



**ANNUAL SECURITY  
REPORT**

**2023-2024**

# Table of Contents

<b>Legal Requirements of the Jeanne Clery Campus Security Act</b> .....	3
<b>Availability of ASR</b> .....	3
<b>Campus Security</b> .....	4
<b>Emergency Communication</b> .....	5
The Crisis Management Team .....	5
Dissemination of Information .....	5
<b>Plans &amp; Policies</b> .....	6
Safety Plan .....	6
Emergency Recovery Plan .....	6
Anti-Hazing Policy .....	7
<b>Title IX</b> .....	7
Title IX & Sexual Misconduct Policy .....	8
<b>Crime Statistics</b> .....	11
<b>Drug &amp; Alcohol Awareness</b> .....	12
<b>Campus Map</b> .....	14

## **Legal Requirements of the Jeanne Clery Campus Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or "Clery Act" is a federal law that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses (20 U.S.C. §1092). Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$58,328 per violation against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

### **Availability of NCC's Annual Security Report**

Pursuant to the Student-Right-To-Know Act, Nunez Community College's Annual Security Report (ASR) provides statistics for the previous three calendar years concerning reported crimes that occurred in on-campus buildings owned or controlled by Nunez Community College; on public property within, immediately adjacent to, or accessible from the campus. The report also includes institutional policies concerning issues of campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. NCC's Annual Security Report is made available to current and prospective students, faculty and staff through the College's website under the Consumer Information. An electronic notice of the report's release and availability is disseminated to enrolled students and current employees of the College.

Copies of the report can be obtained by contacting Nunez Community College's Facilities Department [rhartzog@nunez.edu](mailto:rhartzog@nunez.edu) 504-278-6567. Copies can also be obtained by contacting Site Administrators at Non-Contiguous Locations or requested, via email at [rhartzog@nunez.edu](mailto:rhartzog@nunez.edu). This report is prepared through a cooperative effort with local law enforcement in NCC Communities and other departments of the College. Campus crime, arrests and referral statistics include those reported to the St. Bernard Parish Sheriff's Office and designated campus officials, (including but not limited to deans, department heads, designated Student Life staff and student employees, athletic coaches, and anyone fulfilling the role as a campus security authority), and local law enforcement agencies. The direct link to the report is listed below. [Crime Statistics | Student Consumer Information \(nunez.edu\)](#) may be updated throughout the year and modified to reflect current employees of the institution, safety programs & campus resources, emergency response and evacuation procedures, and/or institutional polices

as needed. We encourage members of the Nunez Community College community to use this report as a guide for safe practices both on and off campus

## **Campus Security**

Security is contracted through St. Bernard Sherriff's Department through a Memorandum of Understanding (MOU). There are five part-time officers that provide security coverage during the college's operating hours. These officers are well-trained and participate in annual trainings such as firearms qualifications, advanced handcuffing, legal, first aid/CPR/AED, and ethics for public servants. The Director of Facilities Management is responsible for ensuring a police presence is available during the operating hours of the campus.

The services that the St. Bernard Police Officers provide for the faculty, staff, and students at Nunez includes four major responsibilities: enforcing laws, preventing crimes, responding to emergencies, and providing support services. Police officers patrol the campus and classrooms on foot to provide a visible presence to help students and faculty feel safer while on campus. A visual police presence reduces the probability of individuals breaking campus rules and regulations.

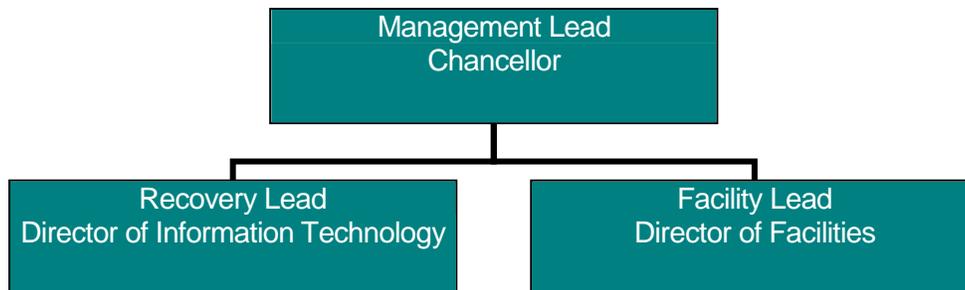
The other role Campus Police play is prevention of crime. Campus police do this by engaging with students and faculty during campus activities. Campus Police Officers are First Responders who are first on the scene of any emergency. In addition to emergency services, law enforcement and crime prevention, police officers seek to fulfill needs by implementing social programs as needed.

