COMMUNITY COLLEGE OF BEAVER COUNTY

ANNUAL SECURITY REPORT

2026

CCBC

This page intentionally left blank

Contents

I. Introduction 5

II. CCBC Security Department 6

1. Role Authority and Training 6
2. Collaboration with Law Enforcement Agencies 6
3. Reporting Crimes and Other Emergencies 6
4. Campus Security Authorities (CSA's) 7

III. Notification Systems 7

1. RAVE Emergency Alert System 7
2. Emergency Alerts 8
3. Campus Intercom System 8
4. Titan Flash Messages 8
5. 59-Minute Rule 8
6. Closings and Cancellations 8

IV. Contacting Security, Resources, and Accessing CCBC Facilities 9

1. Contacting Security 9
2. Resources 10

A. Video Cameras 10
B. Area Hospitals and Emergency Care 10
C. Emotional Support Counseling/Advocacy 10
D. Emergency Response Team (ERT) 10
E. Active Shooter Training 11

3. CCBC Facilities 11

A. Automatic Door Locking Systems 11
B. Access to Buildings and Labs 11
C. Animals/Pets on Campus 11
D. Smoking on Campus 12
E. Fire Drills 12

V. Title IX Education Amendments of 1972 (Title IX) 12

1. The Law 12
2. Purpose 12
3. CCBC Sexual Violence, Harassment, and Discrimination PolicySummary 13
4. Education And Training 13

5. Title IX Background 14
6. Sex Discrimination-Related Definitions 14
7. Alcohol and Other Drugs: 18
8. Procedures and Responsibilities: 18
9. Responsible Employees: 22
10. Appeal Process: 22
11. Sexual Violence Education and Support: 23
12. Campus Sexual Assault Victim's Bill of Rights 23
13. Principal CCBC Sexual Misconduct Policies 24
14. Medical Treatment 25
15. Personal Support 25
16. State and Local Agencies 26
17. Federal Agencies 26
18. Mandatory Reporters 26
VI. Crime Prevention and Awareness Programs 26
1. Behavioral Evaluation Team (BET) 26
2. Personal Safety 27
3. Safety and Security Tips 27
VII. Campus Safety and Public Health Plan 28
VIII. Campus Hazing Statistics 28
Policy or Procedure Statement 28
Procedures & Responsibilities: 29
Records and Reporting 30
Report of Hazing Incidents 30
IX. Crime Statistics 30
1. Annual Disclosure of Crime Statistics 31
2. Campus Safety Certification Certificate 31
3. Campus Crime Log 32
X. CCBC's Policies on Weapons, Violence, Alcohol, and Other Drugs 32
1. Weapons 32
2. Threat to Others 33
3. Threat to Self 36
4. Drugs and Alcohol 38

XI. Main Campus Map with Evacuation Locations 41

I. Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and its amendments is a federal law, which requires institutions of higher learning that receive Title II funding to publish a report annually. The Clery Act requires Institutions of Higher Education to:

1. Disclose, collect, classify, and count crime reports and statistics.
2. Issue crime alerts.
3. Issue emergency notifications.
4. Publish an annual security report.
5. Submit crime statistics to the Department of Education.

This annual security report outlines policies related to campus security and emergency response and discloses crime prevalence statistics for crimes reported to the institution's Safety and Security Department and other campus authorities. The reported statistics must cover the most recent three-year period and include those crimes occurring on any campus, any public property immediately adjacent and accessible to campus, and any non-campus buildings or property owned or controlled by the institution. The Community College of Beaver County (CCBC) publishes the report annually and complies with the Clery Act and its amendments.

The office of security collects crime data from Safety and Security Department reports and records, student judicial and Behavioral Evaluation Team (BET) records, Campus Security Authorities, and data received from local or state police agencies in the campus or non-campus location jurisdiction.

If you feel that CCBC has failed to comply with the requirements of these acts, please file a complaint with the:

Vice President of Operations
and Information Technology

One Campus Drive
Student Services Center, Executive Offices
Monaca, PA 15061
Telephone: 724-480-3368

II. CCBC Security Department

1. Role Authority and Training

The Vice President of Operations and Information Technology leads CCBC's Security Department. The Department works closely with the Office of the President, the Emergency Response Team, and the Center Township Police Department to create a safe and secure campus. The goal of the Security Department is to provide a safe and secure environment for the entire CCBC campus community. The Security department is prepared to handle emergencies. Team members must have radio and telephone communications on their person at all times.

The College's security force is comprised of uniformed guards assigned to the college by prominent security firm Allied Universal Security services. The Security Department reports directly to the Vice President of Operations and Information Technology. The Security Office is located at the main entrance of the Student Services Center, in-room 1102D.

All Security guards receive training and certification in CPR, AED, and First Aid and are qualified to render assistance. Security personnel also receive training to administer NARCAN and are equipped with it at all times. Allied Universal Security guards receive training in disaster response, viral outbreaks, and active shooter incidents. They are also subject to the required criminal background checks and undergo mandatory training before they start.

2. Collaboration with Law Enforcement Agencies

The Security Department cooperates with police agencies and maintains an excellent working relationship with the Center Township Police Department (CTPD). CTPD's headquarters is less than a mile away from the main campus and assist as needed. Crimes involving violence, major property loss, or any felony are immediately reported by CCBC's Security Department to CTPD. All crime statistics are recorded on forms and in the format required by the Pennsylvania State Police and in compliance with the Uniform Crime Reporting Act (Chapter 3, PA Act 29 of 2004).

3. Reporting Crimes and Other Emergencies

All CCBC community members, including students, employees, and guests, are asked to report all crimes and suspicious activities promptly to CCBC's Security Department and to dial 911 in an emergency. A guard will immediately go to the scene, where he or she will evaluate the situation and contact the necessary authorities. In the event of an emergency or criminal incident, prompt notification is sent to the campus community through appropriate administrators.

The Student Handbook provides information to students on how to report any crime to the Security Department. Safety and security issues are discussed at all college orientation programs, Titan Transition Classes that are required of all freshmen students, and the college website (ccbc.edu)

The Safety and Security Department will report criminal activity to the local police and the Pennsylvania State Police as necessary. The Security Department maintains a daily crime log and compiles all crime-related data into the annual security report per Clery Act regulations. No information about the reporting party or any information that may easily identify a victim is included in these disclosures.

4. Campus Security Authorities (CSA's)

The Clery Act requires that the College gather and publish crime data from multiple sources, including A Campus Security Authority (CSA). A CSA is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. At CCBC CSA's are:

- Campus Security officers.
- Any individual or individuals who have responsibility for campus security but who are not members of the campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). This includes individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The function of a campus security authority is to report to the security department any allegation of Clery Act crimes that he or she receives. Reports made by a CSA will be investigated by the Security Department or referred to outside police agencies as appropriate. Statistics derived from CSA reports are included in the annual Clery Act statistics.

CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about indirectly.

III. Notification Systems

1. RAVE Emergency Alert System

The College's emergency notification system is the primary means of communicating campus closings or delays to students and employees. Students are automatically enrolled in the system with their college email. Students and loved ones may also receive emergency notifications via personal email or as a text or voice message sent via cell phones. Follow these three simple steps to add your personal email, phone number, or smart device to your account:

1. Login to MyCCBC (https://my.ccbc.edu/ics).
2. Go to the Students/Employees Tabs. Look for the link on the left labeled "RAVE Emergency Alerts".
3. Follow the directions to add additional email addresses and phone numbers to receive text alerts. There is no cost to subscribe to RAVE alerts. The recipient's cell phone provider may charge data and messaging fees.

2. Emergency Alerts

If CCBC's Security Department receives a credible report of a serious crime or other safety concerns, emergency alerts will be sent via the College RAVE emergency alert system, messages on CCBC social media sites, and emergency notifications will appear across the website. All security services are linked directly to the Beaver County Emergency Management System via the SWIFT 911 portal.

3. Campus Intercom System

Each classroom is equipped with a classroom emergency phone and intercom system. The system provides push-button dialing for campus security, intercom call functionality into classrooms, and automatic dialing to 911. Each campus office is also equipped with a Cisco VoIP device that is capable of mass verbal notifications and will be used in case of an emergency.

4. Titan Flash Messages

The RAVE emergency system is used for all emergency alerts. CCBC may occasionally send nonemergency notifications through email via a Titan Flash or IT Flash messaging to inform the campus community. For example, when there is a phishing scam making its way through the email system, alert community members about local tornado system horn testing, or when there may be non-emergency emergency response vehicles/personnel on campus. These "flashes" help keep our community aware and safe.

