
EASTERN WYOMING COLLEGE CAMPUS SECURITY AND FIRE SAFETY 2026 Annual Report

Updated 7/1/26

STUDENT DEMOGRAPHIC INFORMATION

Eastern Wyoming College operations include campuses in Torrington and Douglas, Wyoming. Torrington is the administrative center and main campus of EWC, and Douglas functions as a branch campus. Enrollment is approximately 1500 students each semester with additional offerings in community services and continuing education areas. Total headcount enrollment includes course offerings in ten other rural communities. The Torrington campus enrolls more traditional full-time students than the other areas, which serves primarily non-traditional, part-time students.

CAMPUS SECURITY INFORMATION

Eastern Wyoming College does not employ a police staff; however, the campus has a close working relationship with the Torrington Police Department, Douglas Police Department, the Converse County Sheriff's Department and the Goshen County Sheriff's Department. The College recognizes the need for a close and positive working relationship with law enforcement to provide a safe and secure environment on campus. The College encourages the campus community to report crime to the City of Torrington Police Department or the City of Douglas Police Department as

well as the law enforcement agencies that service the areas where college outreach sites are located. Additionally, the Physical Plant staff who work past regular business hours have the authority to ask persons for identification and to determine whether individuals have lawful business at EWC. Criminal incidents are referred to the local police department who have jurisdiction on the campus. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to local law enforcement, the Vice President of Student & Academic Services and/or the Physical Plant staff in a timely manner.

TORRINGTON CAMPUS - LOCAL POLICE PROVIDE CAMPUS SECURITY

Eastern Wyoming College (EWC) maintains a close working relationship with both the Torrington Police Department and the Goshen County Sheriff's Department. The Torrington police routinely patrol the streets and parking lots on campus as well as the residence hall areas. They respond to both routine and emergency calls, and provide the College with timely information relating to criminal activity in the community so that college employees and students may act to protect themselves and assist in crime prevention efforts. The EWC Board of Trustees and the

Torrington Police Department collaborate to enhance the quality of life on campus by providing safety and security, maintain a high level of visibility around the campus, maintain order, and provide a range of general and emergency services.

DOUGLAS CAMPUS - LOCAL POLICE PROVIDE CAMPUS SECURITY

Eastern Wyoming College (EWC) maintains a close working relationship with the Douglas Police Department. The Douglas Police (peace) Officers routinely patrol the streets and parking lot(s) on and surrounding the campus. They respond to both routine and emergency calls, and provide the College with timely information relating to criminal activity in the community so that college employees and students may act to protect themselves and assist in crime prevention efforts. State certified peace officers from the Douglas Police Department, Converse County Sheriff's Office and the Wyoming Highway Patrol have full authority to enforce Wyoming state statutes and local ordinances on the EWC Douglas campus. No memoranda of understanding (MOU) exists between EWC and the Douglas Police Department, Converse County Sheriff's Department or the Wyoming Highway Patrol regarding the investigation of alleged criminal offenses.

ON-CAMPUS HOUSING SECURITY-STAFFING

The Residence Halls have staff members living in the buildings. Student Housing Staff (Resident Assistants and Residence Life work-study students) also reside in the building. Housing staff responsibilities include securing doors, observing activity in the facility and responding appropriately, reporting incidents and potential problems, reporting maintenance and safety concerns.

ON-CAMPUS HOUSING SECURITY PROCEDURES

Eastern Hall has three exits and Lancer Hall has eight exits. All doors are locked 24 hours a day for the safety of the students. Keys are assigned to students to allow them access to the main entrance of the residence hall in which they reside.

The residence halls have a duty station near the front door which enables housing staff to keep track of which residents and visitors are in the building. This station is manned by Housing staff from

4pm - 12pm, Sunday-Thursday, and from 6 pm - 6 am, Friday and Saturday. Housing staff are trained to enforce quiet hours and visitation hours. They make rounds of the building and respond to student requests. Visitors are required to sign-in and visitation hours end at 12 midnight Sunday-Thursday nights and at 2 am on Friday and Saturday nights. Residents are responsible for the conduct of their visitors.

