



**TERRA
STATE
COMMUNITY
COLLEGE**

**2026 ANNUAL CAMPUS SAFETY,
SECURITY, AND FIRE SAFETY
REPORT**

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Dear Terra State Titan Community:

As a premier institution of higher learning, Terra State Community College is committed to ensuring the safety and security of all individuals within our community. This objective is best achieved when all members of our community students, faculty, staff, and visitors feel secure. To that end, Terra State remains steadfast in its dedication to providing a safe environment for those who come to live, work, learn, heal, discover, and create. Achieving this goal requires the active participation of all college stakeholders. I commend the many individuals who contribute to fostering a respectful, civil, and inclusive environment on our campus.

The Office of Campus Safety and Security publishes the Annual Campus Safety, Security, and Fire Safety Report to provide transparency regarding our safety practices and initiatives. This report serves as an essential resource for the Terra State community and offers detailed information on the college's safety and security efforts. I strongly encourage you to review the content of this report, which includes critical information, resources, and initiatives designed to support the ongoing safety of our campus.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act) and the Higher Education Opportunity Act, the 2026 Annual Campus Safety, Security, and Fire Safety Report is presented to disclose campus crime statistics and security information from the preceding calendar year. The report includes comprehensive information on safety, security, and fire safety measures at Terra State, as well as policies and procedures for reporting crimes, crime prevention programs, fire safety practices, and other resources aimed at promoting and maintaining a secure campus environment. We appreciate your ongoing commitment to ensuring the safety and security of our community.

Terra State Community College Annual Campus Safety, Security, and Fire Safety Report

It shall be the policy of Terra State's Community College that the Annual Campus Safety, Security, and Fire Safety Report include crime statistics and prevention information to assist students in making decisions which affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes policy information for Terra State Community College as required by the Higher Education Opportunity Act of 2008. A copy of the report can also be obtained by contacting the Terra State Community College Campus Safety & Security Department.

Terra State Community College is committed to providing environments that facilitate student learning in all of its forms, as well as promoting responsible decision-making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Terra State Community College. As a college, we are dedicated to providing students with the resources they need to be successful members of the community.

This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Dean of Student Success and the Campus Safety and Security Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility. Terra State Community College is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Terra State Community College learn what it means to be a responsible and respectful citizen in a community.

This Report is completed annually by the Campus Safety and Security Office. We urge members of the TSCC community to use this report as a guide for safe practices on and off campus. The college generates an email to every enrolled student and current employee on an annual basis notifying them that the report is available to be viewed. For prospective students, members of the community, and others, the Annual Campus Safety, Security, and Fire Safety Report is available online at [Annual Campus Safety, Security, and Fire Safety Report](#). Copies of the report can also be obtained from the Terra State Safety and Security Office at 2830 Napoleon Road, Fremont, Ohio 43420. You may request to have a copy mailed to you by calling (419) 559-2253.

Terra State notice of nondiscrimination, equal opportunity and affirmative action:

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information (including family medical history), gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above-mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure for the College to determine, after the fact, if behaviors have violated policy.

Any person who believes he or she has been a victim of discrimination is strongly encouraged to report the discriminatory behavior directly to the human resources department, under the federal statutes of the Titles VI, VII, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and section 504 of the Vocational Rehabilitation Act of 1973.

Policy: Clery Act Compliance and Reporting:

It shall be the Policy of Terra State Community College to commit to promoting the safety and security of the campus community and provide an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Clery Act, is a federal law applicable to all universities and colleges in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby Terra State Community College campus or off campus locations used for certain education activities. The purpose of the following policy is to provide guidance to the College community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

The Director of Campus Safety & Security shall oversee and review the collection of data for the Annual Campus Safety, Security, and Fire Safety Report, (ASFR). Once reviewed and approved by the President, the Director of Campus Safety & Security shall complete the preparation, publishing, and distribution of the Annual Security Report to meet all Federal Regulations of the Clery Act.

The Annual Campus Safety, Security, and Fire Safety Report will be published by the Campus Safety & Security Department Annually. The daily crime log will be maintained in the Campus Safety & Security Office located in E104. The ASFR will be published on Terra State Community Colleges website https://terra.edu/life_at_terra_state/student_services/campus_safety_and_security/annual_security_reports.php annually, as well as published on the Terra State Community College email network to all students, staff, faculty, and will be on the SharePoint page for employees. Notification of the report's availability will be published on the Terra.edu website, Safety & Security Department annually.

Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) requires higher-education institutions across the United States to disclose information about crimes that occurred on Clery-reportable geography. The annual crime statistics contained herein are obtained from the TSCC Campus Safety and Security Office, other local law enforcement agencies, TSCC Office of Student Affairs, and other designated college campus security authorities (as defined by federal law).

For purposes of the Clery Act, the crime statistics disclosed within the respective tables throughout this report occurred on or within the following Clery defined geographic categories: (1) On Campus (Defined as property that TSCC owned or controlled, to include a subset of statistics for incidents that occurred in residential facilities); (2) Non-campus (Defined as buildings or property owned or controlled by TSCC that is not reasonably contiguous to the main campus, which is used in direct relation to or support of the college's educational purposes and is frequented by students; or property owned or controlled by a student organization that is officially recognized by TSCC); and (3) Public (Defined as property within, or immediately adjacent to, and accessible from a TSCC campus).

Clery Reportable Crime Definitions:

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

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.

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

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

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

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and and/or causing the victim 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 is usually 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 larceny, housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Arson: Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property, etc.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a 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. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use: includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, furnishing, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Referred for campus disciplinary action (Liquor Laws, Drug Abuse, and Weapons Violations): The referral of any person to any campus official who initiates a disciplinary action for which a record is maintained and may result in the imposition of a sanction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic abuse.

Domestic Violence: A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress. For the purposes of this definition "course of conduct" means two or more acts, including, but not limited to, acts 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.

Hate Crimes: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purpose of this section the categories of bias included the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and/ or disability. The crimes of Larceny theft, Simple Assault, Intimidation or Destructive /Damage / Vandalism of property are also reported under the Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim.

Clery-reportable Hate Crime bias categories include the following:

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual and heterosexual (straight) individuals.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

The following crimes are included within the Clery Act requirements for Hate Crime reporting if it is determined that the victim was intentionally selected because of the perpetrator's bias against the victim:

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

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

Destruction/Damage/ Vandalism of Property: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Our Campus

Terra State has proudly served northwest Ohio as a leading educational institution for over 58 years. Terra State Community College is accredited, state supported, and provide our community members educational experiences that are both accessible and affordable. Terra State offers over 21 programs and 64 degrees and certificates, state-of-the-art labs, an on-campus residence hall and our own conference center!

No matter what your interests are, Terra State has something for you!

- Become a leader in our Student Government Association
- Let your accomplishments stand out in Phi Theta Kappa
- Connect in faith with Terra State Christian Fellowship
- Read along with the Terra State Book Club

- Feel comfortable in Proud Terra
- Provide community support through Circle K International
- Let your collective imaginations play out with D&D club
- Participate in program specific clubs like the Student Nursing Association (SNA),
- Medical Assisting Student Organization (MASO) or the Health Information Technology Student Organization (HITSO)
- Cosplay, Manga, anime and more can be talked about in the Anime Club
- Film club come together for writing, acting, editing, costume design, production and celebrate the creation of films
- Cheer on the Titans at a baseball, softball, men and women's basketball, E-sports, volleyball, in the spirit club

Terra State Campus Safety & Security

The mission of Terra State Campus Safety & Security (TSCSS) is to provide a safe and secure learning, living and working environment for the students, faculty, staff and visitors of TSCC. This mission is accomplished through the development of various community-based crime prevention strategies and initiatives, in conjunction with traditional safety and security practices. The Campus Safety & Security Department at Terra State Community College provides a safe and secure environment for all members of the Terra State family, including students, faculty, staff and campus visitors. The Department of Campus Safety & Security supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations set by the college.