5. 59-Minute Rule

All college personnel are expected to contact the Emergency Response Team (ert@ccbc.edu) within 59 minutes whenever they encounter an issue that affects students, facility operations, or the campus community. Contacting the ERT is easy (1) email ert@ccbc.edu or (2) call or email any member of the President's Senior Executive Cabinet. Always call 911 when there is an active emergency.

6. Closings and Cancellations

Extreme weather may necessitate a decision to cancel all classes and events, move campus operations to remote status, close the campus, close instructional sites, or operate on a delayed schedule. In consultation with the Emergency Response Team (ERT), the responsibility for the decision to close the college rests with the president. In the case of severe weather that limits the college from safely opening buildings or providing access to parking lots and walkways, CCBC may switch to remote operations or close campus. In a localized emergency or weather condition, instructional sites may close individually based on the closing procedures governing those sites.

Closings and cancellation notices are sent via the RAVE system. Messages will also appear on CCBC's website, Facebook page, and Twitter feed. Information regarding closings and delays will also be broadcast on local radio and television stations.

Class cancellations are based upon logical divisions between morning, afternoon, and evening classes. Morning classes begin before noon; afternoon classes begin in the afternoon, and evening classes begin after 5 p.m. The college will make every effort to announce delays or cancellations at the following times:

- The evening before or by 5:00 am for morning classes.
- 10 a.m. for afternoonclasses.
- 3 p.m. for evening classes.

Please refer to the college policies and procedures website for additional details on campus closings for extreme conditions.

IV. Contacting Security, Resources, and Accessing CCBC Facilities

1. Contacting Security

On-campus telephones are located in offices and labs when the college is open. Emergency phones and intercom systems are installed in every classroom. Bright red emergency phones are also distributed across campus grounds and are installed in each parking lot.

Dial 724-480-3555 or email Security.Mail@ccbc.edu to contact the Security Department for non-emergencies.

To report an emergency directly to 911:

- Dial 911 from your cellphone.
- Press the black button on the emergency phones identified with the blue light located across campus and dial 911.
- Press the black button on the emergency phones installed in each classroom and dial 911.

When to Call 911 (not an all-inclusive list)

- You witness a crime in progress on campus.
- You see a fire.
- You have a medical emergency, such as someone who is unconscious, gasping for air, or not breathing, experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention.
- You feel that you are being physically threatened by someone or something.
- You hear discussion of or see a weapon on campus.

To report a crime or other issue to Security:

- Dial 724-480-3555 from your cellphone.
- Press the red button on the emergency phones identified with the blue light located across campus.
- Press the red button on the emergency phones installed in each classroom.

When to call the Security Department (not an all-inclusive list)

- You need a roomunlocked.
- You want to report suspiciouscircumstances.
- You have recovered lost and found property.
- You would like an escort to and from class.
- You have an agitated individual in your classroom/department area.
- Other non-life-threatening situations.

2. Resources

A. Video Cameras

Motion detection triggered video cameras are installed at strategic locations across campus including campus entrances and public spaces.

B. Area Hospitals and Emergency Care

Heritage Valley Beaver
1000 Dutch Ridge Road
Beaver, PA 15009
724-773-8480

MedExpress Urgent Care
3944 Brodhead Road
Monaca, PA 15061
724-773-0777

C. Emotional Support Counseling/Advocacy

The CCBC Counseling Office provides Academic, Transfer, Career, and Personal/Social Counseling. Check the Titan Talk or Counseling Calendar for a schedule of our workshops and college visits. Counseling Services are FREE to CCBC students.

Counseling Office – Student Services Center
Hours: Monday – Friday 8:00 am – 4:30 pm
Evening Hours: Wednesday 4:30 pm - 7:00 pm

To schedule an appointment please contact the counseling office:
Online Scheduler: https://www.ccbc.edu/counselingservices
Email: counselingoffice@ccbc.edu
Phone: 724-480-3421

D. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is a group of appointed CCBC administrators and staff who are responsible for making decisions regarding crises that affect the CCBC community. ERT follows the National Incident Management Systems' guidelines created by the Federal Emergency Management Agency as outlined in the college's emergency procedures.

The ERT meets regularly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates.

The ERT, chaired by the a list of rotating Vice Presidents and co-chaired by a list of rotating Vice Presidents, includes all of the College Vice Presidents, the Dean of the School of Nursing and Allied Health, and members from the following areas:

- Security Department

- Human Resources
- Information Technology
- Facilities and Grounds
- Police Academy and Criminal Justice
- Society of Faculty
- Educational Support Personnel Association
- Student Life
- Ad Hoc participation of Center Township Police and Fire Departments

E. Active Shooter Training

Recent incidents of school and workplace violence have greatly increased campus interest in violence prevention resources. The College and Emergency Response Team (ERT) offer a variety of training tools and informational resources to enhance your safety on campus.

CCBC Faculty, Administrators, and staff attend annual active shooter training courses during professional development days. Additionally, active shooter training is part of the curriculum in the Titan Transition classes required of all new CCBC students.

The CCBC Safety and Security video provides a basic overview of emergency communications, emergency protocols, and managing a violent threat on campus. You can view the video here: http://www.ccbc.edu/security.

3. CCBC Facilities

A. Automatic Door Locking Systems

The college utilizes an electronic locking system on all of the exterior doors at the main campus and at the Aviation Sciences Center. This system allows the college to program and control access to all exterior campus doors and interior suites. The Security and College Operations departments can lock down specific doors, buildings, or the entire campus if necessary, in the case of an emergency. All CCBC employees receive a badge as their identification card. The staff ID card also functions as a key to the exterior doors and/or suites where the employee works.

B. Access to Buildings and Labs

Normal academic hours during the spring, fall, and summer semesters at the Main Campus and Aviation Science Center (ASC) are as follows (Please note that all times are subject to change):

Monday – Thursday:	7:30 am to 10:30 pm
Friday:	7:30 am to 5:00 pm
Saturday:	8:00 to 5:00pm Main Campus; Hours vary for ASC.

C. Animals/Pets on Campus

The Community College of Beaver County (CCBC) has chosen to allow employees, students, vendors, and visitors to bring their animals to the College under controlled conditions and on a limited basis as long as the animals can display good citizen skills. Guidelines are outlined in the college's policies and procedures and must be strictly followed, to make the experience a safe and enjoyable one for all concerned. Any violations of these guidelines by an employee, student, vendor, or visitor or the

employee's, student's, vendor's, visitor's animal may result in the immediate revocation of that individual's and/or animal's privileges on campus.

Animal owners assume complete liability for their pets. Please remember, bringing animals to the College campus is a privilege, not a right.

All pets on campus must be leashed and the owners are responsible for cleaning up after their pets.

D. Smoking on Campus

The use of all tobacco products including cigarettes, e-cigarettes, pipes, and chewing tobacco is prohibited on campus grounds and in/within college buildings.

Link to Tobacco Free campus procedure: https://www.ccbc.edu/policies-and-procedures/2-01-006

E. Fire Drills

The Emergency Response Team (ERT) may conduct unannounced fire drills in coordination with Center Township fire, police, and other emergency responders. Evacuation is mandatory for all individuals when the fire alarm is sounding. During the fire drill, ERT personnel are looking for the following things:

1. All people have evacuated the building
2. All doors and windows areclosed
3. All halls, stairwells, fire system components, and walkways are clear and accessible
4. Elevators are bypassed in favor of stairs
5. All people are gathered in designated campus evacuation assembly locations (see section IX).

Never assume that a fire alarm is a drill or a false alarm. Remain calm and evacuate the facility. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

V. Title IX Education Amendments of 1972 (Title IX)

1. The Law

Title IX of the Educational Amendments of 1972: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

2. Purpose

Community College of Beaver County (the College) is proactive in its efforts to address and prevent instances of sexual discrimination, sexual harassment, and sexual violence. Below, students, employees, and third parties will find information about Title IX and the College's policies and procedures regarding sexual misconduct, as well as additional related information.

3. CCBC Sexual Violence, Harassment, and Discrimination PolicySummary

CCBC is committed to providing a safe and healthy educational and work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment, which would deprive any member of the College community of participation in College programs and/or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972 (as amended), which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Pennsylvania laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity.

This policy applies to all individuals (employees, students, and visitors) while on College premises, and/or at a College-sponsored event and/or activity.

Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

The CCBC campus community is committed to preventing sexual violence and all members have a valuable role to play. With our commitment to a primary prevention approach to curtail sexual violence, the College intends to help create environments that promote respect, equality, civility, and healthy relationships.

4. Education And Training

The College is committed to ensuring both preventive and responsive training and relevant educational opportunities for all members of the campus community in the area of sexual misconduct. The College provides online training for all current and new employees in the areas of: Unlawful Harassment Prevention for Faculty, Staff, and Supervisors, Preventing Discrimination and Sexual Violence, Title IX, VAWA, and Clery Act, Americans with Disabilities Act and ADA Amendments Act for Higher Education, FERPA.

All College students are provided mandatory online training for unlawful harassment, including sexual harassment, sexual violence, Title IX, VAWA, and the Clery Act.

In the area of responsive education and training, the College is committed to ensuring that all College personnel designated as investigators, counselors, and adjudicators in the area of sexual misconduct will receive specialized and regular training, and will be cognizant of the special needs of complainants in the area of sexual misconduct, while also ensuring the rights of respondents.

The College has a dedicated webpage to address concerns related to sexual misconduct and will contain relevant information regarding the College's policies, procedures, information updates and ongoing training opportunities for the campus community with respect to information on the various areas of sexual misconduct, opportunities for community assistance, and the resources available in the event of sexual misconduct.

5. Title IX Background

In an effort to promote an environment free from sexual harassment, sexual misconduct, and sexual violence, the College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) in any program or activity based on sex or gender. Title IX also prohibits retaliation for asserting such claims of discrimination. The College is committed to providing an environment free from sex and gender-based discrimination or harassment. Sexual harassment is a serious matter. A charge of sexual harassment is not to be taken lightly by a complainant, respondent, or any other member of the College community. Individuals proven to be violators of this policy will be subject to disciplinary actions, including but not limited to, reprimand, suspension, termination of employment, or expulsion from the College.

6. Sex Discrimination-Related Definitions

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to disclose another individual's private sexual information (sexual orientation, gender identity or gender expression) and threatening to harm oneself if the other party does not engage in the sexual activity.

Complainant is defined as an individual who reports being the victim of sexual misconduct.

Confidentiality means that information will not be shared by professionals without the express consent of an individual. The only professionals who have the ability to offer confidentiality related to Title IX are: mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or a suspicion of child abuse.

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

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

(ii) For the purpose of thisdefinition:

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(B) Dating violence does not include acts covered under the definition of domestic violence.

(iii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Actreporting.

Domestic Violence:

(i) A felony or misdemeanor crime of violence committed –

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

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

(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Actreporting.

Effective Consent is defined as willingly, freely, and knowledgably agreeing to engage in sexual conduct. Consensual sexual conduct is a mutual decision reached by all parties involved without any indication of force, threat, coercion, manipulation, intimidation, or reasonable fear of injury. Consent cannot be given if an individual is mentally or physically incapacitated (e.g., due to excessive use of alcohol

or drugs or a mental or physical condition). Silence, passivity, lack of active resistance or lack of active response does not indicate consent. In addition, previous participation in sexual activity does not indicate current consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. Force may also include moral, intellectual, psychological, or emotional force. For the use of force to be demonstrated, there is no requirement that a Complainant resists the sexual advance or request. However, resistance by the Complainant will be viewed as a clear demonstration of non-consent.

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the College's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if s/he is asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation as it is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include but not be limited to slurred speech, unsteady step or movement, odor of alcohol, vomiting, combativeness, or emotional instability.

Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have known that the Complainant was incapacitated based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

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

Intimate Partner Violence is not defined for the purposes of this policy as a distinct form of sexual misconduct. Rather, intimate partner violence shall include any act or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with the Respondent. This may encompass behavior including, but not limited to, physical, sexual, and emotional violence. It may involve one act or an ongoing pattern of behavior. This may take the form of threats, assault, property damage, violence, or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background. The College will not tolerate intimate partner violence of any form. The College recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the Complainant. Under The Clery Act, the College will record and report all relevant incidents of intimate partner violence.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by one person upon another person that is without consent and/or by force.

Non-Consensual Sexual Intercourse is any sexual intercourse, however slight, with any object, by one person upon another person that is without consent and/or by force.

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals on a "need to know" basis for legitimate complaint investigation and processing purposes.

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim**.**

Respondent is defined as an individual alleged to have committed sexual misconduct.

Retaliation is intimidating, threatening, coercing, or in any way discrimination against an individual because of the individual's informal or formal report or participation in a College investigation or proceeding related to Title IX.

Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program.

Sexual Contact is intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, or any other intentional bodily contact of a sexual manner.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited. Some examples of sexual exploitation include, but are not limited to: (1) Invasion of sexual privacy; (2) Prostituting another person; (3) Non-consensual recording or broadcasting of sexual activity; (4) Engaging in voyeurism; (5) Knowingly exposing someone to an STD or HIV; (6) Exposing one's genitals in non-consensual circumstances; (7) Sexually-based stalking, bullying and cyber-bullying.

Sexual harassment under Title IX must:

- Be determined by a reasonable person to be so "severe, pervasive and objectively offensive" that it effectively denies a person equal access to the institution's program oractivity.
- Conduct must occur within the context of an "education program or activity." This definition may extend to certain off-campus locations, such as university recognized fraternity and sorority houses and university sponsored academic conferences.
- Conduct must occur in the U.S.

Sexual Harassment Actions are any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive work or academic environment.

Examples of what constitutes sexual harassment include, but are not limited to, the following:

- General sexist remarks/ jokes or behavior;
- Continued or repeated verbal abuse of a sexual nature;
- Repeated and offensive uninvited sexual flirtation, advances, propositions, or requests for dates;
- Graphic verbal commentaries about an individual's body;
- Sexually degrading words used to describe an individual;
- Solicitation of sexual activity or other sex-linked behavior by promise of reward;
- Coercion of sexual activity by threat or punishment;
- Non-consensual sexual intercourse or assault, or physical touching of a sexual nature; and
- Display in the workplace or academic environment of sexually suggestive objects or pictures.

Sexual Intercourse is vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sex Offenses are any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Stalking

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(A) Fear for the person's safety or the safety of others; or

(B) Suffer substantial emotionaldistress.

(ii) For the purpose of this definition –

(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

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

(iii) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Actreporting.

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

7. Alcohol and Other Drugs:

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence, stalking, or intimate partner violence and does not diminish one's responsibility to obtain consent.

8. Procedures and Responsibilities:

Students, employees, or third parties who have an inquiry or complaint of sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, retaliation, or any form of discrimination should contact the Title IX Coordinator, Vice President for Human Resources, or a Title IX Deputy Coordinator listed in the contact information below:.

Complaints must:

- Be in writing to the Title IX Coordinator or a Deputy Title IX Coordinator;
- Include a description of the alleged incident.

While there is no time limit for reporting, complaints should be brought forward as soon as possible; all incidents should be reported even if significant time has elapsed but prompt reporting will better enable the College to respond, investigate, and provide an appropriate remedy, if warranted.

A Title IX investigation will be conducted by the Title IX Coordinator, and/or Deputy Coordinator(s), or College Title IX Investigators, as appropriate.

There will be at least two (2) trained investigators to any formal complaint filed. Any respondent will be provided written notice of the complaint before any initial interview takes place.

All respondents are presumed innocent, until proven responsible. The respondent will be provided such written notice, no less than two days before the initial interview. All relevant information will be provided in the initial notice to the respondent. The notice will include, but is not limited to: identities of the parties involved, the conduct allegedly constituting sexual harassment, and the date of the alleged incident. In addition, the respondent may have an advisor, which may be legal counsel, and may inspect and review evidence.

The respondent shall continue to receive updated information, in writing, throughout the Title IX process.

Evidence gathering is permitted by both the complainant and the respondent. Evidence gathering permits either party to discuss the allegations under investigation and to present relevant evidence.

Evidentiary Standard

The evidentiary standard for Title IX complaints filed with the College will use the clear and convincing standard. The clear and convincing standard uses a high probability definition, typically, this would suggest the evidence supports the finding to be approximately 80% responsible or not responsible.

Inspection of Evidence

Both parties will be given an equal opportunity to inspect evidence directly related to the allegations at least 10 days before completion of investigative report and at any hearing.

Evidence will include any inculpatory and exculpatory evidence, whether obtained from an involved party or another source.