During Fall and Spring orientation meetings all residence students are informed about the dangers of leaving their room doors unlocked and exterior door security measures. Fire safety, fire alarm and tornado procedures, theft prevention, and domestic violence/sexual assault issues are also addressed.

NON-EMERGENCY SITUATIONS

Non-emergency situations should be reported to the Vice President of Student & Academic Services located in the Academic Services Office, 307.532.8260, between 8 am and 5 pm Monday through Friday. The Student Services Office serves as the student assistance and information center for the campus. The Vice President of Student & Academic Services and the staff are available to initiate crime reports and to respond to questions or concerns regarding personal safety on campus. The Director of Residence Life may be contacted at 307.532.8336 in Lancer Hall after regular working hours.

SECURITY ACCESS TO CAMPUS FACILITIES & MAINTENANCE OF FACILITIES

College Access: During business hours, EWC (excluding residence halls) is open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all EWC facilities is by key, if issued, or by admittance via the Physical Plant staff. Over extended breaks, the doors of all halls will be secured around the clock. Some facilities have individual hours which may vary at different times of the year. Examples are the Student Center, the Library and the Student Success Center. In these cases, the facilities will be secured according to schedules developed by the department responsible.

Lighting/Physical Plant Concerns: The Physical Plant Department maintains all college buildings and grounds with a concern for safety and security. Staff inspect campus facilities regularly; promptly making repairs affecting safety and security, and responding immediately to reports of potential safety and security hazards, such as broken windows and locks. The campus is well-lighted. Lighting checks are conducted on a regular basis to ensure that lights are in proper working order.

On-Campus Housing Security - Staffing: The Residence Halls have staff members living in the buildings. Student Housing Staff (Resident Assistants and Residence Life work-study students) also reside in the building. Housing staff responsibilities include

securing doors, observing activity in the facility and responding appropriately, reporting incidents and potential problems, reporting maintenance and safety concerns.

On-Campus Housing Security Procedures: Eastern Hall has three exits and Lancer Hall has eight exits. All doors are locked 24 hours a day for the safety of the students. Keys are assigned to students to allow them access to the main entrance of the residence hall in which they reside.

The residence halls have a duty station near the front door which enables housing staff to keep track of which residents and visitors are in the building. This station is manned by Housing staff from 4 pm - 12pm, Sunday-Thursday, and from 6 pm - 6 am, Friday and Saturday. Housing staff are trained to enforce quiet hours and visitation hours. They make rounds of the building and respond to student requests. Visitors are required to sign-in and visitation hours end at 12 midnight Sunday-Thursday nights and at 2 am on Friday and Saturday nights. Residents are responsible for the conduct of their visitors.

During Fall and Spring orientation meetings all residence students are informed about the dangers of leaving their room doors unlocked and exterior door security measures. Fire safety, fire alarm and tornado procedures, theft prevention, and domestic violence/sexual assault issues are also addressed.

On-Campus Housing Security Key Control: Student room door keys are not marked to indicate building or room number.

REPORTING EMERGENCIES AND CRIMINAL ACTIVITIES

Every crime should be reported to law enforcement officials as soon as possible. This is the most effective way to ensure the well-being of the campus community. If this is not possible for some reason, the crime should be reported to one of the following: Vice President of Student & Academic Services, Residents Life Director, the President, or a faculty or staff member who the student is comfortable talking to about the crime and request assistance from other state and local law enforcement agencies when needed. In cases of sexual assault or suspected sexual assault, all faculty and staff are strongly encouraged to get the victim into a supportive environment through Student Services, even if there is not a report filed with the police department. Confidential crime reporting is an essential, if not preferred, method of reporting. If you choose to file a confidential report through the police department without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where

there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution

If personal safety or lives are at risk, call 911 from any phone for immediate police assistance. In addition, you may report crimes to the following individuals:

Information Desk	(307) 532-8211
Executive Dean of Academics	(307) 532-8270
Vice President of Student & Academic Services	(307) 532-8260
Residence Life Director	(307) 532-8336
President	(307) 532-8202

EWC TIMELY WARNING PROCEDURES

In the event that a situation arises, either on or off campus, that, in the judgment of the local law enforcement, the President or the Director of College Relations, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college e-mail and text message system to students, faculty, local police department with the assistance of the Director of College Relations. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director of College Relations may also post a notice on the campus web site at: ewc.wy.edu, providing the campus community with more immediate notification. These reports are also distributed using press releases, warning posters, campus meetings, and announcements depending on the nature of the event. The website is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the local police department (Torrington: 307-532-7001) or (Douglas: 307-358-3311).

