



**KENTUCKY COLLEGE OF  
ART + DESIGN**

**2021 ANNUAL  
SECURITY + SAFETY  
REPORT**

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## **Introduction**

The Kentucky College of Art + Design (KyCAD) in Louisville, Ky is dedicated to providing a safe and secure environment for students, faculty, staff and visitors to our campus and our city. As Kentucky's only 4-year independent school of art and design, we look forward to our third year of independent operation. We are in the midst of developing our policies and procedures, and we strive to provide accurate information to our community regarding the safety of our campus.

## **Crime Statistics**

All KyCAD facilities are located within Louisville's Old Louisville Neighborhood, which falls within the 40203 area code.

Below are the crime statistics for the 40203 area code over the past four years (2017, 2018, 2019, 2020, 2021).

	2017 Reports	2018 Reports	2019 Reports	2020 Reports	2021 Reports
Homicide	9	-	12	12	28
Sex Offense	36	1	41	24	25
Robbery	149	-	97	104	102
Assault	867	3	734	866	1253
Burglary	300	1	299	318	322
vehicle theft	258	5	214	248	489
Arson	1	-	3	6	21
Drug/Alcohol violations	1556	3	779	346	423
Weapon Violations	200	2	128	77	122
Hate Crimes	0	0	1	1	3
Dating/Domestic Violence	308	1	256	249	251
Disturbing the Peace	26	-	25	23	24
Fraud	224	2	192	143	122
Theft/Larceny	888	4	970	768	560
Vandalism	484	1	442	451	426

KyCAD's on-campus crimes:

2018 = 0

2019 = 0

2020 = 0

2021 = 0

Links to crime report sources:

<https://data.louisvilleky.gov/dataset/crime-reports>

**2017** [https://data.louisvilleky.gov/dataset/crime-reports/resource/f550700b-23b6-426f-b18f-7423ec290ce6#?query={filters:\[{type:!term,field:!zip\\_code,term:!40203}\],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:\[!incident\\_number,!date\\_occured,!nibrs\\_code,!ucr\\_hierarchy,!att\\_comp,!Impd\\_division,!Impd\\_beat,!premise\\_type,!block\\_address,!city,!id,!entry\\_id\],columnWidth:{column:!date\\_reported,width:297},{column:!uor\\_desc,width:461},{column:!crime\\_type,width:190},{column:!zip\\_code,width:175}},fitColumns:true}}](https://data.louisvilleky.gov/dataset/crime-reports/resource/f550700b-23b6-426f-b18f-7423ec290ce6#?query={filters:[{type:!term,field:!zip_code,term:!40203}],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:[!incident_number,!date_occured,!nibrs_code,!ucr_hierarchy,!att_comp,!Impd_division,!Impd_beat,!premise_type,!block_address,!city,!id,!entry_id],columnWidth:{column:!date_reported,width:297},{column:!uor_desc,width:461},{column:!crime_type,width:190},{column:!zip_code,width:175}},fitColumns:true}})

**2018** [https://data.louisvilleky.gov/dataset/crime-data/resource/504f2ef1-c143-43c0-b870-56647adfdc8f#?query={filters:\[{type:!term,field:!zip\\_code,term:!40203}\],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},currentView:!grid,graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:\[!incident\\_number,!date\\_occured,!nibrs\\_code,!ucr\\_hierarchy,!att\\_comp,!Impd\\_division,!Impd\\_beat,!premise\\_type,!block\\_address,!city,!id,!entry\\_id\],columnWidth:{column:!uor\\_desc,width:595},{column:!crime\\_type,width:328},{column:!zip\\_code,width:198}}}}](https://data.louisvilleky.gov/dataset/crime-data/resource/504f2ef1-c143-43c0-b870-56647adfdc8f#?query={filters:[{type:!term,field:!zip_code,term:!40203}],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},currentView:!grid,graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:[!incident_number,!date_occured,!nibrs_code,!ucr_hierarchy,!att_comp,!Impd_division,!Impd_beat,!premise_type,!block_address,!city,!id,!entry_id],columnWidth:{column:!uor_desc,width:595},{column:!crime_type,width:328},{column:!zip_code,width:198}}}})

**2019-2020 (December)** [https://data.louisvilleky.gov/dataset/crime-reports/resource/ac1c2567-aad3-46cf-be18-c8327c77e46d#?query={from:8800,filters:\[{type:!term,field:!zip\\_code,term:!40203}\],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:\[!incident\\_number,!date\\_occured,!nibrs\\_code,!ucr\\_hierarchy,!att\\_comp,!Impd\\_division,!Impd\\_beat,!premise\\_type,!block\\_address,!city,!id,!entry\\_id\],columnWidth:{column:!date\\_reported,width:224},{column:!uor\\_desc,width:502},{column:!crime\\_type,width:251},{column:!zip\\_code,width:146}},fitColumns:true}}](https://data.louisvilleky.gov/dataset/crime-reports/resource/ac1c2567-aad3-46cf-be18-c8327c77e46d#?query={from:8800,filters:[{type:!term,field:!zip_code,term:!40203}],view-graph:{graphOptions:{hooks:{processOffset:{},bindEvents:{}}},graphOptions:{hooks:{processOffset:{},bindEvents:{}}},view-grid:{hiddenColumns:[!incident_number,!date_occured,!nibrs_code,!ucr_hierarchy,!att_comp,!Impd_division,!Impd_beat,!premise_type,!block_address,!city,!id,!entry_id],columnWidth:{column:!date_reported,width:224},{column:!uor_desc,width:502},{column:!crime_type,width:251},{column:!zip_code,width:146}},fitColumns:true}})

**2021** <https://data.louisvilleky.gov/datasets/LOJIC:louisville-metro-ky-crime-data-2021/explore>

## **Reporting Crimes & Other Emergencies**

Currently KyCAD uses the internal email platform to alert students and employees of emergencies as they arise. The local police will be contacted as needed. KyCAD has a direct contact with Jessica Morrison – an Old Louisville Community Police Officer. To date, KyCAD has had zero crimes committed on our campus.