Following the investigation, a written determination as to the validity of the complaint and description of the next steps, if any, will be issued to the complainant and respondent within five working days.

Individuals who are considering making a disclosure or filing a complaint to the College should make sure they have informed expectations concerning privacy and confidentiality. The College is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision. Inquiries will be kept confidential, only when in compliance with the law.

Complaints filed with the College will be treated with privacy; however, they are not able to be confidential. An individual who seeks completely confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. Employees may access confidential assistance through the Employee Assistance Program. Information shared with these resources will remain confidential and will not be shared with the College or anyone else without express permission of the

individual seeking services unless maintaining such confidentiality would result in harm to self or others. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by Pennsylvania law to notify child protective services and/or local law enforcement. They are also required to notify the Title IX Coordinator that such a report has been made.

Sexual Assaults should be reported immediately by calling the emergency telephone number 724-480-3555 or visiting the Campus Security Office in the Student Services Center on the Main Campus. (1) The Security Officer will meet with the complainant in a private setting. (2) A statement will be taken regarding what occurred. (3) The complainant will be asked to identify his or her assailant(s) or describe them if they are not known. (4) Questions may be asked about the scene of the crime, potential witnesses, as well as what happened before and after the incident. These inquiries are a standard part of investigation. If desired, the complainant may have a support person with him or her during the interview.

In cases involving felonies or violent crimes (which encompasses most types of sexual assault), the College is obligated to notify the local police that a crime has been reported. Victims are encouraged to cooperate with law enforcement in such cases. Depending on the complainant's preference, it may be possible for him or her to make a statement to College Security and the local police at the same time. However, reporting an incident is a separate step from choosing to prosecute. When a complainant files a report, he or she is not obligated to continue with legal proceedings or college disciplinary action. As an alleged victim, he or she controls whether or not the case is adjudicated through the college system, the criminal justice system or both.

Due to the violent and extremely serious nature of sexual assault, the College strongly encourages individuals who have been sexually assaulted to contact the police.

Reporting the assault to the police soon after the incident occurs may greatly increase the possibility of successful prosecution, should the victim decide to pursue criminal charges. It is extremely important to preserve all evidence of a sexual assault if criminal prosecution is to be considered. Describing an assault is difficult but it is not something a victim must go through alone. Sexual assault victims may choose to have a support person with them during investigative interviews.

Campus Security will supply the investigating police agency with a written copy of its report. If the victim is considering filing a criminal complaint, a police officer will be a part of the interview process. This does not mean he or she is obligated to proceed with criminal charges. Also, he or she may request that his or her identity be kept confidential until/unless he or she makes a commitment to proceed with criminal or college prosecution.

Victims of sexual assault will be offered the opportunity to make a formal complaint through the College's appropriate complaint/judicial system against the offender under the College's Code of Conduct or Title IX Policy, if the offender is a member of the CCBC community. Individuals who contact the Title IX Coordinator or a Deputy Title IX Coordinator will be provided appropriate resources to decide whether or not to file a formal complaint. This decision will be made by the individual, without influence from any College employee as to whether they should file a formal complaint or not.

The College may pursue code of conduct charges regardless of whether any criminal charges are filed. However, the College's judicial process is not intended to serve as a substitute for the criminal justice

system. The College will initiate internal judicial proceedings in incidents of sexual assault when a student, employee, or third-party requests it and/or when subsequent investigation produces substantial evidence of a violation of College policy.

If the victim is a student and at the victim's request, the Vice President of Student Affairs and Enrollment may be able to make special provisions for an alternate class schedule during the period of investigation. Other special support can also be provided upon request.

A Respondent will not be removed from an education program or activity, unless an individualized safety and risk analysis determines there is an immediate threat. Any respondent who is removedwill be provided notice and an opportunity to challenge the decision immediately followingremoval.

In addition to potential criminal court proceedings, perpetrators of sexual assault face significant potential sanctions under the College's judicial/disciplinary system. If an individual has been assaulted and is considering whether or not to pursue campus disciplinary action, he or she is encouraged to discuss the matter with the Title IX Coordinator. This will enable him or her to review procedures should he or she decide to file formal charges through the College's disciplinary system. This discussion does not obligate the alleged victim to pursue official action. If he or she decides to pursue the disciplinary process, charges may be filed directly by the victim or by the College on the basis of his or her written statement. Such charges would be handled in accordance with the procedures relating to violations of the College's Student Code of Conduct or Title IX Policy.

To recap, an individual who is the victim of a rape or sexual assault has several options with regard to how the case is handled. The individual may choose to: (1) Press charges through the local police; (2) Press charges through the College disciplinary system; (3) Press charges through both systems concurrently; (4) Press no charges but request a College facilitated meeting with the alleged assailant to discuss the incident.

If an individual who reports a sexual assault is harassed by anyone in connection with the incident, the harassment should be reported immediately to Campus Security and/or the Title IX Coordinator. Reporting such harassment will enable the College to investigate the allegations.

All claimants and respondents have the option to have a victim's advocate and/or any other advisor with them at all times throughout such procedures. Both the complainant and respondent accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sexual offense. This includes the College's final determination as well as any sanctions against the accused.

Respondents to allegations of violations of the Title IX Policy will be afforded equal resources as complainants. Respondents will have the option to request an advocate and/or advisor throughout the procedures.

Any complaints of sexual harassment filed under Title IX will be dismissed, if the complaint does not rise to the definition of Sexual Harassment contained in this policy. A complaint that does not rise to the level of Sexual Harassment under Title IX; may, however, violate a different College policy that may need to be addressed.

Informal Resolution

An informal resolution process is allowed, except for allegations where an employee harassed a student. To move forward with an informal resolution, all parties must agree to informal resolution, and may withdraw from the informal process and resume the formal grievance process at any time.

Live Hearing

Unless both parties agree to an informal resolution process, a live hearing is a required element for all post-secondary grievance procedures. The Title IX Coordinator can be the investigator, but cannot be the decision maker or appellate officer.

A hearing may be held in one location, may be held virtually, or may be held in real time (at the request of a party, or at the institution's discretion). All formal hearings must be recorded or transcribed, with the recording or transcript available to parties for inspection and review.

Cross Examination

All witnesses may be cross-examined during the formal process. Cross examinations must be conducted by an advisor, who may be legal counsel; however, will not be by the complainant or respondent. If any party does not have an advisor, the College will provide one free of charge.

Questions challenging credibility are allowed. The decision-maker may preclude irrelevant questions. Questions about complainant's prior sexual behavior or sexual predisposition are not generally allowed. If an individual refuses to submit to cross-examination, the decision-maker may not rely on any statement of that individual to determine responsibility.

9. Responsible Employees:

Under Title IX, a College is required to take immediate and corrective action if a "responsible employee" knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. At CCBC, employees with supervisory and leadership responsibilities on campus are considered "responsible employees." This includes all faculty, coaches, administrators, confidential employees, and student employees/volunteers with a significant responsibility for student welfare.

Accordingly, with the exception of individuals who have legally protected confidentiality, all "responsible employees" of the College are required to inform the Title IX Coordinator of any report of sexual harassment, sexual violence, stalking, or intimate partner violence they receive or of which they become aware immediately. This allows the Title IX Coordinator, working with the Title IX team, to conduct an initial assessment of the reported behavior, ensure that a Complainant is familiar with the options for resolution, both on and off campus, and address the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. The Title IX team will seek the Complainant's expressed preferences, if any, as to course of action.

10. Appeal Process:

Appeals

1. Any respondent or complainant shall have the right to appeal the result of a discrimination investigation or formal hearing. Appeals must be made, in writing, to the Vice President of Human

Resources (the Affirmative Action Officer and Title IX Coordinator for the College), Administrative Services Center, room 5106, ext. 3379 or the Vice President for Student Affairs and Enrollment within five calendar days after notification of a decision for the hearing.

2. The Appeals Board will be appointed by the College President and consist of two students, two members of the faculty, and one administrator. In the case of employees, the panel will consist of two administrators, two staff, and one faculty member.

3. An appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following criteria, except as required to explain the basis of new evidence:

a) New evidence comes to light that was not addressed at the hearing;
b) Due process was not provided in accordance with College guidelines;
c) Proof of false testimony at the hearing exists;
d) An unreasonable or arbitrary sanction was given; or
e) Other substantial irregularities occurred that played a role in the outcome of the hearing.