When a timely warning is issued it will be made in a manner that protects the identity of any victim of crime and in a way to prevent similar occurrences from happening. Eastern Wyoming College is not required to issue a timely warning for crimes reported to a professional counselor.

SAFETY AND SECURITY PROGRAMS

All incoming students during orientation receive an introduction to the local police department, CARE Team, safety procedures, crime reporting procedures, "Not Anymore Training," and alcohol and drug awareness. All student residents receive the same information as well as crime prevention practices in a yearly update via online training as part of their housing orientation. "See something, say something" is emphasized as well as being a good bystander. All new employees receive orientation concerning crisis management, safety procedures, and crime reporting procedures. An annual re-fresher covering the same topics is offered to all faculty and staff.

CRIMINAL ACTIVITY OFF-CAMPUS

The College has no recognized student organizations with off campus locations that are monitored by the College. All off-campus college sponsored events are subjected to the same policies and procedures as on campus.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to a safe location.

It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document (Crisis Management Plan) is to be readily available and provide information such as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations.

The Residence Life Office distributes the following document to students residing in Eastern Wyoming College Housing, "Emergency Procedures". The document contains emergency evacuation and safety procedures for natural disasters.

EMERGENCY NOTIFICATION

Eastern Wyoming College has multiple campus-wide emergency notification systems that can rapidly provide mass notification during natural disasters or other emergencies to the Eastern Wyoming College community. The Chief of Police, in consultation with the President's Cabinet and the Crisis Response Team, will utilize the Emergency Operations Plan's incident typing and state of readiness conditions to determine if a notification is necessary, and if so, will determine the content of the notification. The Campus Safety Committee will initiate all notifications. Eastern Wyoming College will, without delay, and taking into account the safety of the community, determine the content of any notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Information regarding the response and notification policies will be distributed to the faculty and staff during annual meetings and to students during orientation sessions. There is currently no policy that outlines confirming emergencies or segmenting portions of the campus community to receive emergency notifications.

During an emergency the President will gather information, and coordinate releases to the media with the Chief of Police and in conjunction with the On-site Command person.

Eastern Wyoming College Website: Up-to-date information regarding the status of the College is always available on the College's website: ewc.wy.edu. During and following emergency situations, information as it applies to the College will be posted on this web page as it becomes available, including information about such things as college closure, etc. This web page also provides links to department-specific information (i.e., entertainment venue and program changes, class schedules, and emergency operations procedures). In the event of an emergency situation or campus crises, it is the responsibility of Marketing and College Relations to update the web page with department-specific information as it becomes available. Other information will be posted as deemed appropriate.

Eastern Wyoming E-Mail: Mass e-mails will be used to provide students, faculty and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty and staff of emergency situations and keep them updated on the situation. The College employs the following types of e-mails:

Informational: any communication that increases the awareness of campus activities, events, or services (i.e., parking disruptions).

Operational: communication that requires some action on the recipient's part or a required notification by the College (i.e., a

message about benefits eligible information).

Official: a non-urgent communication from an executive officer (i.e., a message from the College President).

Emergency: an emergency announcement from an executive officer regarding an imminent event, such as a tornado warning.

CARE TEAM

The CARE Team (Campus Assessment, Response and Evaluation Team) at EWC exists to address student concerns that are not supportive of the instructor's pursuit of the college's central function and are not addressed by an existing department of the college. Included in, but not limited are threats, aberrant or strange behavior, violent or perceived violent behavior, repeated threats of suicide or violence against others. CARE shall make recommendations to the Vice President of Student & Academic Services with regard to a student's ability to continue at Eastern Wyoming College. CARE does not pre-empt any other college department in performing its duties in enforcing the law or managing student situations.