## **Security and Access**

At KyCAD, both our administrative and studio buildings are locked and passcode protected. Anyone entering either building will need, at minimum, a passcode to gain access. Keys to locks are only assigned to those currently employed at the Kentucky College of Art + Design (staff and faculty), and those key holders will also have the passcode to enter the facilities. Keys are assigned on an “as needed” basis. Team members that have access to all doors include: The President, The Vice President’s and Facilities Manager.

During periods when classes are in session, students will have the passcode to the studio building, however students do not have the ability to enter the building alone, as a key holder (staff or faculty member) must unlock the building before anyone may enter. There will always be a keyholder present to supervise students while on campus. The passcode to the door is also changed at least once per semester and distributed to students. During periods of closure (for example the Summer session) the passcode will be changed, and only given to studio keyholders. Additionally, there are security cameras that monitor the entrance door, parking lot, and area around the facilities.

The administrative building is set up in a similar way, however students never have the passcode to this building. This building also has an ADT intruder and fire alarm system, that is set daily when it is no longer occupied. This ADT alarm system is directly linked to the local police. The driveway to this building as well as the KyCAD parking lot are also gated and passcode protected, with staff, faculty, and visitors having access to the passcode, under the supervision of the Mansion Manager.

If keys to either building are ever lost or stolen, then any accompanying locks are changed, and keys are reissued by the Facilities and Mansion managers. This is the same for the passcodes of both building; if passcodes are shared with any person who should not have access, they are immediately changed, and a new code is issued to those who should have access.

## **Campus Law Enforcement**

n/a- KyCAD does not currently have campus law enforcement.

## **Accurate & Prompt Reporting**

Internal reporting of all crimes is maintained in a secure file within the Human Capital Management (HCM) Office. Any on-campus threats are directly reported to the local police. Jessica Morrison is the Old Louisville Community Police Officer.

## **Voluntary Confidential Reporting Procedures**

KyCAD's President meets biweekly for informal reporting regarding events that take place during counseling sessions with Groupworks Psychological Services. Specific actions that need to be taken on behalf of the College will be reported. This is confidential.

At the end of each academic year, a summary of statistics will be provided to KyCAD by the professionals at Groupworks.

## **Programs**

The KyCAD Advisory Team covers all safety policies and procedures yearly at the KyCAD Orientation at the beginning of each academic year to inform students and employees of the current campus safety policies. The orientation also includes:

- Sexual Harassment Orientation by the President.

- Local Student Resources and how to navigate them safely.

- Introduction to Groupworks Psychological Services for counseling and health services.

- A Speed Mansion tour and safety procedure for use and visitation.

- An 849 Building/Studio tour and safety procedure for use and visitation.

Sexual Harassment policies and procedures and the COVID-19 Response Plan are currently published in the student handbook. Students are notified as these policies and procedures are updated in accordance to state and federal guidelines.

KyCAD also offers multiple equipment safety workshops each semester for students and employees. Students are only allowed to operate equipment after attending these safety workshops and always under professional supervision.

Moving forward, the Human Resources Office plans to offer First Aid training on an annual basis to all KyCAD employees. Currently, the Director of Operations is trained in First Aid emergency procedure if any emergencies should arise.

As a small college, students and employees also have direct access to the KyCAD Advisory Team as safety-related questions and concerns arise.

KyCAD uses the internal email platform to alert students and employees of emergencies as they arise.

## **Monitoring and Recording**

As an effort to inform all KyCAD students and employees of best safety practices, KyCAD has commissioned a video to be made for the Academic Year of 2022-23. This video will include resources from the LMPD's website:

(LMPD home>education & events>safety information or <https://www.louisville-police.org/324/Safety-Information>.) The video will go over topics such as how to remain vigilant and help prevent crime, best safety practices, active shooter preparedness, and crisis intervention and safety information.

This video will become an embedded item in KyCAD's annual orientation presentation and will be shown to all students, staff, and faculty. In addition, the video will be available on our website, so it will always be accessible.

## **Non-campus Locations of Student Organizations**

n/a- KyCAD does not currently have any official student organizations.

## **Drugs and Alcohol**

The possession, consumption, manufacture, sale, or furnishing of alcoholic beverages, drugs, and controlled substances is governed by local and federal laws. KyCAD policies for drug and alcohol use on campus properties and at KyCAD-sponsored activities prohibit:

- Distribution, possession, or use of drugs, drug paraphernalia, and other controlled substances in a manner that is prohibited by law or KyCAD policy, that is for purposes other than those for which they are intended, or that otherwise is potentially harmful to oneself or others.
- Providing alcoholic beverages to individuals less than twenty-one (21) years of age, or possession of alcoholic beverages by individuals less than twenty-one (21) years of age;
- Illegal possession of an open container of an alcoholic beverage, public intoxication, driving while intoxicated, and drinking alcoholic beverages in an unlicensed place.

Students, faculty, staff, and administrators who violate KyCAD's drug and alcohol policies may face conduct sanctions that could include suspension or expulsion from the college, as well as prosecution and imprisonment under federal and Kentucky laws. The Code of Student Conduct lists details of prohibited conduct and conduct sanctions for students. Students may be disciplined under section 5.4 of the Student Handbook.

KyCAD strives to provide a safe, productive, healthy, and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, KyCAD sets forth policies to guide community members in making knowledgeable choices that foster ethical, healthy, and responsible lifestyle behaviors.

The college has no intention of interfering with the private lives of its students, faculty, and staff unless involvement with alcohol and other drugs off the campus affects job or academic performance or public safety. As a condition of employment or enrollment, the college requires that students, faculty, and staff adhere to a strict policy regarding the use and possession of drugs and alcohol. KyCAD encourages students, faculty, and staff to voluntarily seek help with drug and alcohol problems.

### **Drug-Free Schools and Community Act of 1989**

All members of the KyCAD community are notified of the primary components of the Substance Abuse Prevention Policy in compliance with the Drug-Free Schools and Community Act of 1989 and subsequent amendments.

### Health Risks

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include, but are not limited to physical and psychological dependence; damage to the brain, pancreas, kidneys; high blood pressure; heart attack and stroke; ulcers; birth defects; a diminished immune system; and death.

### Local, State, & Federal Laws

Under state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity involved (possession or trafficking which includes manufacture, sale, and possession with intent to sell), and whether or not multiple convictions are involved.