- The Campus Safety & Security Office is located in the first floor of the Engineering Building office E-104. Campus Safety & Security Department is staffed 24 hours, seven days a week.
- Campus Safety & Security Responders are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual if the need arises.
- The College encourages anyone who believes a crime or violation of the college policy has occurred to report it to either the Fremont Police Department at 419-332-6464, or Campus Safety Department, at 419-559-2253 or extension 2253. Or visit our website at the Terra State Report a concern website -[Report a concern](#)

Legally Mandated Authority and Responsibility

Employees of Terra State Community College are mandated reporters set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Under the Clery Act, members of Campus Security are Campus Security Authorities. A Campus Security Authority is any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, individuals with significant responsibility for student and campus activities. Campus Security Authorities hold the primary responsibility to report allegations made in good faith to the reporting structure established by the institution.

Mutual Aid and Public Safety Partnerships

The Terra State Community College Campus Safety & Security Department maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Fremont, Ohio Police Department, the Sandusky County Sheriff's Office, and the Ohio State Highway Patrol. At this time, Terra State Community College has a current written memorandum of understanding agreement the local or extended police departments regarding the investigation of alleged criminal investigations.

Additional Services provided by Campus Safety and Security

Web Check Fingerprint Background Checks

- The Lead Campus Safety & Security Responder is able to provide background checks for the students entering Nursing, Nursing NCLEX, Phlebotomy, HIT, PTA, and Felony Applications. No outside person(s) will be accepted, as this is a student service or potential student service. The hours vary Monday through Friday, and all appointments need to be scheduled, no walk-ins will be accepted.

Schedule Your Background Check:

Contact Campus Safety & Security at 419-559-2253 to schedule your Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) background checks. When calling, please state that you are scheduling for program entry, graduation or ex-offender background.

- **Note:** If under the age of 18 a parent or guardian will need to come with you at the appointment with a valid ID

Payment and Preliminary Documentation:

- On the day of your appointment, report first to **Building A: Roy Klay Hall, Room A100**. You will be required to pay for the background check you are required to have for the program you are entering, or for the ex-offender application process. A form will be provided at this location or you will receive one from your instructor, which must be completed and brought with you to your scheduled appointment.

Background Check Processing:

After completing the form and payment, proceed to **Building E: Engineering Technologies Building, Room E104 (Campus Safety & Security Office)**.

Please bring the following:

- Completed background check form
- Payment receipt
- Valid Driver's License or State-issued ID

Terra Community College cannot conduct checks for the police academy. No student will be able to receive a background check without scheduling an appointment, having their background check waiver form, or no proof of payment.

Lost and Found

Lost and found items can be recovered at the Campus & Security Safety office. A log of all lost or found property is maintained as well. Items not claimed will be disposed of in the proper manner, or sold on GOV Deals. If you have any lost items or are inquiring if an item has been found please contact 419-559-2253

Emergency Response

Terra State Community College Campus Safety & Security Department Responders respond to all reported emergencies. All Responders are certified in CPR, First Aid and use of the AED defibrillator equipment.

In the event of a personal or family emergency, Terra State's staff will contact students on campus. College office telephones are staffed from 8:00 a.m. to 5p.m. Monday through Friday main college telephone number is 419-334-8400. For afterhours, please contact Campus Safety & Security at 419-559-2253.

For the Terra Village Landings (Housing) Personal or Family Emergencies please contact the RA on call at 567-314-5777, if no one is available please contact the Terra Village Landings Administrator call at 567-314-5774

Please be advised without a FERPA Consent on file, all Terra State Community College employees are not allowed to discuss a student's record or advise if they are a student of the college to any other party.

Terra Alert

In conjunction with Sandusky County, Terra State offers The Wireless Emergency Notification System (REBOUND) for students and staff to receive emergency alert notifications. These notifications will include weather related and other unscheduled college closings, campus emergency alerts, and severe weather situations such as tornado and winter storm warnings. Students, faculty and staff are strongly encouraged to register for this free service. Once you register, Terra State can quickly send critical campus safety information directly to you. This information includes school closings and other safety threats.

Not only will vital alert information be sent directly to you, it will also be posted online at www.terra.edu, all social media sites, and news stations. To sign up for this free service please visit https://www.terra.edu/life_at_terra_state/student_services/campus_safety_and_security/alert_notification_system.php

Reporting Crimes on Campus

Crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies) should be reported promptly to Terra State Community College Campus Safety & Security Department using any emergency hallway phone by just picking up the handset and dialing 2253 for Campus Safety & Security Department or by calling from any phone 419-559-2253. All students, faculty and staff of Terra State Community College may also call 911 to connect with all outside emergency services. The Fremont Police Department can be contacted 24/7 at 419-332-6464 to report any incident, crime, or emergency on campus.