In addition, it shall be the responsibility of CARE to develop and review college policies that address such situations and behavior. The team shall consist of a representative of the Office of Student Services (chair), Academic Services Office, Registrar's Office, College Counseling Center, and Executive Dean of Academics. Other ad hoc members may be added as dictated by individual situations.

Objectives:

- To serve as a resource for the college community in addressing student behavior that is not addressed by an existing department of EWC.
- To develop and review policies that address aberrant or threatening student behavior;
- To provide educational opportunities for college departments about managing aberrant or threatening student behavior;
- To gather information about select situations and to assess the need for intervention;
- To provide support for academic and college departments in dealing with difficult student behavioral situations; and
- To make recommendations to the Vice President of Student & Academic Services and the Executive Dean of Academic Services with regard to special student situations and aberrant student behavior.

What is a campus assessment response and evaluation team?

CAREs is a multi-disciplinary group whose purpose is meeting regularly to support its target audience (students, employees, faculty, staff) via an established protocol. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic, or concerning behavior or misconduct (from co-workers, community members, friends, colleagues, etc.), investigates, performs a threat assessment, and determines the best mechanisms for support, intervention,

warning/notification, and response. The team then deploys its resources, and the resources of the community, and coordinates follow-up.

TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The college will conduct at least one annual test of the emergency response and evacuation procedures. The following describes the criteria that the college will follow to test the procedures:

- Tests will be scheduled in advance
- Tests will include a drill to test campus response to an emergency
- Tests will contain an exercise involving coordination with local emergency services
- Tests will contain follow-up to review the results of the testing. Testing will have goals for assessment of plans and capabilities

The College will publicize its emergency response and evacuation procedures in the form of an email to employees containing a link with where to locate and review the campus emergency procedures. Additionally, an EWC Campus Safety Brochure will be published annually for students and staff as well as the Annual Campus Security and Fire Safety Report Brochure for the campus community.

MAINTENANCE OF CAMPUS FACILITIES

Proper lighting and building security are major factors in reducing crime on campus. The Physical Plant maintains the Eastern Wyoming College campus buildings and grounds with a concern for safety and security. Inspections of campus facilities are performed regularly, and repairs are made as quickly as possible. Individuals should report potential safety and security hazards, such as broken locks and windows. All members of the campus community are encouraged to report safety and security hazards to the Physical Plant Director at 307-532-8255.

SECURITY AND ACCESS TO EASTERN WYOMING COLLEGE GROUNDS AND BUILDINGS

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key or by admittance via the Residence Life Director or their staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

Eastern Wyoming College grounds are open to visitors on a daily basis with tours available through Admissions or College Relations. Vehicular access to campus is patrolled by uniformed officers of the local police department. Visitor parking is allowed in designated areas or by temporary permit only.

Academic and administrative buildings are locked after normal working hours and residence halls are controlled by EWC Residence Life housing policy. Every effort is made to ensure that all residence halls are free from uninvited guests. Residence halls are locked 24 hours a day. Visitors must be registered with the Resident Assistants and must be escorted by their host at all times.

CLERY CRIME DEFINITIONS

Definitions followed are from the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

Murder and Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter - The killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkennness and driving under the influence are not included in this definition.)
NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook

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

Rape: 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, including instances in which the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- 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.
- 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.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purpose of this definition, 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.
- Report any additional behaviors that meet the above definition of stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or by a court.

CRIME STATISTICS FOR EWC

The following are statistics required by the Jeanne Clery Act and reported annually to the Department of Education for reportable crimes, arrests and referrals for campus disciplinary action that occurred on the Torrington and Douglas campuses.

Statistics are disclosed in four categories: (1) Campus (Torrington and Douglas) (2) Non-campus, which includes any remote facilities of EWC; (3) Public property, which includes publicly owned sidewalks, streets or other thoroughfares, and parking facilities that provide immediate access to facilities owned by EWC in Torrington or Douglas and are within the same reasonably contiguous geographic area of these institutions; and (4) residential facilities, which includes all residence halls or other residential facilities for students, or other facilities affiliated with EWC.

Statistics reported are between January 1, 2023 and December 31, 2025 by the local police departments.