Under Kentucky law (KRS 218A.141), the most severe penalty for a drug law violation involves trafficking. On a first offense conviction, one may receive a fine of up to \$10,000.00 and/or a sentence of up to ten years in the penitentiary; for subsequent offenses, the penalties may be doubled.

Under federal law (DEA, Title 21, Section 844), for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000.00. For subsequent offenses, one may be imprisoned for up to three years and/or fined up to \$5,000.00. Under federal law, one may be fined up to \$8,000,000.00 and/or may be sentenced from not less than 10 years up to life in prison for trafficking in drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty.

Under both state and federal laws, one may suffer the loss of whatever property (house, farm) or possessions (vehicle) which one may have used in the drug trade. Specific penalties under federal laws for trafficking in various controlled substances are outlined in Appendix A to this policy.

Sanctions for violation of state alcohol laws vary from a fine of \$10.00 to \$2,000.00, a sentence of forty-eight hours to 12 months in jail, and/or suspension of one's operator's license.

### Training & Counseling Resources

KyCAD has a contract with Groupworks Psychological Services for individual and group therapy and counseling services that are made available to all KyCAD students, faculty, and staff. This includes drug and alcohol addiction counseling services.

Beyond this, KyCAD students, faculty, and staff should be aware that counseling, treatment, and rehabilitation services are available in the Greater Louisville area.

The toll-free number for Drug Information Services for Kentucky (DISK) is 1-800-432-9337.

In the Greater Louisville area, the number for Alcoholics Anonymous (AA) is 582-1849; the number for Narcotics Anonymous is 499-4423. (Check local telephone directory for listings).

Seven Counties Services (589-4313) offers a crisis and information center with a 24-hour, 365-day-a-year hotline for those with alcohol or drug abuse problems. Ten Broeck Healthcare (896-0495) offers acute care residential treatment for adults with alcohol or other drug problems.

Many other services are available and may be located by looking in the local phone directory yellow pages under "Social Services" or "Alcoholism" or in the "Community Service Guide" section at the front of the telephone directory.

## **Sexual Assault, Domestic Violence, Dating Violence, & Stalking**

The Following items and Policies are published in the Student Handbook and is available to students online. The link to the Kentucky Sex Offender Registry is posted on KyCAD's website.

### Sexual Misconduct, Assault and Harassment Policy

The Kentucky College of Art + Design is committed to creating and providing a learning, living and working environment free from gender-based discrimination. Gender-based discrimination, including Sexual Misconduct (as defined in this policy) committed by members of our community, guests and visitors will not be tolerated. All members of our community, including

guests and visitors, are expected to conduct themselves in a manner that does not infringe on the rights of others.

Any student, faculty or staff member who has concerns about sexual discrimination, including any concerns pertaining to Sexual Misconduct, is encouraged to seek assistance from our Conduct Coordinator (listed below).

The Conduct Coordinator can provide information about resources for assistance and about options for addressing concerns. Those options may vary depending on the nature of the complaint, whether the complainant is a student, faculty or staff member, the wishes of the complainant regarding confidentiality, and whether the complainant prefers to proceed formally or informally. This process plays an integral role in fulfilling the College's commitment to provide a positive learning, teaching and working environment for the entire community.

Conduct Coordinator

Moira Scott Payne, President Kentucky College of Art + Design 505 W. Ormsby Ave.  
Louisville, KY 40203

Email: [mpayne@kycad.org](mailto:mpayne@kycad.org) Phone: (502) 430-6191 ext. 11

Due to the sensitive nature of sexual misconduct concerns, the following policies and procedures pertain specifically to sexual misconduct matters at the College.

The College strictly prohibits sexual misconduct of any kind.

### Reporting an Incident

This policy outlines options for a student who believes they may have been or currently are a Complainant of sexual misconduct by a student, visitor, or employee within the college community. Sexual misconduct offenses include but are not limited to: sexual harassment, sexually abusive contact sexual exploitation, or stalking.

Any member of the KyCAD community may report an incident directly to the following:

- Student sexual misconduct falls under the guidelines of the Code of Conduct and should be referred to the Vice President of Academic Affairs at (502) 430-6191 ext. 12.
- For complaints against employees, contact the Human Resources Office or the Office of the President at (502) 430-6191 ext. 11.
- For complaints against a visitor, contact the Office of the President at (502) 430-6191 ext. 11.
- In an emergency situation, students should call 911.

Students are always encouraged to report incidents of sexual assault or any act of violence to the Louisville Metro Police Department by calling 911.

When an allegation of misconduct is brought to the attention of a College official and a student is found to have violated the Code of Conduct, sanctions will be issued.

A Code violation is not required in order to provide certain accommodations for the student reporting the concern. Possible remedies include but are not limited to the following: "No Contact" orders; possible changes to academic situations as appropriate; counseling services, escort services; medical services; academic support services; and notification of right to file complaint with local law enforcement.

If it is found that a violation of the policy prohibiting sexual misconduct has occurred, the College will take prompt and effective steps to end the sexual misconduct, prevent its recurrence, and address its effects. This policy was developed to outline student expectations, reporting options, and resources.

A person who receives a complaint is required to provide information regarding the College's policy on sexual harassment, sexual violence and sexual assault; provide complaint resolution procedures; and offer options for addressing a complaint.

The College may recommend interim steps as deemed necessary to protect the safety, well-being, and privacy of the complainant, respondent, and any other member of the College community who may be directly or indirectly involved.

The College will take immediate steps to end the sexual misconduct, prevent recurrence or retaliation, and correct any effects on the complainant or those involved in the complaint process.

### Sexual Misconduct

Sexual misconduct is a more comprehensive term that includes forcible and non-forcible sex offenses, but is not limited to: rape, sexual assault, indecent exposure, obscene phone calls, sexual abuse, forcible fondling, sexual battery, conduct that contributes to sex offenses, as well as attempts to perform such acts. Verbal consent to any form of sexual activity by both parties, without force, threat of force or intimidation, or coercion is required. Sexual acts against a person who is unconscious, sleeping, or otherwise unable to give consent are prohibited. Acts of complicity (e.g. spiking drinks, getting someone drunk for the purpose of committing a sex offense, being a silent bystander, etc.) also violate the policy.