Confidentiality

Ohio's public records law (Ohio Revised Code 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except counselors at the College, or under certain circumstances, to a physician or nurse at a hospital. Some off-campus reports also may be legally confidential - e.g. report to clergy or health care professionals.

To protect privileged relationships, reports to persons operating in the role of a professional counselor, medical professional, or pastoral counselor remain confidential in all but legally recognized exceptions and therefore are not included in the annual crime report.

False reporting to a police department is a criminal offense and a very serious matter. False reports unnecessarily create alarm in the community and direct police resources in inefficient ways, costing untold man hours.

Reporting to a Campus Security Authority (CSA)

Terra State Community College Campus Safety & Security is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA). The list of designated CSAs can be found here and include but are not limited to:

- President
- Lead Campus Safety & Security Responder
- Campus Safety & Security Responders
- Dean of Student Success
- Vice President of Academic Affairs
- Vice President of Institutional Advancement
- Dean of General Education and Transfer Pathways
- Dean of Technology, Allied Health, Nursing
- Assistant Vice President for Enrollment Services
- Director of Human Resources
- Human Resource Generalist
- Chief Financial Officer
- Advisors
- Athletic Director
- Athletic Coaches
- Housing Officials
- Student Engagement Coordinator
- Financial Accountant
- Chief Information Officer
- Registrar
- Manager of Housing & Student Relations
- Director of Facilities and Plant Operations
- Department Managers
- Department Supervisors and Leads
- Department Directors
- All Faculty and Staff

Missing Student Reporting

The College takes the report of a missing person seriously. All missing persons including all students, shall be reported to Terra State Community College Campus Safety Department. An investigation will immediately be initiated. If the student is determined to be missing from a location not within the jurisdiction of Terra State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction with the assistance of a Terra State Community College Campus Safety & Security Responder. The law enforcement agency that has jurisdiction is the Fremont, Ohio Police Department. They can be reached at 419-332-6464, or the Sandusky County Sheriff's Office, 419-332-2613.

Students will have the opportunity to register an emergency contact person. The student may designate a confidential emergency contact person. In the event of a missing student, that confidential contact can be contacted by authorized campus officials and law enforcement only.

Policy Statement

In compliance with The Higher Education Opportunity Act (HEOA), Terra State Community College (TSCC) will implement the following notification guidelines in the event of a missing student. The Missing Student Notification Policy can also be found in the TSCC Annual Security Report. TSCC Annual Security Report can be found at [Annual Campus Safety, Security and Fire Report](#) The Higher Education Opportunity Act (HEOA) can be found at [HEOA](#)

Procedures

- In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Safety & Security Office should be contacted immediately (419) 559-2253 and the Fremont Police Department (419) 332-6464. If the student is a residential student, the resident assistant and the Director of Residence Life and or designee will also be contacted by the appropriate staff members.
- Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the on-campus student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be completed in the office of Residence Life.
- All students should be advised that even if they have not registered a contact person in the office Residence Life, local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.
- Parents or guardians of any student less than 18 years of age and not emancipated will be notified immediately, regardless of registration status.

- Any reports or notification of missing students will be referred immediately to local law enforcement officials.
- If a student residing in a campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:
 - Local law enforcement will be contacted immediately as will the President, or his /her designee and the President's Leadership Team. The President and the President's Executive Team will receive notifications of the investigation from the Director of Campus Safety & Security, and or, a designee.
 - Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
 - The President will coordinate all media efforts with the Assistant Vice President for Student and Enrollment Services and the Senior Vice President of Innovation and Strategic Planning.
 - The Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
 - The President will determine and coordinate any other responsibilities as needed.

NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster response.

For International Students:

Initial Attendance:

- An international student attending Terra State Community College on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) or designee is notified when a student successfully obtains his/her F-1 visa. From this point, the Senior Vice President of Innovation and Strategic Planning or designee requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Senior Vice President of Innovation and Strategic Planning or designee.
- The Senior Vice President of Innovation and Strategic Planning or designee or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Senior Vice President of Innovation and Strategic Planning or designee first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian

of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

Active Status International Student:

International students are required to supply the Senior Vice President of Innovation and Strategic Planning or designee with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student and Enrollment Services division. If an international student is missing from the college, the Senior Vice President of Innovation and Strategic Planning or designee in conjunction with the Office of Residence Life, will investigate the circumstances surrounding the disappearance. The family members of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.