REGISTERED SEX OFFENDERS

If you wish to view a list of registered sex offenders in Goshen, Converse, Platte, Niobrara, Weston or Crook Counties, please visit the following website <http://wysors.dci.whyogov/sor/>. A departmental representative will be able to answer any questions

you may have regarding the information. Sex offender information can be obtained through the Wyoming Division of Criminal Investigation website at: <http://attorneygeneral.state.wy.us/dci/sofaz.html>. All registered sex offenders are required to check in with the District Police Department prior to attending classes.

CRIME PREVENTION PROGRAMS

Minors that are registered sex offenders will not be publicly identified. Crime prevention programs and sexual assault prevention programs are offered on a continual basis. Specific programs designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others include:

- Summer Pre-Registration programs for parents (2-3 times annually)
- Orientation activities (1 time annually)
- Residence Hall educational programming (2 times during academic year)
- Student Services educational programming (3 - 4 times each academic year)
- College Studies classes (every semester)

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibilities for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, electronic displays, and videos. When time is of the essence, information is released to the College through security alerts posted prominently throughout campus, through e-mail messages to employees and through website notifications.

Student and Employee Precautions: The cooperation and involvement of students and employees in a campus safety program is absolutely essential. Individuals must assume responsibility for their own personal safety and the security of their belongings. The following is a list of some precautions:

Reduce Your Risk: Walk with others when possible; be especially cautious during evening hours; keep keys ready, use sidewalks and well-lit pathways; be careful about whom you let approach you when alone. Call 911 or utilize the Emergency-Only telephones outside on-campus if you notice something suspicious or believe yourself to be in danger.

Lock It Up: Use the locks on exterior building doors, individual rooms and offices, and vehicles; keep windows secured; and store valuables out of sight.

Record All Serial Numbers: Maintain a list of serial numbers and descriptions for valuable property (cameras, bicycles, etc.) Items

such as coats, books, CDs, and cell phones without identifying numbers should be labeled. An engraver suitable for metal, plastic or wooden objects is available through Residence Life.

Be A Crime Stopper: Report all accidents, thefts or other criminal activities to the Torrington Police Department or the Vice President of Student & Academic Services as soon as possible. Help the Torrington Police do their job by cooperating when asked to provide a statement, sign a complaint, or testify in court. Stay calm and give accurate details when making calls for assistance. Be concerned for the safety and property of everyone.

USE OF ALCOHOL BEVERAGES POLICY

The possession and consumption of drugs or alcohol at any Eastern Wyoming College facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures.

Pursuant to the U.S. Department of Education Regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989, Eastern Wyoming College establishes the following policy and regulations:

Eastern Wyoming College will at a minimum be compliant with all federal and state laws and regulations. Eastern Wyoming College strives to establish for its students, faculty and staff an environment in which the misuse of alcohol and drugs is minimized, which encourages moderation, safety and personal accountability, and which provides an atmosphere free of coercion and peer pressure to abuse alcohol or use illegal drugs. The College strongly believes and encourages the use of treatment and educational programs as the most effective means to reduce and prevent substance abuse of any kind. All members of the EWC community should exercise sound judgment and be mindful of their personal health, safety and well-being, as well as that of their friends and guests, by observing all laws regulating drug and alcohol and the College rules in compliance with federal and state laws and regulations.

Wyoming Laws: Illegal Possession: Any person under the age of 21 who has any alcoholic beverage in his or her possession or who is under the influence of alcohol is guilty of a misdemeanor.

- **Falsification of Identity:** Any person under the age of 21 who attempts in any manner to purchase alcoholic or malt beverages or who falsifies any identification or uses any false identification in order to obtain alcoholic or malt beverages is guilty of a misdemeanor.
- **Driving While Under the Influence (DUI) - Under 21:** The legal blood alcohol concentration (BAC) for person under 21 is .02% as opposed to a BAC of .08% for those of legal age. A .02% BAC would result from consuming any alcohol.
- **Consequences of a Misdemeanor:** The consequences upon

conviction for violating any of the misdemeanors listed above shall be imprisonment for no more than 1 year, a fine of up to \$750, or both. Minors convicted of DUI may have additional consequences.