Sexual Misconduct Offenses May Include But Are Not Limited To:

- Sexual Harassment
- Sexually Abusive Contact
- Sexual Exploitation
- Stalking

Definitions:

A. "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct constitutes sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or participation in a College-sponsored education program, or activity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

B. "Sexually Abusive Contact" means sexual intercourse; anal intercourse; oral intercourse; touching of the genitals, breast, buttocks, or inner thighs; sodomy, or any other physical conduct or touching of a sexual nature without consent and/or by force. Examples include but are not limited to: Intentional contact with the breasts, buttock, groin, or genitals, mouth or other orifice; or touching another with any of these body parts; or making another touch you or themselves with one any of these body parts. Vaginal penetration by a penis, object, tongue or finger; 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.

C. "Sexual Exploitation" is the taking of non-consensual or abusive sexual advantage of another:

- by a person(s), or the inducement of another person to do the same,
- for one's own advantage or benefit,
- or to benefit or advantage anyone other than the one being exploited.
- A form of sexual exploitation could include transmitting, recording or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or where there is an expectation of privacy, such as a residence or bathroom. Other examples of sexual exploitation include but are not limited to the following: prostituting an individual; engaging in voyeurism; knowingly transmitting an STI or HIV to another student; or exposing one's genitals in non-consensual circumstances.

D. "Stalking" means a course of behavior directed at a specific person(s) involving repeated (two or more occasions) visual or physical proximity, non-consensual communication, expressed or implied threats of death or bodily harm, or a combination thereof, causing a reasonable person fear. Stalking behaviors may include persistent patterns of leaving or sending the person(s) unwanted items or gifts ranging from seemingly romantic to bizarre, following the person(s), or lying in wait for the person(s), or harassing the person(s) via the internet or other forms of online and computer communications (i.e., cyberstalking).

### Reporting a Sexual Misconduct Complaint

The purpose of reporting a complaint is to inform the College that sexual misconduct may have, is, or may be occurring, and to provide information sufficient to identify the parties involved. Any person with knowledge of sexual harassment can report the information to any of the following:

- Vice President of Academic Affairs at 505 W. Ormsby Ave, (502) 430-6191 ext. 12.
- The Office of the President at 505 W. Ormsby Ave, (502) 430-6191 ext. 11.
- In an emergency situation, call 911.

### **Time Period for Filing a Complaint**

Prompt reporting of a complaint to a College Official is strongly recommended to allow rapid response and resolution. It is recommended that the complaint be filed within one hundred eighty days (180) of the incident. However, in its discretion, the Vice President of Academic Affairs may investigate any allegation of sexual misconduct brought to its attention.

### **Interim Protective Orders**

The College owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. The Conduct Coordinator or his/her designee may issue an interim "no contact" order to help ensure that the Complainant is not harassed by the alleged assailant. All forms of contact between the alleged Complainant and assailant will be prohibited. Harassment by either party or their acquaintances will also be prohibited. Such interim measures will be in effect through the end of the student conduct hearing process and may be extended after the hearing at the Vice President of Academic Affairs discretion.

### **Academic Considerations**

Should the Complainant and alleged assailant be enrolled in the same class, alternative class assignments may be made when reasonably available, and if requested by the Complainant.

### **Informal Complaint Resolution**

The primary goal or objective of informal complaint resolution is to stop the behavior and resolve the conflict. While informal complaint resolution is underway an informal complaint may advance to formal complaint resolution at any time. There are several options available in resolving a complaint through informal complaint resolution:

**Direct:** The complainant may immediately voice his or her concern to the person(s) whose actions he or she finds offensive. The complainant should document the incident(s) for his or

her own records and include the date of the incident(s) and the name(s) of anyone who was involved. The complainant should also include the name(s) of anyone who may have witnessed the incident(s) or who may have overheard the incident(s).

Another option is the complainant may submit his or her complaint in writing to the person(s) who offended him or her. The written complaint should:

1. Describe the incident
2. Explain how it made you feel
3. State that you want it to stop

The complainant should keep a copy of the written reports. If the behavior does not stop, the complainant should submit a copy of the written complaint to the Vice President of Academic Affairs Office.

**Indirect:** The complainant may request that the Vice President of Academic Affairs Office or designee act as mediator to bring all parties together to resolve the issue. However, in cases involving sexual violence or assault, mediated resolution is not appropriate.

A person who acts as a mediator under these guidelines is required to submit a written report of the incident and any action taken to the Vice President of Academic Affairs.

Resolution at this level may include, but is not be limited to, an agreement in which one or more of the parties involved agree(s) to seek counseling or accept disciplinary action, or any other such action as may be warranted by the circumstances of each case and as determined by the Vice President of Academic Affairs Office.

If there is no mediated solution after 10 days, or if the respondent does not comply with the mediated solution, formal complaint resolution may be initiated. If the complainant does not wish for a formal resolution, the Vice President of Academic Affairs Office will take that

feedback into consideration before determining if a respondent should be charged with violating the Code of Conduct.

The Vice President of Academic Affairs Office shall determine whether any action should be taken in response to the report. The Vice President of Academic Affairs Office will inform the respondent within five (5) business days of notification that an informal complaint has been filed and the nature of the complaint. This option may allow the complainant to maintain anonymity.

The complainant may at any time file a formal complaint that the student respondent should be charged with violating the Code of Conduct.

### **Formal Complaint Resolution**

The complainant may file formal allegations that the respondent student violated the Code at the onset, or if the outcome of informal complaint resolution was not satisfactory, either party may elect to proceed directly to formal complaint resolution. While informal complaint resolution is underway, an informal complaint may advance to formal complaint resolution at any time.

During a formal complaint resolution process, the College will conduct an adequate, reliable, and impartial investigation. The formal complaint resolution requires that the complainant submit the complaint in writing (letter, statement, and/or email) to the Vice President of Academic Affairs Office. Upon receipt of the complaint, an investigation will be initiated.