If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) within 30 days.

Daily Crime Logs

The Daily Crime Log is maintained by the Terra State Community College Campus Safety & Security Department in an effort to provide members of the campus community a record of all criminal incidents. This log provides for both the most recent incidents as well as an archive listing of past incidents. The daily crime log is updated according to occurrence of criminal incidents and must have the most recent crime statistics from the last 60 days on the log. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within 2 business days. Current crime logs as well as the logs from the last three years may be viewed on the campus web site or a copy may be obtained at the Terra State Community College Campus Safety & Security office located in room E-104 of the Engineering Technologies Building.

Emergency Plans

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available to view on the Terra State Community College website

https://www.terra.edu/life_at_terra_state/student_services/campus_safety_and_security/basic_emergency_procedures.php click on and open hyperlink.

Closed Circuit Television Cameras (CCTV)

Terra State Community College (TSCC) is committed to protecting the safety and property of the college while respecting the privacy rights of our faculty, students, staff and visitors. Cameras provide a visual deterrent to crime, assist with overall security measures and increase the potential identification and apprehension of person(s) who breach college policies and/or commit criminal acts.

The College deploys closed circuit television cameras in all buildings, Terra Village Landings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders. Video is also helpful during police investigations. Video camera updates and installation took place in Fall 2024, with current upgrades being installed in more parking lot areas, and the Terra Village Landings Parking Lot throughout the summer of 2026

The Surveillance camera policy can be found at

https://terra.edu/about_us/institutional_policies/institutional_policies_2023.php

Education and Prevention

Terra State Community College is dedicated to maintaining a safe, violence-free campus environment. The college provides training to help students and staff recognize warning signs of violence, communicate effectively with authorities, and respond appropriately during incidents. Educational resources are delivered through Student Life Training in Canvas or held in person that include materials such as the Student Code of Conduct, Title IX, Bi-Stander Intervention, Clery, Hazing, etc., and information on the college website. Additional support services are available through the Academic Service Center. The college is also working to enhance its educational programs on sexual misconduct and alcohol abuse.

Stay Safe

Program your phone with Campus Safety and Security's number, 419.559.2253

- Do not opt out of the Terra State Community College Terra Alert
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.

- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

Steps to enhance personal safety

- When in any public place, keep these general safety tips in mind:
- Alcohol and other drugs can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- Travel in groups late at night. Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- If you feel threatened, cross the street or enter a store or business.
- Have your keys in hand as you approach your car. Check under the car and the back seat before you enter.
- Stash valuables in your trunk.
-

In the Terra Landings:

- Always lock your door; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.
- Do not prop any exterior doors open to allow unescorted visitors into the residence hall.
- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- End of the term? Load your car up just before you leave rather than the night before. You never want valuables be in plain view in your vehicle.

Out and about:

Use the campus escort service. Campus Safety and Security staff will escort students between campus locations during all patrol hours.

If you feel threatened or if you want to report something suspicious, report it to Campus Safety and Security.

Notify the, RA, housing managers, and Campus Safety and Security if you notice anything suspicious or unusual.

Sex Offenders

The State of Ohio has a Sexual Offender Registry that contains the names of all persons convicted of Sex Offenses in the State of Ohio. The college recognizes that sex offender registries reflect convicted sex offenders, which are only a small percentage of actual sex offenders, and that most sex offenders commit assaults against people they know, rather than strangers. To locate an offender, click on the links below.

Sexual Offender Registration and Notification Websites

[Sandusky County Sheriff](#)

[Ottawa County Sheriff](#)

[Seneca County Sheriff](#)

[Lucas County Sheriff](#)

[Erie County Sheriff](#)

Reporting Procedures

General Procedures

It is imperative that all crime and suspicious activity be reported to either the Terra State Campus Safety & Security office or the Fremont Police Department. There is a current written memorandum of understanding agreement with the local police department regarding the investigation of alleged criminal investigations, however by working together, the college community and the police can reduce crimes on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to campus safety & security or the Fremont Police Department, we recognize that some may prefer to report to other individuals or offices. A list of titles of each person or organization to whom students and employees report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resource section.