The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy stating that drugs and alcoholic beverages may not be present on campus or at college-sponsored activities. The policy states that the College may take disciplinary action for the following violations:

- The possession, use, sale, or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale, or distribution of alcoholic beverages on college premises or at college-sponsored activities.

Please refer to the alcohol/drug sections in the Student Code of Conduct and the "Alcohol & Drug Enforcement" policy for more detailed information on disciplinary measures related to illicit alcohol and drug use.

DRUG-FREE WORKPLACE

Eastern Wyoming College is committed to maintaining a drug-free work place. We provide that through notification to all employees and students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on this campus.

DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

Eastern Wyoming College is in the process of finding a suitable drug and alcohol abuse education program for college campuses.

SEXUAL HARASSMENT, SEXUAL ASSAULT, AND SEXUAL VIOLENCE

Eastern Wyoming College does everything possible to create a safe and secure learning environment. However, sexual offenses may occur on college campuses and students should be aware and proactive in protecting themselves. Regular programming is conducted to educate students and staff on the nature and scope of sex offenses, and to assure people have access to information on how to report a suspected crime.

Eastern Wyoming College offers education and training to students, faculty and staff that promotes the prevention and awareness of sexual misconduct.

Prevention and Education

The College will provide a comprehensive education and prevention program, offering students, training on federally mandated topics including consent/sexual assault, bystander intervention, verbal

defense, alcohol use, intimate partner violence, sexual harassment and stalking. The program also offers students guidance on action to take in regard to these situations, and may be presented in a variety of formats.

Training

The College educates its community about sexual misconduct and effective prevention strategies. These topics are presented to students in the required education and prevention program. Faculty and staff are trained on these topics at new employee orientation, in-service and other College trainings. The local County Task Force on Family Violence and Sexual Assault offers sexual assault education and information programs to college students and employees upon request. Educational programming concerning sexual misconduct, risk reduction and EWC's response is available through Residence Life and other Student Services offices.

Sexual misconduct is expressly prohibited and will not be tolerated. Sexual misconduct incorporates a range of behaviors including dating violence, domestic violence, hostile environmental sexual harassment, sexual assault, sexual exploitation, sexual harassment, stalking and any other conduct of a sexual nature that is nonconsensual. Violations of this Board Policy 2.2 will be addressed promptly, fairly and impartially.

Reporting procedures for student victims of sexual violence:

- In an emergency situation or based upon the student's preference, the student should call local law enforcement (911) Immediately. As soon after the call to law enforcement as possible, campus authorities should be notified.
- Whenever possible, the alleged victim should immediately contact the Vice President of Student & Academic Services if the assault occurs on campus.
- Incidents may also be reported by third party witnesses, friends, family or others by contacting a school official.

Anonymous reporting is allowed; however, it makes for major challenges in investigations.

MISSING STUDENT NOTIFICATION

If a member of the Eastern Wyoming College community has reason to believe that a student or employee is missing for at least 24 hours, they must immediately contact the local police department. When making notification, provide as much information as possible regarding the missing person including: a physical description; what they were wearing when last seen; where they were last seen; what physical condition they were in when last seen; if they are driving or have a vehicle and its description; and whom they were with. In addition, report any information you are aware of related to medical or other special conditions. All possible efforts are made to locate the student/employee to determine his or her state of health and well-being though the collaboration with local Law Enforcement, Student Services, and other resources as available.

All residential students have the ability to identify a missing person contact in addition to their emergency contact. The identified person will be contacted by the institution within 24 hours of determining the student is missing. This contact information will be registered confidentially and will be accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Eastern Wyoming College will notify a parent of any student under the age of 18 who is not emancipated and missing.

The local police department will immediately notify or follow-up (if report is already filed) on the status of the missing person with appropriate law enforcement agencies. Concurrently, Eastern Wyoming College officials will endeavor to determine the student/employee whereabouts through contact with friends and associates.

DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

ANNUAL RESIDENCE HALL FIRE SAFETY POLICY DISCLOSURE AND STATISTICS REPORT 2016-2019

Name of Facility	Address	Year	# of Fires
Eastern Hall	3200 West C Street	2023	0
Lancer Hall	3200 West C Street	2023	0
Eastern Hall	3200 West C Street	2024	0
Lancer Hall	3200 West C Street	2024	0
Eastern Hall	3200 West C Street	2025	0
Lancer Hall	3200 West C Street	2025	0

ELECTRONICS AND POWER CORDS

Students are advised to consider the limited size of their living area and close living quarters when selecting electronic equipment for use in their living area. It is also requested that students use caution and not use excessive wiring to set up equipment. The only power cords, extension cords, surge strips or surge protectors approved in the residence halls must be no longer than 6 feet in length and have a 15-amp breaker. We recommend that you provide a UA approved power strip with a built in circuit breaker. For energy reasons, for safety reasons, and for aesthetic reasons, power cords cannot be run from residence halls windows to vehicles.

COOKING IN THE RESIDENCE HALLS

Cooking is allowed only in general use kitchens. Limited cooking, using only microwaves is permitted in units. George Foreman type grills or other appliances with an exposed burner or coil are not permitted in any unit. Any appliance in which the heating element is exposed are not safe and should not be used in residence hall units. This includes George Foreman type grills, hibachis and personal barbeques, toaster ovens, coffee makers, etc.

TOBACCO USE

The College will regulate tobacco use on property owned or controlled by the College; and, tobacco use by students at locations where instruction or student activities occur off campus. A General Administrative Regulation shall implement this Board Procedure. Definitions:

- "Smoking" as used in these procedures means the act of smoking tobacco or tobacco-like substances utilizing a cigarette, cigar or pipe.
- "Tobacco Use" means "smoking" or the use of "smokeless tobacco."
- Smoking or vaping is prohibited in or near College owned or operated buildings and per the guidelines below for external areas. Smoking traditional pipes, cigarettes, hookahs, e-cigarettes and like items within or near College property is not allowed.
- This regulation also applies to e-cigarettes. An "e-cigarette" is defined as an electronic device that provides a vapor of nicotine or other substance and which simulates smoking through its use. It is an oral device that is composed of a heat element and is manufactured, distributed, or sold as an e-cigarette, e-cigar, e-pipe or any other product name or descriptor.

BURNING ITEMS AND OPEN FLAMES

Any items that produce burning or open flame are not permitted inside the residence halls, this includes but not limited to burning of incense, candles or any items that produce "hot wax". Candles with wicks and incense are not allowed in on-campus housing because they present a fire hazard and may produce odors that disturb resident. If the Housing Staff finds candles or incense in your room, he or she will immediately confiscate the items. They will be returned to you at the discretion of the Housing Director. Disciplinary action will occur.

STORAGE OF COMBUSTIBLE MATERIALS AND EXPLOSIVE MATERIALS

At no time are combustible items to be stored in the residence hall living areas or storage areas. The College prohibits employees, students and visitors from possessing, using or storing any dangerous chemicals or explosive material on campus including fireworks. Setting off fireworks is a violation of Wyoming state law and housing policy. Possession of fireworks is a safety/fire hazard and is prohibited in on-campus housing. Additional flammable materials prohibited in on-campus housing include chemicals, gasoline, camping stove fuel and charcoal starter.

RESIDENCE HALLS-FIRE EVACUATION PROCEDURES

The following procedure is outlined in the 2023/24 Resident Student Handbook which is given to each student upon move-in to a residence hall room.

If a fire alarm sounds you should:

- Put on a coat and hard-soled shoes quickly.
- Take a towel with you to prevent smoke inhalation. Close your windows.
- Check your doorknob. If it is hot, do not open your door. If it is cool, exit cautiously and close your unlocked door. Be sure to take your keys with you.
- Walk quickly and in an orderly manner to the nearest exit and away from the building.
- DO NOT re-enter the building until you are told to do so by a staff member or a member of the fire department (even if the alarm is silenced).

If there is smoke or fire in the building, pull the nearest pull station and leave the building. While housing staff is partially responsible for evacuation, they are not trained firemen and will only act as long as they feel safe. You are your own best method of alarm and evacuation.