### **Rights of Complainant**

The Complainant's rights include, but are not necessarily limited to, the following:

- The right to remain silent. If the Complainant decides to exercise his/her right, the process may continue and a decision be made based on the remaining evidence. The individual will be made aware of the results of the investigation/hearing regardless of their willingness to participate.
- The right to confer with an advocate of not more than one person to be chosen by the Complainant from the Kentucky College of Art + Design campus community (student, faculty, or staff member) to help prepare information to present at the hearing. This advocate may be present at the hearing, but only to answer questions that the Complainant may have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson of the hearing panel.
- The right to make his or her statement without being in the presence of the Respondent in the hearing.
- The right to make a "Complainant Impact Statement," which is an oral statement that describes the effect that the incident has had on the Complainant emotionally or physically. The right to not have his or her past sexual history with other persons other than the Respondent discussed during the hearing.
- The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
- The right to read the written statements of all involved.
- The right to have witnesses (other than character witnesses) submit written statements.
- The right to withdraw a complaint at any time prior to the imposition of sanctions.
- The right to appeal the decision according to the regular judicial procedures.

### **Rights of Accused**

The rights of the Respondent include, but are not necessarily limited to, the following:

- The right to remain silent. If the Respondent decides to exercise this right, the process will continue and a decision will be made based on the remaining evidence.
- The right to confer with an advocate of not more than one person to be chosen by the Respondent from the Kentucky College of Art + Design campus community (student, faculty, or staff member) to help prepare information to present at the hearing.
- This advocate may be present at the hearing, but only to answer questions that the Respondent might have during the course of the proceedings. The advocate may not speak at the hearing unless specifically requested to do so by the chairperson to the Hearing Panel.
- The right to make his or her statement without being in the presence of the Complainant in the hearing.
- The right to be informed of the charges in writing, the time and place of the offense, and the name of his or her Complainant.
- The right to not have his or her past sexual history with other persons other than the Complainant discussed during the hearing.
- The right to call witnesses (other than character witnesses) to testify at the hearing. However, the hearing panel may establish a reasonable limit to the number of witnesses.
- The right to read the written statements of all involved.
- The right to have witnesses (other than character witnesses) submit written statements.
- The right to appeal the decision according to the regular judicial procedures.

### **Student Conduct Procedures for Allegations of Sexual Misconduct**

The adjudication of sexual misconduct cases is complicated by several factors including: the nature of the offense; the fact that the alleged Complainant and perpetrator may know one another, have classes together, or live in the same residence, apartment complex, or living unit; the event may have occurred sometime before it was reported, and, in some cases, the use/abuse of alcohol or drugs by either or both individuals. Both the accuser and the Respondent shall be informed of the outcome of any campus student conduct proceeding alleging a sex offense. However, in accordance with the provisions of the Family Educational Rights and Privacy Act, the Complainant must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

### **Purpose and Scope of the Investigation**

The formal complaint resolution begins with an investigation of the facts. This fact-finding process is completed as expeditiously as possible. The Vice President of Academic Affairs generally allows 45 business days to process the complaint. The Vice President of Academic Affairs may extend the amount of time needed to process the complaint as deemed necessary, upon notice to both parties.

The investigative process is an internal College process; therefore, it is not open to other persons, including counsel from outside of the College community. However, the complainant and respondent may meet with internal and/or external advisors, including counsel from outside the College community, throughout the process.

In addition to interviewing the complainant and respondent, the investigator may interview witnesses as provided by the complainant, respondent, and/or anyone whom he or she feels may offer relevant information. Additional information may also be gathered, such as records and documents deemed necessary.

Information of prior sexual misconduct and/or sexual harassment of the respondent may be considered, but prior sexual activities of either the respondent or the complainant, which are not relevant to the current issue, will not be permissible.

Upon completion of the investigation, a case summary report will be completed in order to document the scope of the investigation as well as a determination (based on the preponderance of the evidence) of whether the evidence supports the allegation(s) of the complaint. These confidential findings will be submitted to the appropriate administrator(s) to render any disciplinary action (as appropriate) that is deemed necessary. The complainant as well as the respondent will receive a copy of the findings.

#### Independent Action

The College reserves the right to investigate inappropriate activities or behaviors even in the absence of an allegation brought forward by an individual.

### **Guidelines for the Respondent**

If you are a person accused of sexual misconduct (respondent), the complaint should be taken seriously and, where applicable, any offending behavior should cease immediately. You should not retaliate against the complainant or have others retaliate against the complainant on your behalf. You should document your version of the alleged incident. You should include the date and name of any person who may have been involved in the alleged incident. You should include the name of any person who may have witnessed the alleged incident or who may have overheard the alleged incident. You should document any conversations or communications regarding the alleged incident or conduct of which you are accused.

### **Clarification of Consent**

- Consent for sexual contact must be clearly understood and obtained prior to sexual activity, including the escalation of any ongoing sexual activity.
- Consent for sexual contact is an active state that is informed, knowing and voluntary.
- Someone who is incapacitated (due to use of drugs, alcohol, when a person is asleep, unconscious, or because of intellectual or other disability that prevents the person from having the ability to give consent) cannot consent.

- Silence, or an absence of resistance, cannot be interpreted as consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent can be given by words or actions, as long as those words or actions create clear and mutually understandable permission regarding the conditions of sexual activity.
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity, even within the same intimate situation. Previous relationships or consent

cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, threats, intimidating behavior or coercion.

- Consent can be withdrawn at any time.

### **Inherent Authority**

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code applies to incidents that take place on College premises or at College-sponsored activities.

The Vice President of Academic Affairs or designee may determine that acts prohibited by the Code, but not committed on College premises, could also be grounds for disciplinary action. Such action will be taken if a student acts in a way that substantially interferes with or endangers the College community, or for behavior with significant potential to disrupt the educational environment. Such acts include, but are not limited to, drug trafficking, hazing and acts or threats of violence against persons.

### **Standard of Proof**

The standard of proof for incidents of non-academic misconduct is a preponderance of evidence. Preponderance of evidence is defined as information that a reasonable person would find persuasive or more likely than not to have occurred. The technical rules of evidence applicable to civil and criminal cases shall not apply when resolving incidents as outlined in the Code.