## Emergency Communication

### The Crisis Management Team

The Crisis Management Team (CMT) includes 3 sub-teams responsible for the successful execution of the Disaster Recovery Plan. These teams are:

- **The Management Team** — responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and Nunez Community College senior management. This team is also responsible for the on-going recovery program and for keeping this plan current during a disaster.
- **The Recovery Team** — responsible for restoring computing services at alternate facilities. The Recovery Team will also restore computing service at the restored original facilities, if available.
- **The Facility Team** — responsible for damage assessment, damage mitigation, salvage, and physical restoration of the office environment.



### Dissemination of Information

The College utilizes the following means to notify students, faculty, staff, and visitors of emergency situations:

- NCC Website homepage
- Social Media
- NCC Email
- Online Learning Management System, Canvas
- Emergency Notification System

### Emergency Evacuation Procedures

During life-threatening conditions, the campus may need to be evacuated for the safety of students, faculty, staff, and administration. The Chancellor will call the Louisiana Community and Technical College (LCTCS) System Office, first, to notify them of the decision to close or evacuate. Upon notification to

LCTCS, the Chancellor will call for evacuation, and he/she will notify key personnel to inform them of the type of emergency and what actions are necessary. When the event requires immediate action (bomb, chemical spill, etc.), the Chancellor will evacuate the campus and notify LCTCS as soon as possible. The following procedures are in place for notification:

1. Weather closing - The Chancellor and his/her designee will notify the Director of Communications, who will in turn notify the public. The Chancellor's Office will notify key personnel in each department who are responsible for notifying all personnel still on campus.
2. Civil Evacuation – Civil Evacuations are called by the Parish President and Parish procedures will be followed by the College administration, as dictated by the Chancellor's Office.
3. Threats/Violence – Key personnel will make decisions to evacuate buildings or sections of the campus under threat in conjunction with law enforcement on campus and within the Parish.

In all cases, closings will be reported to the public/student body through an official television, radio station, and website. The designated media for Nunez Community College are WWL TV (channel 4) and [www.wwltv.com](http://www.wwltv.com). In addition, information will be available on the Nunez website [www.nunez.edu](http://www.nunez.edu), as long as these methods are available. The reopening of the facility will be reported in a timely manner through the same methods.

### **Plans & Policies**

Policies and plans are located on the [Policies Clearinghouse](#) webpage.

#### Safety Plan

A copy of the Safety Plan is available on the Nunez Community College website and includes information concerning the following: Bloodborne Pathogen Exposure Control Policy, Family and Medical Leave for All Employees Policy, First Aid Policy, and Drug Free Workplace Policy.

#### Emergency Recovery Plan

The Emergency Recovery Plan provides the procedures to be followed after a disaster has occurred to ensure a smooth transition from the College being

closed to full operations. The plan provides details concerning the communications structure, and the roles and responsibilities of each member of the Crisis Management Team (CMT). The CMT is responsible for managing the rapid and orderly resumption of college operations.

### **Anti-Hazing Policy**

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) is committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In accordance with Louisiana Revised Statutes 17:1801, 17:1801.1, 17:1805, 14:40.8, 14.502, and the Board of Regents Uniform Policy on Hazing Prevention, all System colleges shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students, and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education, and training. Each college shall implement policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws. Each System college shall implement and enforce with full fidelity and consistency the Hazing Laws, this policy, and the college's own policy. Failure to enforce or inconsistencies in enforcement shall constitute violation of the Hazing Laws and this policy. Each college shall develop a plan to disseminate its institutional policy on hazing to the campus community, including but not limited to student organizations, clubs, and athletic teams. The LCTCS shall make all due diligence efforts to monitor its member colleges' compliance with applicable laws, regulations, and this policy.