4. Of primary importance to the Appeals Board is the written statement. The written statement should be as complete as possible in setting forth the basis for appeal as listed above. Clear and convincing reasons are necessary for a successful appeal.

5. The Appeals Committee shall make its recommendation to the College President within 10 calendar days after an appeal has been referred to it.

11. Sexual Violence Education and Support:

Sexual Violence Education and Support – The College's website contains information and resources at https://www.ccbc.edu/svawareness.

Sexual Harassment and Title IX training is provided to all first-year students and employees and is required to be completed.

12. Campus Sexual Assault Victim's Bill of Rights

The College will make available to students a "Campus Sexual Assault Victim's Bill of Rights", consistent with the Federal Campus Sexual Assault Victim's Bill of Rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. ~1092(f)(8)).

The Community College of Beaver County will act swiftly to protect the rights of all its members. Students who have been sexually assaulted have a variety of campus and area resources that are available to them. The College supports the victim's right to choose which avenues of assistance are most appropriate. These resources include Campus Security, to whom all crimes (including sexual assaults) should be reported, Title IX Coordinator, Title IX Deputy Coordinator, Counseling Services, the local police agency with jurisdiction, and the emergency department of the local hospital. Individuals who have been sexually assaulted have the following rights:

- To be treated with dignity.
- To be treated in a confidential manner consistent with applicable legal requirements.

- To contact local police and/or the district attorney to report the crime. Community College of Beaver County will assist the student in notifying proper law enforcement officials, if requested.
- To be informed of mental health counseling services on campus or in the community.
- To be free from pressure to not report the crime or to report it as a lesser offense.
- To be transported to the nearest medical facility approved for the collection of sexual assault evidence.
- To be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
- To choose whether or not to have the case adjudicated through the College system, the criminal justice system, or both concurrently.
- To have the same opportunities for representation as the accused, and to have others present in campus proceedings.
- To be informed about the outcome of any investigation by the College, including any disciplinary action against the accused.
- To be afforded alternative class assignments if requested and reasonably available.
- To be given a copy of the College's sexual assault policy. Individuals have the right to have any questions about College policy and the College judicial processanswered.

13. Principal CCBC Sexual Misconduct Policies

CCBC posts all policies and procedures on the college website here: http://www.ccbc.edu/policiesandprocedures.

The following policies refer specifically to Sexual Misconduct

2.01.02 Civility

2.01.02.02 Sexual Violence AwarenessEducation

2.01.02.03 Sexual and Other UnlawfulHarassment

Important Contact Information

Emergency

Emergency-dial 911

Campus Security-724-480-3555

Incident Reporting (Choose any of the following)

Title IX Coordinator – Employees and Students
Sally Mercer, Vice President for Human Resources
Administrative Services Center
724-480-3379
sally.mercer@ccbc.edu

Title IX Deputy Coordinator – Students
Angela Hamilton, Vice President for Student Affairs and Enrollment
Student Services Center, Room 1107B

724-480-3440
angela.hamilton@ccbc.edu

Title IX Team Member – Students
Liz Marshall, Director of Student Support Services
Learning Resource Center
724-480-3410
liz.marshall@ccbc.edu

Title IX Deputy Coordinator – Athletics
Tyler Care, Director of Student Life and Athletic Administration
724-480-3630
tyler.care@ccbc.edu

Title IX Deputy Coordinator – Employees and Students
Vicki Suehr, Senior Director of Human Resources
724-480-3358
Vicki.suehr@ccbc.edu

14. Medical Treatment

Heritage Valley Beaver
1000 Dutch Ridge Road
Beaver, PA 15009
724-728-7000
724-846-5400 (Toll-Free Line for Beaver Falls/Ellwood City Area)
724-764-7646 (Toll-Free Line for East Liverpool, Ohio Area)

15. Personal Support

CCBC Counseling Office
Student Services Center
724-480-3421

Daily: Monday-Friday from 8 am- 4:30 pm
Evening Hours: Wednesday, 4:30-7 pm

To schedule an appointment:

- Online Scheduler: ccbc.edu/counselingservices
- Email: counselingoffice@ccbc.edu
- Phone: 724-480-3421

Women's Center of Beaver County
HELPLINE at (724) 775-0131, 24 hours a day, seven days a week

Network of Victim Assistance (NOVA)
Hotline: 1-800-675-6900
Web site: www.novabucks.org

16. State and Local Agencies

Center Township Police
224 Center Grange Rd, Aliquippa, PA 15001-1421
Non-Emergency: 724-774-0271
Emergency services are available 24/7 by calling 911

Monaca Police Department
928 Pennsylvania Ave, Room 111, Monaca, PA 15061-1800
Non-Emergency: 724-775-9614
Emergency services are available 24/7 by calling 911

State Police
1400 Brighton Road, Beaver, PA 15009
Non-Emergency 724-773-7400
Emergency services are available 24/7 by calling 911

Beaver County District Attorney's Office
Phone: 724-773-8550

17. Federal Agencies

Department of Education Contact Information

Office of Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Ave., SW
Washington DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012
Email: OCR@ed.gov

18. Mandatory Reporters

Pennsylvania Act 153 has a provision that requires all employees who have routine contact with minors to complete three hours of mandatory reporter training on suspected child abuse and/or neglect. All CCBC employees have completed three hours of mandatory reporter training in compliance with Act 153.

VI. Crime Prevention and Awareness Programs

1. Behavioral Evaluation Team (BET)

The Behavioral Evaluation Team serves to collect information regarding threatening or violent behavior in the campus community. BET assesses the information received and responds to the incident as

appropriate. Violence prevention is best accomplished by stopping the process before it gets started. Addressing minor violations of college policy lowers the risk of aggressive responses and increases the possibility of peaceful solutions. The purpose of the team is to (1) assess behaviors of concern to students, faculty, staff, and college-affiliated individuals to determine the level of threatening or violent behavior; (2) identify, refer, and/or assist any of these individuals who may be at significant risk to self or others; and (3) educate the campus community in the identification and referral of these individuals for appropriate services.

2. Personal Safety

CCBC publishes an annual crime report in compliance with the Clery Act. Copies are also kept on campus in case a student or employee requests one.

Emergency response information and posters are posted across campus. The campus also utilizes RAVE emergency alert system to share emergency and weather cancellation information promptly.

A map of campus evacuation assembly areas is included in the Campus Maps section of this report.
If you are instructed by emergency personnel or the alarm sounds to evacuate:

1. Remain calm.
2. Listen for alarms or specific evacuation instructions.
3. Do not return for personal items, take coat/purse if within a workspace.
4. Insure others are aware of appropriate actions.
5. Walk; do notrun.
6. Be prepared to crouch or crawl to safety.
7. Do not use elevators.
8. Assist hearing or visually impaired persons, injured, or disabled.
9. Use the nearest illuminated exit and evacuate to the nearest evacuation assembly area (see map).
10. Check-in with Emergency Response Team personnel for accountability census.
11. Do not leave campus until released by public safety officials.

CCBC does not have student housing. Therefore the college is not required to publish a fire safety report in the annual security report. The college is inspected periodically to ensure compliance with fire codes and records are kept. Any inquiries concerning compliance with fire codes or official fire safety reports can be requested through the Facilities and Maintenance Department.

The College does not require vaccinations for all students. Some of our medical programs require certain vaccinations to participate in clinical. Any student whose program requires vaccinations for participation will be informed of the requirements by their Program Director.

3. Safety and Security Tips

CCBC is a public college campus. We have very little crime on campus, but we are not immune. Do not allow someone to make you a victim. Following these Safety and Security tips will help.

1. Be aware of your surroundings.
2. Know your location.

3. Know where phones are.
4. Follow directions of emergency responders.
5. Have a plan.
6. If you see something, saysomething.

The CCBC Safety and Security video provides a basic overview of emergency communications, emergency protocols, and managing a violent threat on campus. You can view the video here: http://www.ccbc.edu/security.

VII. Campus Safety and Public Health Plan

Community College of Beaver County continues to follow decisions made by local, state, and national leaders to ensure that our campus community remains healthy and safe during public health emergencies. The health and safety of the campus and community must remain a top priority.

VIII. Campus Hazing Statistics

Policy or Procedure Statement

The Community College of Beaver County does not condone hazing of any kind. Hazing, as defined by Pennsylvania State Law, SB 1090, Timothy J. Piazza Antihazing Law is as follows:

"Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education.

This policy applies to all College organizations, groups and individuals and is equally applicable on and off campus. CCBC organizations or groups shall take no action, which involves hazing.

