o notice describing the date, time, location, and factual allegations concerning the violation; reference to the specific policy provisions alleged to have been violated; and possible sanctions for the violation;
  - o an opportunity to offer evidence during an investigation, and to present evidence and testimony at a student conduct hearing, where appropriate, and to have access to a full and fair record of any such hearing; and
  - o access to at least one level of appeal of a determination before a panel that is fair and impartial and does not include individuals with a conflict of interest.
- Throughout proceedings involving such an accusation, the right for both the reporting individual and the accused:
  - o to be accompanied by an advisor of choice who may assist and advise throughout the student conduct process, including during all meetings and hearings related to the process;
  - o to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the accused (including the right to a presumption that the accused is ‘not responsible’ until a finding of responsibility is made pursuant the College’s policies described in this policy), and other issues including but not limited to domestic violence, dating violence, stalking, and sexual assault;
  - o to an investigation and student conduct process that is fair, impartial, and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest;
  - o to have the College’s student conduct process run concurrently with a criminal justice investigation and proceeding, except where law enforcement requests a temporary delay in order to gather evidence;
  - o to review and present relevant available evidence in the case file or otherwise in the possession or control of the College;
  - o to exclude their own prior sexual history with persons other than the other party in the student conduct process and/or their own mental health diagnosis and treatment from admittance in the stage of College’s student conduct proceedings where responsibility is determined;
  - o to receive written advance notice of:
    - any meeting he/she is required or eligible to attend
    - any specific rule or law alleged to have been violated and in what manner
    - the consequences and/or sanctions that may be imposed as a result of the student conduct process; and
    - the determination of the student conduct hearing panel and the rationale for any consequences/sanctions imposed;
  - o to make an impact statement during the point of student conduct proceedings

- o where appropriate consequences/sanctions are being determined;
- o to be informed of the possible consequences/sanctions that may be imposed upon the outcome of the student conduct process; to simultaneous written notification of the outcome of the student conduct process, including any consequences/sanctions actually imposed; and the rationale for the consequences/sanctions actually imposed;
- o to choose whether to disclose or discuss the outcome of the student conduct process; and o to have all information obtained during the course of the student conduct process be protected from public release until the student conduct appeals panel makes a final determination (unless federal and/or State law requires otherwise).

### **Additional Resources for Victims of Sexual Assault:**

- [www.rainn.org](http://www.rainn.org)
- [www.thehotline.org](http://www.thehotline.org)
- [www.loveisrespect.org](http://www.loveisrespect.org)
- [www.notalone.gov](http://www.notalone.gov)
- [www.ovw.usdo.gov](http://www.ovw.usdo.gov)

### **Retaliation Policy**

Any attempt by a student, faculty, or staff member to retaliation, intimidate, threaten, coerce, or otherwise discriminate against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the College's conduct policy, is prohibited. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the College's Management Team. Any person who retaliates against a person who has cooperated in an investigation and/or hearing is in violation of College policy and will be subject to disciplinary action.

### **Campus Sex Crimes Prevention Act**

The "Campus Sex Crimes Prevention Act" (CSCPA), is a federal law that calls for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. States are required to maintain programs requiring sex offenders to provide notice to any educational institutions where they are employed or enrolled as a student. The CSCPA also requires States to adopt programs requiring offenders to provide notice of change in employment or enrollment status on college campuses. Moreover, the CSCPA requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state in which the person is employed, carries on a vocation, or is a student. The law requires that these sex offenders also provide notice of each change in their enrollment or employment status. Under the Act, states are then required to ensure that such information is promptly made available to the law enforcement agency that has jurisdiction where the institution of higher education is located.

The Act also amends the Federal Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in FERPA should be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. Finally, the CSCPA requires institutions of higher education to issue a statement to their campus communities

where law enforcement agency information provided by a state under the sex offender notification requirements may be obtained. In compliance with this requirement, the following state agencies are where this information can be obtained.

Wisconsin - Milwaukee County Criminal Division: 414-278-4538.