### **Title IX**

The Director of Diversity and Inclusion; ADA and Title IX Coordinator receives all complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws, and conducts and investigates each following [Nunez Policy 2.015 Equal Opportunity, Harassment and Nondiscrimination Policy](#).

### Title IX & Sexual Misconduct Policy

Nunez Community College adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. Nunez does not discriminate in its admissions practices, in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, Nunez Community College is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

Nunez also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by College policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the College community on the basis of sex is in violation of Nunez Policy 2.015 Equal Opportunity, Harassment & Non-Discrimination. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator.

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator below. A report may be made at any time via the communication methods listed above.

Jacinta Massey  
Director of Diversity & Inclusion  
Title IX Coordinator  
titleix@nunez.edu  
504-278-6278

## **Active Shooter**

**PURPOSE** To assist employees and students in responding to an active shooter event. **SCOPE** This policy applies to all faculty, staff, students and community stakeholders. **DEFINITION** Active Shooter - An active shooter is defined as "... an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims." **POLICY** In order to preserve life and address the reality of an active shooter event, these guidelines have been established to guide our response to this event to maximize survivability and, most importantly, to quickly determine the most reasonable way to protect your own life.

### **PROCEDURES**

A. Since, the intent of most active shooters is to kill as many people as quickly as possible, traditional law enforcement response will include the concept of "surround and contain" in order to minimize the number of victims. In order to save lives, the law enforcement agency having jurisdiction will initiate an immediate response. Policy & Procedure No. 4.012 Nunez Community College 2

B. Upon discovery of an active shooter situation, as soon as possible and when safe to do so, notify law enforcement (911) and provide text announcement of an "Active Shooter" and location. 1. The phone call to 911 (from the area where they are safely concealed) should provide the following information, if possible: a. Description of suspect and possible location. b. Suspect's direction of travel. c. Number and types of weapons. d. Location and condition of any victims

C. Nunez Police Officers and/or an Administrator/Person in Charge will guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

D. Response: Evacuate - If there is an accessible escape path, attempt to evacuate the premises. Be sure to

- Have an escape route and plan in mind;
- Evacuate regardless of whether others agree to follow; • Leave your belongings behind;
- Help others escape, if possible; • Prevent individuals from entering an area where the active shooter may be;

- Keep your hands visible (so as not to be confused with the shooter);
- Follow the instructions of any police officers;
- Do not attempt to move wounded people; and
- Call 911 when you are safe. Hide out - If evacuation is not possible, find a place to hide where the active shooter is less likely to see you.
  - Direct personnel and students into classrooms, offices, or adjacent rooms, and close and attempt to barricade the door. Your hiding place should
- Be out of the active shooter's view; Policy & Procedure No. 4.012 Nunez Community College 3
  - Provide protection if shots are fired in your direction (i.e., locating into a bathroom and locking the door, stay as low to floor as possible and remain quiet and still); and
- Not trap you or restrict your options for movement. To prevent an active shooter from entering your hiding place
- Lock the door, and
- Blockade the door with heavy furniture. If the active shooter is nearby
- Lock the door;
- Silence your cell phone and/or pager;
- Turn off any source of noise (i.e., radios, televisions);
- Hide behind large items (i.e., cabinets, desks); and
- Remain quiet. If evacuation and hiding out are not possible
  - Remain calm; • Dial 911, if possible, to alert police to the active shooter's location; or
  - If you cannot speak, leave the line open and allow the dispatcher to listen Take action against the active shooter only as a last resort, and only when your life is in imminent danger; attempt to disrupt and/or incapacitate the active shooter by
    - Acting as aggressively as possible against him/her; • Throwing items and improvising weapons;
    - Yelling; and Committing to your actions.

E. An "all clear" will be announced when the situation has been addressed and the scene is declared safe by law enforcement officials.