## **Mandatory Reporters at Kentucky College of Art + Design Include the Following:**

- All Deans, Department Chairs, and Directors
- Assistant or Associate Deans
- Any employee in a supervisory or management role
- Any faculty or staff member responsible for supervising any activities or programs that include direct contact with students outside of the classroom (including faculty advisors to recognized student organizations)
- Any contracted security personnel

Some forms of harassment and discrimination may violate federal and state laws, and a complainant or respondent may choose to contact the following agencies regarding their complaint:

Kentucky Commission on Human Rights 332 W. Broadway, 7th Floor  
Louisville, KY 40202  
Phone: (502) 595-4024 or 1-800-292-5566 Email: [kchr.mail@ky.gov](mailto:kchr.mail@ky.gov)

Federal Equal Employment Opportunity Commission 600 Dr. Martin Luther King, Jr.  
Place  
Suite 268  
Louisville, Kentucky 40202

Phone: 1-800-669-4000 TTY: 1-800-669-6820 [www.eeoc.gov](http://www.eeoc.gov)

### **Confidentiality**

#### Privacy and Reporting

Students should be aware of confidentiality, privacy, and mandatory reporting requirements in order to make informed choices.

If one desires that details of the incident be kept confidential, the resources listed below are appropriate. In addition, members of the clergy and chaplains are allowed by law to keep reports confidential. However, seeking support from any of these resource organizations is not considered an official report of sexual violence, sexual misconduct, intimate partner violence, sexual harassment, sexual exploitation or stalking to the College, but the individuals at these resource organizations can help facilitate a report and advocate for a Complainant.

One may seek advice from certain individuals who are not required to tell anyone else private, personally identifiable information unless there is cause or fear for your safety or the safety of others. These are individuals whom the College has not specifically designated as "responsible employees" for purposes of putting the institution on notice

and for whom mandatory reporting is not required, other than in the stated limited circumstances, such as statistical reporting for the Clery Act.

### **Recommended Action**

The purpose of the following material is to provide information and assistance to Complainants of sexual assault and sexual misconduct, and persons who may come in contact with a Complainant. The College encourages reporting all incidents of sexual assault or misconduct to College administration. On-campus sexual assault or sexual misconduct should also be reported as quickly as possible to a campus resource person.

Making decisions and regaining control are important to the healing process after an offense. The choice of how to proceed after the assault belongs largely with the Complainant.

The following are a number of factors to consider.

### **Medical Attention**

Medical attention is critical. Even if the Complainant ultimately decides not to report the assault, it is still very important to seek immediate medical attention for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from: taking a shower or washing any part of the body; douching; brushing teeth; drinking liquids; changing clothes or changing sheets before seeking medical help; and putting anything in the mouth (gum, cigarettes, mints).

Emergency rooms in the Commonwealth of Kentucky are authorized and required to provide service. These services can be provided by a physician, sexual assault nurse examiner, or another qualified medical professional. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person as soon as possible. Having evidence collected will help to keep all options available to a victim but will not obligate the victim to any course of action. The evidence collected may assist the authorities should the victim decide later to pursue criminal charges.

University of Louisville Hospital Emergency Room: (502) 562-4064 530 South Jackson Street Louisville, KY 40202

### **Counseling**

Counseling is a very important step in helping someone who has been sexually assaulted regain control of his/her life. Sexual assault is an extremely traumatic experience that needs professional attention. The College urges students involved in a sexual assault to meet with a counselor. Among other things, counselors can help Complainants decide what further steps may be taken following an assault. Local resources include the Center for Women and Families.

Center for Women and Families Crisis Line: (877) 803-7577  
927 South 2nd Street Louisville, Kentucky 40201

### **Kentucky Law Requiring Mandatory Reporting**

Kentucky law requires that any person who suspects that a minor child (under 18) is the Complainant of abuse or neglect must immediately contact a local law enforcement agency or other agency authorized by statute. KRS 620.030.

Kentucky law also requires that any person who suspects that a person is a Complainant of spousal abuse must also immediately report this information to the appropriate agency. KRS 209A.030.

### **Sexual Harassment**

Sexual harassment will not be tolerated in the College community. It subverts the mission of the College and threatens the well-being, educational experiences, and careers of students, faculty, and staff. It is especially threatening in the context of a teacher-student or supervisor-supervisee relationship, in that it can exploit the power inherent in the position of teacher or supervisor regarding grades, recommendations and success in a program. Any member of the student body of the College who believes that he or she has been or is being subjected to sexual harassment should consult with the Conduct Coordinator.

### **Definition of Sexual Harassment Prohibited Actions**

It is a violation for any member of the College community to engage in sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made:

- either explicitly or implicitly a term or condition of a student's status in a program, course or activity;
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting an individual; and/or
- such conduct has the purpose or effect of unreasonably interfering with a student's educational performance, or creating an intimidating, hostile educational environment.

## **Examples of Sexual Harassment**

Any sexual attention that is unwelcome could constitute sexual harassment. Specific acts of sexual harassment include, but are not limited to:

- physical assault;
- propositions of a sexual nature;
- direct or implied threats that submission to sexual advances is a condition of employment, promotion, good grades, recommendations, etc.; and
- unwelcome physical or verbal conduct of a sexual nature which an individual regards as undesirable, or offensive, including but not necessarily limited to sexually explicit jokes, statements, and questions or unsolicited remarks about sexual activity or experience.

## **Inadvertent and Isolated Offenses**

A member of the College community who exhibits a singular or isolated act of conduct expressed in the above cited example number 4 may simply lack the sensitivity to know that these actions or statements are creating discomfort or may be humiliating to others. Any member of the College community who becomes aware of such activity is encouraged to caution the individual directly about the questionable conduct in a discreet and confidential manner.

## **Procedures**

The underlying philosophy of this student sexual harassment policy is one of correction rather than punishment, although specific sanctions, depending on the nature and severity of the incident(s), ranging from a letter of reprimand, suspension, termination of campus employment, or expulsion are possible outcomes if the formal grievance procedures of the College are invoked. Nevertheless, the guiding principles of this policy are to: respond in a timely manner to a reported incident of sexual harassment; take whatever measures are appropriate; take all reasonable measures to prevent the incident from recurring.

The College has established mediation and resolution procedures in order to respond immediately to a sexual harassment complaint and investigate it fully. The procedure is designed to mediate and resolve such complaints promptly and fairly. Similarly, a formal grievance structure for handling complaints that cannot be resolved through mediation is also available. In general, any individual with supervisory authority who obtains knowledge of an incident of sexual harassment occurring within his or her area is expected to take the proper steps immediately to address the situation.