Any alleged act of hazing, brought to the attention of College officials, will be fully investigated and those individuals and/or groups accused will be brought before the Vice President for Student Affairs and Enrollment for adjudication in accordance with the student code of conduct.

Anyone found in violation of the Hazing Policy will be subject to disciplinary action. The severity of the sanctions will depend on the circumstances surrounding the violation. Disciplinary action by the College will be in addition to any penalties imposed by civil authorities for violations of state law.

1. *Definitions and Acronyms*

Hazing: The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

Policy: Represents a statement by the Board of Trustees, adopted at a public meeting, that defines the mission and vision of the College, establishes one or more institutional goals, and/or directs action on the part of the President. Initiation of suggestions regarding policies to be developed and/or recommendations for revision is encouraged in order to meet the changing needs of the College, its students, and its community.

Faculty: College personnel who are engaged in research, instruction both inside and outside the classroom, service and/or administration.

Hiring Authority - the individual who decides which candidate to hire and who is responsible for ensuring a fair and open search for a particular faculty position in accordance with this and other college policies

Provost & VP Academic Affairs - the individual who directs and oversees the academic program of a college or college

Procedures & Responsibilities:

1. The College shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the VP Student Affairs or designee, with the final approval by the President.

2. Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.

3. In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the College.

4. All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of any of the criminal laws of the Commonwealth or for violation of any other institutional rule to which the violator may be subject.

5. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Records and Reporting

The antihazing policy shall be given to every group on campus and posted on the college's website. The College's Security Office shall maintain a record of all violations and beginning in 2018-2019, issue a report of all violations, update the report twice a year, and post the report on the college website. The initial report shall be posted by January 15, 2019 and include violations for the past 5 years to the extent information is available.

Report of Hazing Incidents

Community College of Beaver County received no reports of hazing during calendar years 2025 or 2026. Accordingly, there were no findings of responsibility for hazing involving any student organization during this period.

IX. Crime Statistics

CCBC must report annual Clery Act crime statistics for the three most recent calendar years to the Department of Education and disclose the data in the annual security report. The report includes statistics concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies. Crime data is collected from the Security Department records, student judicial and Behavioral Evaluation Team records, CSA disclosures, and data received from local police agencies.

1. Annual Disclosure of Crime Statistics

	2025			2024			2023		
Clery Act Criminal Offenses	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	*0*	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
CCBC	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: Carrying, possessing, etc.				0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hazing									
Campus/Org Hazing Violations	0	0	0	0	0	0			

2. Campus Safety Certification Certificate

Each year CCBC's Security Department completes the Department of Education's mandatory data collection survey. The survey is designed to assist schools in providing a safe environment for students to learn and staff to work and to keep parents and students well informed about campus safety and security. Data collected in this survey is published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website and College Navigator. The data collection is authorized by §485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f) and 34 C.F.R. §§ 668.46 and 668.49. CCBC's 2026 completion certificate is below.

Campus Safety and Security Survey
Completion Certificate

The Campus Safety and Security data for
Community College of Beaver County
(211079)
were completed and locked on **October 5, 2026**.

Thank you for your participation in the data collection.
This certificate was prepared on **October 5, 2026**

3. Campus Crime Log

The Security Department maintains a daily crime that records all reported criminal incidents and alleged criminal incidents. The law requires the crime log to include the nature of the reported crime, the date and time the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint (e.g., pending, judicial referral, or criminal arrest). The dispositions for each entry must be updated for each logged entry. The daily crime log is available for public review in the Security Office upon request. Logs older than 60 days may be archived and will be made available within two days of request per federal requirements.

X. CCBC's Policies on Weapons, Violence, Alcohol, and Other Drugs

1. Weapons

Fire arms, knives, nun chuck sticks, shotguns, rifles, explosives, incendiary devices, and any other tool, instrument, or implement capable of inflicting serious bodily harm and other weapons are prohibited from the college campus property of the Community College of Beaver County. College property is defined as any property associated with instruction, including but not limited to buildings, parking lots, sidewalks, and driveways. No individual, except commissioned law enforcement officers or duly sworn College personnel may have firearms or any type of weapon in his/her possession on College property. Firearms and weapons utilized for instructional purposes in pre-approved academic programs are exempt. Any other requests for exemptions to this policy must be forwarded in writing to the President's Executive Council for review and approval. The President is directed to develop appropriate procedures for the implementation and administration of this policy.

2. Threat to Others

The CCBC Board of Trustees affirms its commitment to the principles of free speech guaranteed by the Constitution of the United States. At the same time, the Board believes that intellectual discourse and free speech must occur in a civil environment free from harassment, intimidation, and violence.

To that end, the purpose of this procedure is to provide a means for reporting and addressing alleged violations of Civility Policy 5.480, specifically concerning "physical and/or verbal threats with the effect of causing apprehension or fear in another or of creating a hostile environment." This procedure will address the course of action to be taken by the College in the case an individual threatens to harm another student, faculty, staff member, or visitor - with the safety of the student and/or any affected employees being taken into consideration.

Definitions

A threat is defined as any conduct that is perceived as being dangerous to the physical and/or emotional well-being of others or the campus community in general. Moreover, a threat includes cyber-bullying. The Community College of Beaver County does not tolerate cyber-bullying and as such does not permit individuals to use YouTube, Twitter, blogs, MSN Hotmail, Facebook or similar sites while on college property as a way to harass other students and/or employees. Cyber-bullying includes teasing, spreading online rumors and sending or posting unwanted and threatening messages, images, or defamatory material while using internet services like email, chat rooms, instant messaging, social networks or through websites. Bullying through mobile technologies such as SMS is also considered cyber-bullying and will not be tolerated while using the computer and technical resources of the College.

A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. A threat assessment is a way to assess an individual's particular physical, emotional, and psychological well-being and to help them to receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the process at CCBC is to provide early assistance to an individual in distress in order to ensure well-being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

While some threat assessment resolutions may result in disciplinary action against the individual, it is the sincere hope that through the threat assessment process, resources and assistance can be provided in such a way that the individual can continue to receive a quality education or employment experience and CCBC can continue to be a friendly, safe environment for students, faculty and staff.

Substantive Threat - Immediate Response

The Security Officer determines whether the situation is perceived as an immediate danger to campus safety or a transient threat situation, in which case a Threat Assessment Team will be convened as outlined below. For CCBC facilities other than main campus, the responsible Administrator, or designee, shall act as the Immediate Responder with assistance from the main campus team or the local authorities, as necessary.

In immediate and serious threatening situations, the Security Officer or Immediate Responder as appropriate, for both main campus and other CCBC facilities, reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety. If these individuals

determine that the reported behavior is perceived as a danger to the physical and/or emotional well-being of other individuals, they will dial 9-1-1 immediately to receive assistance from local police and authorities to remove the individual from campus.

Transient Threat- Threat Assessment Team

A College Counselor, the Vice President for Student Affairs & Enrollment, the VP of Human Resource Development, the Title IX Coordinator and/or Affirmative Action Officer, and the VP Operations constitute the core of the College's threat assessment team. The VP's of Human resources and Operations, as well as the Vice President of Student Affairs & Enrollment, at his or her discretion, may include additional staff or Faculty with expertise in dealing with a perceived threat as needed. If a conflict of interest arises for any of the Team members, the Vice President of Student Affairs and Enrollment shall appoint a substitute for that individual. This team shall also convene for evaluation and follow-up of all substantive threats.

Identify the threat

A concerned individual will contact Campus Security, a Counselor, or the Vice President of Academic Affairs & Enrollment to seek assistance. It is mandatory that the individual who reports the threat complete a Threat Assessment Referral Form (Appendix I). At this point, the recipient of the form shall immediately email the form to the threat assessment team group address. Upon receipt of the email, the team shall proceed with the threat assessment process.

Evaluate the seriousness of the threat

Gather all available information relevant to the reported threat or threatening behavior. The team scribe shall document the assessment via the Threat Assessment Form (Appendix 2). Interview the individual who made the threat, the recipient of the threat, and other witnesses. Take verbatim notes or obtain written testimonial. Evaluate the context and situation in which the threat was made. Preserve all evidence of the threat. In some cases, local law authorities may be called to conduct theinterviews.