### **Missing Student Notification and Procedure**

A missing person is someone whose whereabouts are unknown for at least 24 hours. (Please note: any of the following actions may be executed earlier if a member of the university community has reason to believe that a student is missing and in danger, even if the student has been missing for less than 24 hours.)

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Management Team. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, should be referred to the College's Management Team, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the community with any information about a missing student, the Management Team will consult with local law enforcement authorities to ensure that communications do not hinder the investigation.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Milwaukee Career College will assist external authorities with these investigations as requested.

### **Campus Crime and Statistics Reports**

Milwaukee Career College's Campus Crime and Statistics Reports can be found in the College's website: <https://mkecc.edu/consumer-information/>

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of an emergency, Milwaukee Career College works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency. MCC has the responsibility for responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In addition, MCC has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community.

If that is the case, MCC will immediately notify the campus community upon confirming that an immediate threat exists, in accordance with federal law. In the event of a serious incident that poses an immediate threat to the health and safety of the MCC community, MCC has different systems in place for communicating information quickly to faculty, staff, and students. This mass notification system is only used for critical, timely emergency notifications, to include weather related campus closings and other significant events. All students, staff, faculty and contracted employees must have their MCC e-mail addresses and cell phones automatically enrolled. If an

emergency or dangerous situation is confirmed (with the assistance of campus administrators, local first responders and/or the National Weather Service), and that situation presents an immediate threat to the health and/or safety of some or all members of the MCC community, will determine the content of the emergency notifications used to communicate the threat to the campus.

Information will be disseminated in the most timely and appropriate manner. These notifications will be sent without delay, taking into account the safety of the community, unless issuing a notification will, in the judgment of the first responders (MCC, Milwaukee Police Department, Milwaukee Fire Department, etc.), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In addition, one scheduled fire drill is conducted each year. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. There are two general categories of response to emergencies. One is “evacuation”, and the other is “shelter in place”. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the university community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing walkie talkies, activating fire alarms, and/or sending a message via the campus notification system.

## **EMERGENCY OR DISASTER SITUATIONS**

### **A. ACTIVE / ARMED SHOOTER AND WEAPONS**

If you witness any armed individual shooting at people on campus or hear gunshots:

1. Immediately contact the Milwaukee Police Department by calling 911. Provide the 911 operator with as much information as you can. Do not hang up unless told to do so.
2. Notify an MCC Associate.
3. Police officers will likely be the first responders on the scene. As they move into an area or facility, rescue efforts will be delayed until the shooter is located and stopped.
4. To assist police, please stay calm and patient during this time. If you know the location of the suspect, provide the police with the location and/or description of the suspect.
5. If you encounter police, keep your hands empty and in plain view at all times. Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say.
6. If you are evacuating, leave everything behind and do not carry anything that could be mistaken for a weapon.
7. Rescue teams will follow shortly after the first responding officers enter the building. They will attend to the injured and remove everyone safely from the area or building.

#### **If the shooter is outside the building:**

1. Proceed to a room that can be locked. Turn off all the lights. Close and lock all windows and doors.
2. Get all occupants on the floor and out of the line of gunfire. Also, ensure that no one is visible from outside the room.
3. One person in the room should call 911 and advise the 911 operator of the situation, including location.
4. Unfamiliar voices may belong to the shooter who is attempting to lure victims from

- their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
5. Remain in place until law enforcement, emergency management and/or university officials give an all clear notification.

**If the shooter is inside the building:**

1. Lock the room if possible, or if you can, safely leave the building.
2. If your room cannot be locked, determine if there is a nearby location that can be reached safely and locked.
3. Lie on the floor or under a desk and remain silent.
4. If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to an evacuation assembly point that is out of the danger area.
5. Contact 911. Report your name and location.
6. Remain calm, keep your hands up above your head and follow instructions. If an officer points a firearm at you, please try to remain calm. Make no movement that may cause the officer to mistake your actions for a threat. Remember, the officer does not know if you are involved in the incident or are a suspect at this point.
7. If you witness anything, tell the responding officers as much about what you know about the situation. 8. Wait for the police to come find you.