F. Recovery Share Information with Students and Employees - The health and well-being of our students and employees is critical. As soon as possible, after law enforcement has relinquished Command and Control of the scene, the Chancellor and the Chancellor's Council will develop information strategies to address student, employee, and family questions related to the event. Policy & Procedure No. 4.012 Nunez Community College 4 Initially, the site of a violent incident will be secured as a crime scene. After the authorities have completed their investigation and have released the crime scene, management will need to have the facility appropriately cleaned and sanitized. Cleanup for the safe removal of bio-hazardous substances, including blood borne pathogens must take place, yet must be sensitive, compassionate, and caring for the deceased

This Information Can Also be found at the following link:

[4.012 Active Shooter policy \(campussuite-storage.s3.amazonaws.com\)](http://campussuite-storage.s3.amazonaws.com/4.012%20Active%20Shooter%20policy)

### **Crime Statistics**

The College endeavors to provide consistently accurate information to our community regarding the safety of our campus. In accordance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. 1092f) and the Hate Crimes Statistics Act (28 U.S. C. 534), Nunez provides information relating to crime statistics and policies concerning campus crime to current students and employees. This same information is available to prospective students and employees upon request.

The campus crime statistics for Nunez and most other U.S. colleges during the three preceding years can be found at <http://ope.ed.gov/security/>. Crime reports are collected from campus police, College employees with significant responsibility for student and campus activities, and local law enforcement officers who respond to reports of potential crimes on campus and on public property immediately adjacent to campus. These reports are maintained in Student Affairs.

OFFENSE	2016	2017	2018	2019	2020	2021	2022	2023
Homicide	0	0	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	0	0	0	0	0
Hate Related Crimes	0	0	0	0	0	0	0	0
Aggravated Battery	0	0	0	0	0	0	0	0
Simple Battery	0	0	0	0	1	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Simple Assault	0	1	0	0	0	0	0	0
Stalking	0	0	0	0	1	0	0	0
Robbery	0	0	0	0	0	0	0	0
Burglary (Vehicle)	0	0	0	0	0	0	0	0
Auto Theft	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0
Weapon Violation	0	0	0	0	0	0	0	0
TOTAL	0	1	0	0	2	0	0	0

### **Drug & Alcohol Awareness**

Substance Abuse Policy This information is provided pursuant to the Student-Right-To-Know Act. The mission of NCC is to provide traditional, distance, and lifelong learning experiences and awards associate degrees, technical diplomas, and certificates that empower learners in transfer, career, and technical education to excel as globally competitive citizens. To comply with the mission of our campus, the illegal use of drugs or alcohol by any member of the NCC community is prohibited. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as dangerous controlled substances in the Louisiana Revised Statute 40:964, as well as the illegal possession and/or consumption of alcohol.

Support services are available through Student Services which is located in the Administration Building. This service is for students who are experiencing alcohol and/or other drug problems. Students who have substance abuse problems which require in-patient or specialized out-patient drug treatment are also encouraged to visit Student Services located in the Administration Building. Conduct Prohibited by the College Students and employees are

responsible for knowing and abiding by the provisions of Louisiana and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs, including alcohol, except as provided for by law. Any member of the campus community who violated state or federal law, either on property owned or controlled by NCC shall be considered in violation of NCC policy. The College will take disciplinary action against any student or employee whose conduct is deemed to affect the College's interest as an academic community.

## Campus Map

# NUNEZ

COMMUNITY COLLEGE

3710 PARIS RD • CHALMETTE, LA 70043  
504-278-6467 • NUNEZ.EDU

### ADM - Administration Building

Admissions  
Bursar  
Counseling  
Disability Services  
Financial Aid  
Pelican Pantry  
Registrar  
Placement Testing

### AER - Aerospace Building *(under construction)*

**ALH - Allied Health (Building D)**  
Biological & Physical Sciences  
EMT, Nursing  
Patient Care Tech

### AST - Arts, Science & Technology Building

Auditorium ●  
Business Programs:  
Accounting  
Business Administration  
Entrepreneurship  
Medical Office  
Paralegal  
Library ●  
Student Success Center

### FAB - Fine Arts Building

Fine Arts  
Blackbox  
Teaching & Early Development  
Continued Development of Young Children

### KAN - Kane Technology Building

Adult Education ●  
Bookstore ●  
Culinary Arts  
Health Clinic  
SGA/Student Organizations  
WIOA  
Workforce Development

### PAC - Physical Activity Center

Fitness Center ●

### PDP - PTEC Distillation Plant

**TBB - Technical & Biology Wing (Building B)**