Determine if the threat includes (1) figures of speech or comments made in jest that do not convey a genuine intent to harm anyone (2) statements made in anger or frustration that dissipate leaving no intent to harm anyone (3) If appropriate, attempt to mediate a dispute or resolve a conflict that stimulated the transient threat. If there was an identifiable potential target of attack, they should be questioned as to whether or not they feel threatened in any way by the individual. The individual should be able to explain his or her behavior, retract the threat, apologize and make amends to others, including the accuser. (4) If necessary, the team shall determine if it is appropriate to discipline the subject for inappropriate behavior as per the code of student/employee conduct as found in the student/employee handbook. (5) If appropriate, the team may refer the subject for off-campus counseling or some other intervention to address a problem linked to the threatening behavior. In the case of a student, a referral shall be made to a Student Assistance Program (SAP) and for an employee, the Employee Assistance Program (EAP). By engaging individuals in such programs, the College seeks to assist the student/employee to overcome barriers due to behavioral issues in order to remain enrolled/employed.

Evaluation and Recommendation

Investigation. The team will review the alleged safety concern or code of conduct violation, evaluate the individual's behavior in light of the accumulated evidence, discuss appropriate recommendations and complete the assessment within three (3) business days if the individual has been removed from campus. At its discretion, the team will have full investigatory authority when reviewing the alleged concern and evaluating the individual's behavior. The team has a right to: (1) Interview the individual and all relevant witnesses (2) If applicable, interview the accuser(s) (3) Inspect any of the student's school records. For substantive threats where local police and authorities are involved, the team will fully cooperate and coordinate its investigation with such authorities; however, this combined effort will not negate the ability of the College to take action.

Recommendations. Upon conclusion of the investigation, the team's recommendations shall be reduced to writing via the Threat Assessment Form (Appendix 2) as soon as practicable. They may include a suggested Action Plan for the individual, if any. An action plan may include, but is not limited to: Referral for anger management counseling, professional psychological assessment and treatment, scheduled meetings with supportive services staff (student), administrative withdrawal from the College (student), or discipline sanctions as appropriate. The VP Operations, in conjunction with the Provost and/or the VP Human Resource Development as necessary, reserves the right to disagree with the recommendations of the Team and implement other action consistent with the Code of Conduct and/or in the best interest of campus safety, as appropriate. In such case, a revised recommendation report will be prepared by the team and approved by the VP Operations, Provost and VP Human Resource Development asnecessary.

Once the Team has presented its report to the VP of Operations and recommendations are finalized, the Vice President of Academic Affairs & Enrollment shall meet with the student and explain the Team's recommendations. In the case of employee behavior, the VP of Human Resource Development shall meet with the employee. The student or employee will be given written notification of the investigation, findings, recommendations, and if applicable, discipline sanctions and appeal process. Conditions under which the student/employee may remain in good standing or return to campus and follow-up requirements will also be outlined. In the case of a safety concern absent a conduct violation, if the student/employee does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the discipline process.

Safety plan. If the student remains enrolled, (1) the Team shall meet at least every other month for one school year to monitor the progress of the student and create a written progress report after each meeting that will be filed as a student safety plan report in the office of the Vice President of Student Affairs and Enrollment. (2) If a student agrees to be bound by the recommendations of the Team, and the student violates any of those recommendations, the violation will be treated as a violation of the Student Code of Conduct, and normal disciplinary procedures will follow (3) At the end of the one-year review period, the team will decide if additional monitoring is necessary and for how long. (4) Once additional monitoring is deemed unnecessary, the Team will create a final written progress report and include that report in the safety plan file as mentioned in (1) above. In the case of an employee, the VP of Human Resource Development shall define the terms of follow-up to monitor the progress of the employee.

If the student has been removed from campus, the student's record will be flagged and if he or she wishes to return, the student must meet with the Vice President of Student Affairs and Enrollment to (1)

discuss the student's progress (2) indicate readiness to return to school by presenting documentation from an appropriate licensed professional stating the student is prepared to attend class.

Link to Threat Assessment Form:

3. Threat to Self

The Community College of Beaver County is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty and staff. The primary goal of the following process at CCBC is to provide early assistance to students in distress in order to ensure well-being and safety and help prevent situations of concern from becoming more serious.

A mental health crisis is defined as a situation where there is evidence that a student poses imminent danger of harm to self. In immediate and serious threatening situations, the Provost and/or Chief Security Officer reserve the right to waive the steps outlined in this document and act in the best interest of campus safety. It is the sincere hope that through this process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and CCBC can continue to be a safe environment for students, faculty and staff.

The following is a set of steps to be taken in the event of a mental health crisis involving a student on the CCBC campus who is a threat to self. If a student poses an imminent danger of harm to others, the Institutional Procedure for Threat-to-Others Assessment shall be followed.

Steps of procedure

If the concerned staff, Faculty, or administrator, observes that the student is in possession of a weapon and intends to, or is in the process of, physically harming him/herself, dial 9-1-1 to seek assistance from local police and authorities.

If the concerned staff, Faculty or administrator does not visibly observe a weapon, but believes that a student poses a serious threat to him/herself, the Counseling office is to be notified immediately by dialing ext. 3421. The individual reporting the threat shall complete a Threat Assessment Referral Form (Appendix I) and submit to the Counselor. If possible, the staff, Faculty or administrator will escort the student to the Counseling Office. Otherwise, the Counselor shall put Security on alert, meet the student in the identified location, and escort him/her to the Counseling Office. Next, the Counselor will assess the situation, using the Mental Health Crisis Assessment Checklist (Appendix II) to determine if the individual is in crisis due to mental or emotional instability and (1) requires immediate removal from the campus and transport to the hospital or (2) assistance by the counselor for referral to an off-campus mental health assessment facility or (3) requires a waiver of mental health referral assistance for signature.

In the case of immediate removal from campus and transport to the hospital, the following steps should be taken by the Counselor:

- Ensure the student is under supervision to ensure safety while making emergency contacts.
- Contact the crisis intervention worker at the referring facility:

Heritage Valley Health System Staunton Clinic – Rochester	Heritage Valley Beaver Emergency Department

Crisis Intervention Services 724-775-5208	1000 Dutch Ridge Road 724-728-7110

- Follow the directions given by the crisis intervention worker.
- If the crisis intervention worker advises transport to the facility, arrange for student pick-up by a secure means of transportation sent by the facility. If unavailable, call Medic Rescue for transport.
- Complete a CCBC Mental Health Assessment Referral Form (Appendix III) and send with the student to the hospital. Escort the student to the emergency means of transportation upon arrival.
- Contact the student's family/emergency contact provided the student gives permission to do so. In the absence of the student's consent, contact the Vice President of Academic Affairs & Enrollment, who will determine if the student's family needs to be contacted. The student's contact is to be informed of the student's condition and the facility where the student has been transported.
- Contact the Vice President of Academic Affairs & Enrollment to inform him/her of the incident. The Vice President of Student Affairs and Enrollment shall mandate that, before the student may return to campus, he/she must submit documentation to the Counseling office from a professional clinician stating that the individual (1) registered with the crisis department on the date of the incident and (2) was seen by a professional clinician who completed a comprehensive evaluation and plan for treatment.
- The Counselor shall (1) maintain contact with the student at least once per month to monitor the progress of the student (2) require the student provide documented verification of attendance of treatment sessions (3) create a written progress report after each meeting to be included in the students file (4) decide if additional monitoring is necessary (and for how long) at the end of the academic year review period and (5) refer the student to the Vice President of Academic Affairs & Enrollment for disciplinary action, as appropriate, if the student does not comply with follow-up requirements.

If the Counselor determines that the student does not pose an immediate danger to him/herself, but is still in need of mental health assessment, the following steps should be taken by the Counselor for referral to off-campus mental health assessment and treatment:

- Contact the Office of Supportive Services at extension 3502 to determine if the student is registered with that office and to review any available documentation.
- Inform the student that they must make an appointment, using the College's phone, for mental health treatment before leaving campus. Referring clinic - Outpatient Services: Heritage Valley Staunton – Rochester's Central Intake Department at 724-770-8222. An initial appointment will be set up with a professional clinician who will complete a comprehensive evaluation and plan for treatment.
- Contact the Vice President of Academic Affairs & Enrollment to inform him/her of the incident.
- The Counselor shall complete the Mental Health Assessment Referral Form (Appendix II) and give a copy to the student before he/she leaves the office. The Counselor shall inform the student that they are only required to meet follow-up item (2) on the form which requires that the student provide documented verification he/she has been evaluated by a professional clinician and a plan of treatment has been determined.