**If the shooter(s) enters your class or office:**

1. Call 911 if possible, and alert the 911 operator to the shooter's location. If you can't speak, leave the phone open so the dispatcher can listen to what is taking place.
2. If there is no opportunity for escape or hiding, it might be possible to negotiate with the shooter. After all other options have been exhausted, and as a very last resort, attempt to overcome the shooter with force if necessary.
3. If the shooter leaves your area and you are able to escape, proceed immediately to a safer place. Do not touch anything that is in the vicinity of the shooter.

**If you must move to another location:**

1. If you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind.
2. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to carry anything while fleeing.
3. Leave the wounded victims where they are and notify authorities of their location. Do not attempt to remove any injured persons.

**Assisting police officers** – Police officers responding to an active shooter are trained to advance immediately to the area in which the shots were last heard. The first responding officers will normally be in teams. They may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets and other tactical equipment. They may be armed with rifles, shotguns or handguns, and might be using pepper spray or tear gas to control the situation.

1. Remain calm, do as the officers tell you, and do not be afraid of them.
2. Put down any bags or packages and keep your hands visible at all times.
3. If you know where the shooter is, tell the officers.
4. The first officers will not stop to help people as their primary purpose at this point is to locate

and neutralize the threat. Rescue teams with medical personnel will follow later.

5. Until you are released, remain at whatever assembly point authorities designate. Be aware that police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.

**Weapons, combustible items, firearms, explosives, incendiary devices or any instrument which is capable of causing death, physical or property damage:**

If you observe or suspect any of the afore mentioned items on campus property, stay calm and immediately call 911. Then, informed a Milwaukee Career College Associate.

1. Name and description of individual in possession of weapon or device, if known.
2. Location of the weapon.
3. Whether the individual in possession of weapon or device has threatened anyone.
4. Any other details that may assist law enforcement in locating this individual.

**Lockdown procedures** - A lockdown is a temporary sheltering technique that converts any campus, building or room into a large safe area to limit exposure to an active shooter or other highly dangerous, ongoing incident. Lockdowns typically last for any amount of time between 30 minutes and several hours. When alerted, occupants of a building or room will lock all doors and windows not allowing entry or exit to anyone until an all clear notification has been issued by law enforcement, emergency management and/or university officials. A lockdown will be announced via one of the Campus notification systems, or, e-mail.

**Once the notice to lockdown is issued:**

1. Direct all students, staff and visitors into rooms or enclosed buildings, ensure all persons are inside.
2. Follow instructions; remain calm.
3. Do not remain in open areas such as hallways or corridors. Go to the nearest classroom or office.
4. Account for everyone in the room or office.
4. Close and lock all doors and windows. If you cannot lock the door, barricade it with desks, chairs, etc.
6. Turn off all lights.
7. Move all persons away from windows and doors.
8. Occupants should remain seated below window level.
9. Remain silent. Turn off all radios or other devices that emit sound. Silence cell phones.
10. If gunshots are heard, get on the floor and utilize heavy objects, such as tables, filing cabinets, etc. to hide under or behind.
11. If outdoors, seek nearby shelter (large trees, walls, vehicles, etc.) and wait for additional instructions from appropriate law enforcement or campus authorities.
12. Do not allow anyone outside of locked rooms until an all clear notification is given by law enforcement, emergency management and/or university officials.

**B. BIOLOGICAL OR CHEMICAL ACCIDENT / HAZARDOUS MATERIAL**

1. Call 414-257-2939 from non-campus phone. If the type and location of hazardous material are known, report that information to MCC.
2. Evacuate to a designated area – close doors as you leave.
3. If confronted by MCC Associate, Police or Fire officials, follow their directives.

## **C. FIRE**

Firefighting equipment, alarm systems, and procedures are provided for the protection of life and property in compliance with the health regulations of the City of Milwaukee. To help ensure safety, periodic fire drills are scheduled each year. The fire alarm system is also tested periodically. If the fire alarm is being tested, the beeping will be intermittent. However, a real fire alarm will be continuous.