FIRE SAFETY AND EDUCATION TRAINING PROGRAMS

Emergency Procedures flipcharts are distributed to faculty and staff with information about responding to a fire emergency. Resident Assistants (RA's) in Eastern and Lancer Hall review fire related training during RA training the week prior to the start of the Fall semester. This training includes a review of each residence hall's fire suppression and notification systems, and the location and operation of fire extinguishers in each building.

WHO TO REPORT TO

The following individuals/organizations at Eastern Wyoming College will receive a report that a fire occurred in an on-campus student housing facility.

- | | |
|---|----------------|
| • Vice President of Student & Academic Services | (307) 532-8260 |
| • Vice President of Financial Affairs | (307) 532-8218 |
| • Executive Dean of Academics | (307) 532-8270 |
| • Director of Residence Life | (307) 532-8336 |
| • Director of College Relations | (307) 532-8231 |

FIRE DRILLS

Eastern Wyoming College has two fire drills on campus yearly. One in the fall semester and one in the spring semester each year, which includes both residence halls (Lancer and Eastern Halls).

REPORTING OF EXTINGUISHED FIRES

As per federal law, the College is required to collect and disclose statistical data pertaining to fires occurring in on-campus residence halls facilities. All extinguished fires inside a residence hall or any damage to a residence hall facility caused by burning or open flame must be reported to the Campus Resource Officer and the Physical Plant.

Physical Plant Director: (307) 532-8255

TITLE IX AND EASTERN WYOMING COLLEGE

In compliance with Title IX, Eastern Wyoming College does not deny or limit, based upon sex or gender, any student or employee from the ability to participate in or benefit from any program or service offered by the college.

How to File a Title IX Complaint:

- File a report through the Reporting Form provided by HR
- Contact Human Resources at (307) 532-8330 in Tebbet
Contact the Counseling and Disability Services at (307) 532-8288
- Contact the Vice President of Student & Academic Services (307) 532-8260
- Contact the Vice President Douglas Campus (307)-624-7010

Outreach Learning Sites

• Chugwater	(307) 322-2433
Douglas	(307)624-7010
Glendo	(307) 331-0380
Glenrock	(307) 624-7010
Guernsey	(307) 532-8280
Hulett	(307) 467-5231
Lusk	(307) 532-8280
Moorcron.....	(307) 756-9800
• Newcastle	(307) 746-3603
• Sundance.....	(307) 282-0769
Wheatland.....	(307) 322-2433
Upton.....	(307) 468-2495

Title IX Coordinator at Eastern Wyoming college

Catherine Conard, MBA / SHRM-CP Human Resources
Director
3200 West C Street
Torrington, WY 82240
(307) 532-8330
cconard@ewc.wy.edu

Eastern Wyoming College is committed to safety and security issues on our campuses. We try to ensure open, honest communication with regard to campus issues of safety and security. Your safety is important to us. We hope that this document has helped you identify those features of the campus safety and security programs that can help you have a positive educational experience at Eastern Wyoming College. In our efforts to continually enhance our safety program, we welcome your input regarding EWC's safety and security programs and services. Please contact the Vice President of Student & Academic Services at (307) 532-8260 or the President at (307) 532-8303 if you have any questions or comments concerning our programs or services.

PREPARATION OF ANNUAL DISCLOSURE AND DISTRIBUTION OF CRIME STATISTICS

The Vice President of Student & Academic Services, prepares and disseminates this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://ewc.wy.edu/consumer- information/>. This report is prepared in cooperation with the local Law Enforcement agencies surrounding our campuses and alternate sites, Residence Life Housing, and Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Torrington and Douglas Police, designated campus officials (including but not limited to Directors, Deans, Department Heads, designated Campus Residence Life Housing staff, advisors to students/student organizations, athletic coaches), and local Law Enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Counseling Services staff inform their clients of the procedures to report crime to the Torrington and Douglas Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session. Each year, an e-mail notification is made to all enrolled students to provide the web site to access this report. Faculty and staff receive similar notification via email. Copies of the report may also be obtained at the Vice President of Student & Academic Services office at 3200 West C Street in Torrington, Wyoming or by calling (307) 532-8260. All prospective employees may obtain a copy from the Campus Resource Officer.