- As follow-up, the Counselor shall (1) maintain contact with the student at least once per month to monitor the progress of the student (2) create a written progress report after each meeting to be included in the students file (3) decide if additional monitoring is necessary (and for how long) at the end of the academic year review period and (4) refer the student to the Vice President of Academic Affairs & Enrollment for disciplinary action, as appropriate, if the student does not comply with follow-up requirements.

If the student vehemently denies that he/she is a threat to self and refuses to seek mental health assistance, the Counselor shall:

- Document the student's denial in the students file.
- Require the student sign a Discussion and Refusal of Mental Health Referral Assistance (Appendix IV).
- If the student refuses to sign the waiver, refer to the Vice President of Academic Affairs & Enrollment for disciplinary action as follows: (1) The Vice President will meet with the student and review the Student Code of Conduct with him/her and remind the student of his/her responsibility in conforming to the Colleges policies and procedures. (2) After review, the Vice President will request that the Student comply with the College's procedure for assisting and referring students and request that the student sign the waiver. (3) If the student still refuses to sign the waiver, the Vice President shall prepare a report outlining that the student is in violation of College policy and procedures. The report shall be addressed to the Vice President for Learning and Student Success/Provost. (4) Upon receipt of the report from the Vice President, the Provost will begin to enforce the institutional procedure for the adjudication of violations of the code of student conduct.

4. Drugs and Alcohol

This procedure applies to all individuals while they are in facilities or on property owned, controlled or operated by the College and at College sponsored or sanctioned events.

CCBC provides a safe and productive environment for all employees, students and visitors. It is the procedure of the College that employees, students and visitors shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the College's business. This procedure provides CCBC employees, students and visitors with guidelines pertaining to drug and alcohol abuse during the normal course of doing business with CCBC. This procedure also is in compliance with the Drug-Free Workplace Act of 1988 and the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86,1—the Drug-Free Schools and Campuses Regulations.

Under normal conditions, employees, students and visitors are not permitted to possess or consume alcoholic beverages on College property or possess or consume alcoholic beverages in association with the College sponsored events/activities

It is expected that employees, students and visitors will report for work, class and/or appointments free from the effects of alcohol and drugs. Any involvement with alcohol/drugs that adversely affects the College environment will be subject to appropriate disciplinary action. Additionally, off-the-job usage of alcohol or illegal drugs may also be subject to disciplinary action when such usage has an adverse effect

on an employee's job performance or has the potential to jeopardize the safety of other employees, students and visitors, and the public.

For the purposes of this procedure, illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to:

- Marijuana
- Heroin
- Hashish
- Cocaine
- Hallucinogens
- Alcohol

This procedure also addresses the misuse or abuse of prescription medications or controlled substances.

Drug and alcohol testing may be required as a routine part of the pre-employment process with CCBC physical examination for all job applicants prior to employment with CCBC. Offers of employment will be made contingent on the applicant's satisfactory results from the drug screen prior to the on-set of employment. Where the drug screening results indicate the presence of drugs or controlled substances, the employment offer will be rescinded, and the applicant will not be considered further for employment with CCBC.

Testing may also be required for the employees of contractors providing services and personnel to the College.

Exemptions and Reasonable Accommodations

CCBC recognizes that many prescription and over-the-counter medications may fall within the above prohibition. An employee, student and/or visitor desiring to use any medications while on working or on company premises should make a prior request to the Human Resources Department for an exemption from this procedure The effects of the medication(s) on the safety of the individual and their impact on the safety of others while in or on College premises will be considered.

Employee Assistance and Drug-Free Awareness

The abuse of drugs and alcohol has a number of adverse health consequences and information on these issues and conditions is available through the Human Resources Department. Personnel within the Human Resources Department may assist in making referrals and otherwise assisting employees and students seeking help to address drug/alcohol problems.

CCBC will assist and support employees and students who voluntarily seek help with drug and alcohol problems before becoming subject to disciplinary action. Employees may be allowed to use accrued paid time off, be placed on leaves of absence, or referred to treatment providers and otherwise provided accommodation as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if the employee has violated this procedure previously. If disciplinary action involving the use of drugs or alcohol has been initiated, the employee will be considered to have forfeited their right to be granted a leave of for treatment.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to Human Resources. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Administration

This procedure as it impacts students will be administered through the office of Student Learning and Success.

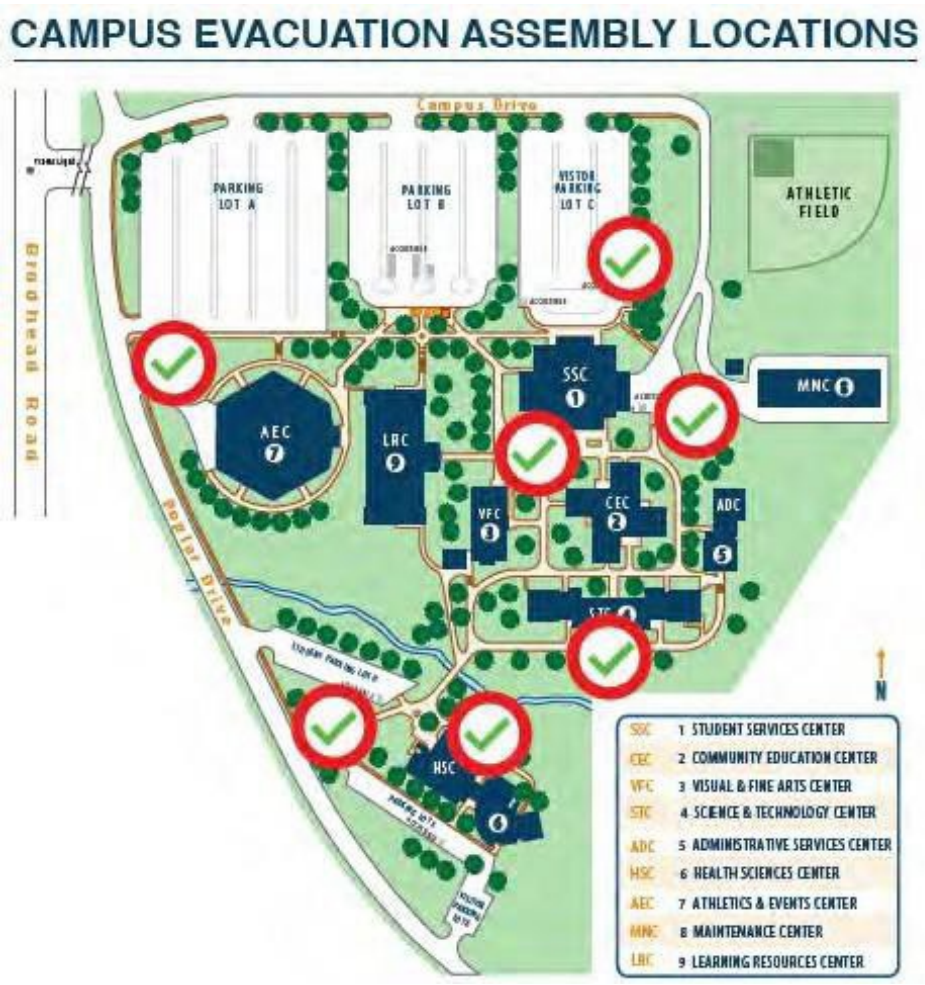
This procedure as it impacts visitors will be administered though the Business Office.

The College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise students and employees that convictions or violations of these laws can lead to fines and/or imprisonment.

The College reserves the right to conduct searches of all covered premises at any time and employees, students, and visitors are required to cooperate with such search.

This procedure statement does not create an employment contract or otherwise limit this institution's management rights, including the right to revise this procedure.

XI. Main Campus Map with Evacuation Locations



IMPORTANT INFORMATION

- Remain calm.
- Listen for alarm or specific evacuation instructions.
- Do not return for personal items, take coat/purse if within workspace.
- Insure others are aware of appropriate actions.
- Walk; do not run.
- Be prepared to crouch or crawl to safety.
- Do not use elevators.
- Assist hearing or visually impaired persons, injured, or disabled.
- Use the nearest illuminated exit and evacuate to the nearest evacuation assembly area
- Check in with Emergency Response Team personnel for accountability census.
- Do not leave campus until released by public safety officials.

COMMUNITY COLLEGE
OF BEAVER COUNTY

CCBC.EDU

1 CAMPUS DRIVE | MONACA, PA 15061 | 724-480-2222