In the event of a fire or smoke from a fire:

1. Pull fire alarm and call 414-257-2939 from a non-campus phone.
2. Evacuate students and staff. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. Be aware of arrival of emergency responders. An MCC Associate or designee will meet the fire department personnel and provide the location of the fire.
4. Take note of and report anyone missing.
5. Report missing persons to an MCC Associate. If trapped by fire, notify the fire department by calling 911.
6. Appropriate college officials may move students, faculty or staff to a relocation site if weather is inclement or building is damaged.
7. Do not reenter buildings until they are declared safe by law enforcement, fire department and/or university officials.

### **Fire Procedures**

- Pull fire alarm and call MCC's main line 414-257-2939
- Identify a designated meeting area and evacuate the building.
- Close windows and doors as you exit. Do not use elevators.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- If confronted, follow directives by Public Safety, Police or Fire Department.
- Do not re-enter buildings until they are declared safe by Police, Fire Department, and/or college officials.

### **Fire Safety Standards**

- IT IS REQUIRED BY LAW THAT ALL PERSONS EXIT DURING A FIRE ALARM.
- Keep fire doors (stairwell doors) closed at all times to keep fire and smoke from spreading in the event of a fire.
- Even small fires can get out of hand. Smoke causes more damage and injury than most fires.
- If a fire does start in your room/office, close the window and door to keep the fire from spreading. Leave the room.
- Special directions are given for Christmas and other holiday decorating. Use noncombustible decorations and lights intended for normal indoor use only. Live trees are prohibited.

#### **D. MEDICAL EMERGENCY**

Serious injury or illness:

1. Call 414-257-2939, Milwaukee Career College will notify the fire department.
2. Give full attention to the victim(s).
3. Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
4. If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
5. Check for vital signs. Initiate first aid and/or CPR, if you are trained.
6. Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
7. Apply pressure on wound or elevate wound to help stop or slow bleeding.
8. Protect yourself from body fluids. Use gloves if available.

#### **E. TORNADO OR SEVERE THUNDERSTORM**

Tornado / severe thunderstorm WATCH has been issued for the area.

1. Monitor weather updates.
2. Review tornado / severe thunderstorm warning procedures (below) and be prepared to take action.

Tornado WARNING has been issued or a tornado has been spotted near the campus.

1. Immediately move to the designated tornado shelter area. If you unable to get to the designated tornado shelter area try to get to the lowest level possible, ideally in an interior hallway (away from windows and avoiding long span roofs).
2. Department personnel, classroom instructors, etc. should make certain everyone vacates the office or classroom. Take note of and report anyone missing. Close office, classroom door, etc.
3. Remain in the designated tornado shelter area until an “all clear” notification is given by a school’s official.

#### **F. SUICIDE OR THREAT OF SUICIDE**

1. Call MCC’s main line 414-257-2939
2. Consider any student reference to suicide as serious.
3. If it is safe for you to do so, do not leave the individual alone. Stay with the individual until help arrives.
4. Try to calm the individual.
5. Isolate the individual or the area, if possible.
6. Initiate first aid if necessary.

#### **G. SUSPICIOUS INDIVIDUAL OR VEHICLE**

1. Call MCC’s main line 414-257-2939
2. Note the individual’s features, clothing, vehicle, where he/she is located in the building, whether he/she is carrying a weapon or package, etc. Give a full description of the individual.

## **SUMMARY**

Milwaukee Career College is continually working to ensure the safety of all persons within the campus community. All Milwaukee Career College community members have important roles in preventing and reporting crime. Prompt reporting of incidents, personal awareness, and practicing crime prevention strategies are most important in reducing crime and staying safe. Fire safety is also very important to the college. All students, faculty and staff should be aware of policies, equipment and evacuation procedures to insure the safety of the entire community of Milwaukee Career College.

Milwaukee Career College reserves the right to change, without notification, any of the information published in the Annual Security Report.

Published: February 2019