## **Sexual Harassment Mediation & Resolution Procedures**

### **Unofficial**

It is often the case that a student of the College, believing that he/she may be experiencing a form of sexual harassment, will attempt to resolve the situation on one's own, or consult with another individual within the College community. The Conduct Coordinator can assist students seeking unofficial resolution by assigning a member of the Leadership Team to act as an advisor to the student. With the aid of the advisor, the individual may attempt to resolve the situation in an informal and unofficial manner. The advisor, acting with discretion and in confidence, may assist the individual in reviewing the situation in the context in which it occurred, aid the individual in identifying the problem, and review the options for resolution that are available.

### **Official**

If the matter cannot be resolved through the unofficial, informal method cited above, or if the student chooses not to obtain the help of an unofficial advisor, the complainant may file an official complaint with the Conduct Coordinator.

The role of the Conduct Coordinator will be to fact-find, mediate, and resolve the complaint, if possible. The Coordinator or his/her designee will handle complaints independently and follow these procedures:

1. be available to dialogue with the complainant or other concerned individuals and the individual Respondent to determine the nature of the incident related to sexual harassment and the context in which it occurred;
2. conduct a discreet inquiry into the complaint, gathering and examining all relevant facts;
3. mediate and resolve the complaint informally if possible;
4. inform the parties of the formal grievance procedures available when no resolution is forthcoming or if either party is dissatisfied with the progress of the mediation;
5. keep confidential all information gathered during the investigation, and all processes of mediation and resolution; and
6. prepare a record of the complaint, the investigation and findings, the mediation and resolution, if any.

If the matter has been resolved through mediation, and no further incident occurs regarding the Respondent individual within this period, the record will be destroyed. After a successful mediation, if the behavior is reported as continuing, the record will be retained and can be made available to the appropriate formal grievance body. If the matter has not been successfully mediated and either party wishes to proceed with formal grievance procedures, the official College resource person will submit the record of the attempted mediation to the formal grievance structure to be utilized in the particular case.

### **Grievance Procedures**

In as much as a formal grievance procedure is expected to be used as a last resort, it is assumed that all efforts to resolve the complaint through the mediation and resolution procedures cited above have been conducted. Formal grievance procedures for students are found in the Policy Manual and Catalog. If the alleged perpetrator of harassment is a faculty or staff of the College then President is informed and the relevant policy of the Faculty or Staff Handbook applied.

### **Confidentiality**

Sexual harassment is a matter of grave concern for both the complainant and the accused; therefore, all procedures designed to deal with sexual harassment should be handled with the utmost sensitivity. All mediations/resolution procedures, as well as formal grievance procedures, shall be held in strict confidence to reasonably ensure the privacy of all parties concerned (complainant, accused, and witnesses, if any) and to offer as much protection of the careers and reputations of the parties involved as possible.

### **Retaliation**

Students are encouraged to express their feelings in a responsible manner regarding a problem of sexual harassment. Any member of the College community who attempts to interfere, restrain, coerce, discriminate against, or harass (whether overtly or covertly) any individual responsibly pursuing a complaint of sexual harassment will be subject to prompt and appropriate disciplinary action through the appropriate policy e.g., Code of Conduct, Handbooks or Policy Manuals.

### **False and Malicious Charges**

The use of this policy for false or malicious purposes is strictly prohibited. Any student who exercises bad faith and brings a false, malicious charge of sexual harassment against another member of the College community will be subject to appropriate disciplinary action.

### **Dissemination of Policy**

Incoming students and employees are informed about ways to prevent Sexual Misconduct, through new student orientation and new employee orientation programs. Additionally, campus-wide programs to prevent such incidents are conducted during the academic year through informational campaigns, events and/or workshop opportunities.

### **Emergency Response & Evacuation**

KyCAD recognizes its responsibility to provide accurate and timely information to the campus community during emergencies. The policy established by the KyCAD Advisory Team establishes the approval process, criteria, and method for communicating with the students, faculty, and staff in the event of an emergency at either of its locations.

Once a significant emergency is confirmed, the KyCAD Advisory Team will meet to decide who will be notified of the incident, determine the content of the notification, and initiate any or all notification systems available. Currently, an email alert is sent to all KyCAD students, faculty, and staff using the internal KyCAD email platform in the case of emergencies.

Fires on college campuses claim lives and cause an extensive amount of property damage. Most lives can be saved by using common sense in a fire emergency. If you smell smoke or detect a fire, activate the nearest alarm and call 9-1-1 immediately from a safe place on or off-campus. If you find evidence of an extinguished fire that has not been addressed by the college, please notify KyCAD staff. The Kentucky State Fire Marshal's Office can be reached at (800) 255-2587

Daily Attendance Log is used to determine who is on campus at all times

#### General Evacuation Procedure

An evacuation is implemented under conditions when it is no longer safe for students, faculty, and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated rally point and away from a specific area within a building. It is most commonly used when there is a suspected fire or hazardous material spill in a building. In the event that you must evacuate, you should:

1. WHEN THE FIRE ALARM SOUNDS, LEAVE AT ONCE. Close the doors behind you and proceed into the fire exit and LEAVE THE BUILDING. Evacuation routes are posted in all campus buildings in accordance with OSHA guidelines. While evacuating the building, try to help others only if you can do so without jeopardizing your personal safety
2. DO NOT USE THE ELEVATORS. If the power fails, the elevators will stop, causing the occupants to become trapped. Since elevator shaft ways are like chimneys, smoke could enter the elevator shaft thereby asphyxiating the occupants who are trying to evacuate the building. While the College has an elevator on campus in the Mansion Building, it is not currently active or live and is locked at all times.
3. Feel the door that leads from your area to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone to call the Fire Department by dialing 9-1-1, and give the address of the building, the floor you are on, and the office number.
4. Stay low if caught in smoke or heat. Take short breaths through your nose until you reach an area of refuge.

5. If the door feels cool, open cautiously. Be prepared to close it quickly if the corridor is filled with smoke or if you feel heat pressure against the door. If the corridor is clear, proceed with the building evacuation instructions.

6. Keep moving for at least 200 feet and proceed to the designated rally point after leaving the building.

If you get trapped in a room keep the door closed, call 9-1-1 and report you are trapped. Stay low to the floor where cleaner, cooler air can be found. Seal out smoke through cracks and vents, using wet clothes if possible. Signal for help, if possible, by waving a light-colored object in front of the window. Remember, breaking the window glass may allow smoke from a lower floor or nearby room to infiltrate your room. Remain calm, do not jump from the room; any rescue attempts will be made by the fire department.

If your clothes catch on fire, STOP, DROP, and ROLL wherever you are. Rolling smothers the fire. If you are burned, run cool tap water over the burn and cover it with a clean dry dressing.

#### Shelter-in-Place Procedures

A shelter in place warning may be issued when conditions outside the building are unsafe due to severe weather, an airborne hazard, civil disturbance, or other emergencies. Notification to shelter in place may be made using all means of communication available. Once issued, individuals should immediately seek shelter inside the nearest campus building until the "All Clear" is given. The basic steps of Shelter in Place are as follows:

1. Stay inside your building.
2. Move to interior rooms or hallways.
3. Close all exterior windows and doors to prevent inadvertent opening.
4. Turn off all heating, ventilation, and air conditioning (HVAC) systems (if manual controls are present) if the hazard is identified as a chemical, biological or radiological release.
5. Cover or seal the windows if possible.
6. Await further instructions.
7. Do not evacuate the building until the "All Clear" is given by emergency personnel.

#### Fire Plan

KyCAD's buildings are equipped with smoke detectors and an ADT intruder and fire alarm system.

In the event of a fire, calmly find the nearest exit, and meet in the parking lot. Alert any others in the building by yelling "Fire!". Try to keep lower to the floor, in order to avoid inhaling smoke and other chemicals. If the smoke is too dense to see through, crawl along the wall, using it as a guide to find the exit. Carefully test the heat of door handles before opening them to avoid burning. Leave personal belongings behind. Once out of the building, and in the parking lot, call 911. The supervisor of the building will meet there with the building log and take roll to ensure everyone is accounted for.

### Active Shooter

In the event of an active shooter, these steps should be followed:

**-Be alert:** be aware of your surroundings, possible dangers, and escape routes.

**-Run:** If it is safe, run away from the building/campus. Leave personal belongings behind, and once safe, call 911 and describe the shooter, location, weapons, and any other details to the police. Help others escape if possible and evacuate whether others agree or not. Alert anyone along the way that there is an active shooter.

**-Hide:** If you cannot safely escape the building, hide. Lock doors if possible, and barricade them with anything available such as tables, chairs, desks, etc. Take extra cover if available. Silence phones (including turning off their vibration), close blinds, turn off the lights, and stay as quiet as possible.

**-Defend, Disrupt, Fight:** These should only be used as a last resort. If you cannot run or hide, prepare to defend yourself and/or disrupt the attacker.

>**Anything can be used as a weapon;** this includes items such as scissors, chairs, books, and backpacks.

>**Be aggressive and commit to your actions;** this is a life-or-death situation, so you need to commit to your actions. Your life, as well as others, depend on it.

>**Be prepared to cause severe or lethal injury to the attacker;** disarm, detain, and/or disrupt the attacker by any means. This may cause severe injury to the attacker but will save many more lives.

**-Once law enforcement arrives:** When exiting the building, be sure to keep your hands up and open if possible. Calmly follow all law enforcement instructions. Report to designated areas to provide information and help. If you were able to disarm the shooter, always carry the weapon out in something like a trashcan or bag so that you are not mistaken for a shooter, and let the officers know right away.

### Earthquake

In the event of an earthquake, drop to the floor, and crawl to somewhere like a table or desk for cover if available. If under a table or desk, cover your neck and head with one arm, and hold onto the table leg with the other. Be prepared to move with it if it moves. If there is no cover, crawl – if safe – to the nearest interior wall and cover your neck and head with your arms; avoid areas with windows. After the earthquake has passed, be cautious as aftershocks are possible,

as well as damage to the building. If it is unsafe for you to move afterwards, text or call someone to tell them your location, or hit walls or pipes so rescuers can find you. After, the building supervisor will take roll with the building log to ensure everyone is accounted for.

### Tornado

In the event of a tornado, calmly make your way to the basement. Be sure to alert anyone on your way there. The building supervisor will take roll with the building log to ensure everyone is present. You can take additional cover once in the basement by getting under a table, shielding your neck and head with your arms, and covering your body with something like a coat or blanket. If it is impossible to reach the basement, then find a small interior room; keep away from windows and try to find cover under something sturdy like a desk or table while keeping low and covering your neck and head with your arms.

### Airplane Crash

In the event that an airplane crashes into a building on campus (or crashes near campus), you should calmly exit the building and get as far away from the plane as possible. Be cautious when exiting, as the impact of the plane could have damaged the structure of the building and could cause things like falling debris. Once a safe distance away call 911, and let them know the location of the crash, and if anyone is injured. If the building catches on fire due to the crash, please follow the fire safety guidelines, and then follow up with the above guidelines.

Source info: <https://www.ready.gov/>

## **Missing Student Notification**

If a student fails to attend multiple classes and no classmates have seen or heard from them during their period of absence, or if there is reason for concern, the Vice President of Academic Affairs/Dean will follow up with the student through phone numbers and emails on file. Further steps will then be taken if necessary including contacting local law enforcement.

As KyCAD does not offer housing to students, we cannot legally determine that a student is missing. Therefore, KyCAD may only act after a student is determined to be missing by the local law enforcement.

All KyCAD students designate an individual(s) as their emergency contact(s). This individual(s) will be contacted by KyCAD if the student is determined to be missing by local law enforcement. The contact information will be registered confidentially, accessible only to authorized KyCAD officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as otherwise provided by law. At any time, a student may designate and update the individual(s) to be contacted in their records.

The following is a list of persons who can be contacted if someone is suspected missing:

KyCAD President: Moira Scott Payne, [mpayne@kycad.org](mailto:mpayne@kycad.org)

KyCAD Vice President of Academic Affairs/ Dean: Joyce Ogden, [jogden@kycad.org](mailto:jogden@kycad.org)

KyCAD shall take the following steps when local law enforcement determines that a student is missing:

- The College will notify the contact person(s) designated by the student no later than 24 hours after the student is determined to be missing.
- If the student is under 18 years of age and not an emancipated individual, KyCAD will notify the custodial parent or guardian of the student and the contact person(s) designated by the student (if different from the student's custodial parent or guardian) no later than 24 hours after the student is determined to be missing.