All incident reports involving students are forwarded to either the Dean of Student Success or the Title IX Coordinator for review. Investigators will investigate a report when it is deemed appropriate.

Confidential Reporting

If you are witnessing a crime in progress, you should call 911 or Fremont Police at 419-334-6464. If you see crime or suspicious activity occurring on campus and you would like to anonymously report it, please call 419-559-2253 or report it through our [Report a Concern Page](#). If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system. You may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking the 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; alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the College's Title IX Coordinator. Please use website to fill out a report- [Report a concern](#).

Professional Counselors

Professional Counselors, when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Terra State are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to CSAs.

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

As a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Notification Policies

Timely Warning Policy and Procedure

This Policy is promulgated to promote Campus Safety & Security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”). Timely warnings are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Terra State Community College to present a serious or continuing threat to students and/or employees.

Terra State Community College Administrators are responsible for preparing timely warnings when a crime is reported to or brought to the attention of Terra State Community College Administrators and that crime represents a **continuing** threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and/or employees, in addition, it will withhold the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and/or employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the College Administrators. The College may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a timely warning.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, College Administrators will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Timely Warnings also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The College Administrators make every effort to properly classify a criminal incident when issuing Timely Warnings. However, upon further analysis and investigation, it may be determined that incidents for which Timely Warnings are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Timely Warnings are issued may not be included in the crime statistics provided by this report.

Timely Warning Procedure

In the event a crime is reported or a situation arises, within the Terra State Community College Clery Geography (On Campus, Public Property, and Non-campus property) that in the judgement of the administrators of Terra State Community College and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat a campus wide “timely warning” notice will be issued. The Director of Campus Safety & Security, Terra State Community College Campus Safety and Security office, or their designee will prepare a Timely Warning when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Warnings may be issued for such crimes that occur on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips.

The Terra State Community College Campus Safety & Security office or their designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case by-case basis, depending on the facts of the case and the information known by the Terra State Community College Campus Safety and Security office. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and/or their designee. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety & Security or his or her designee in his or her absence.

Information included in Timely Warnings:

1. A succinct statement of the incident.

2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the warning was released.
6. Other relevant and important information about the crime(s).
7. Actions taken by Public Safety officials in response to the crime(s).
8. Information on Crime Prevention, personal safety or other community safety resources.

The College may not include some known information in a Timely Warning if that information could risk compromising law enforcement efforts. Additionally, Timely Warnings may be updated if new or more accurate information becomes available to the College Administrators. Timely Warnings are distributed by e-mails sent to all Terra.edu e-mail addresses, which are accessible and available to all students, faculty, and staff. These e-mails are drafted by Terra State Community College Administrators (The Director of Campus Safety & Security, Vice President of Strategic Planning and Innovation, and the President or his or her designee) and are distributed by the Terra State Community College Campus Safety and Security office or their designee. In some circumstances, the Terra State Community College Safety & Security Office may distribute fliers to appropriate College departments to be posted in affected areas of campus. While several local media outlets receive Timely Warnings through the subscription service discussed below, the Terra State Community College designated official may also contact the media directly to distribute information about criminal incidents in some situations.

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TSCC Alert System. For more information about the TSCC Alert text messaging system, please visit https://www.terra.edu/life_at_terra_state/student_services/campus_safety_and_security/alert_notification_system.php.

Immediate Notification Policy

This Policy is promulgated to promote campus safety & security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The Clery Act) and additional requirements of the Higher Education Opportunity Act (HOEA). Included among Terra State's efforts to maintain a safe campus environment are the following procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

In the event of an emergency, Terra State will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an

immediate threat to the health or safety of students, employee and visitors. The Campus Safety & Security staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

In the event of a significant emergency or dangerous situation occurring on campus, Terra State Administrators shall, without delay, make an initial determination as to whether the situation presents an **immediate** threat to the health or safety of students and employees. If the administrators conclude that such a threat exists, they shall immediately notify the appropriate segments of the College community, unless issuing an immediate notification would, in the professional judgment of the College or other City, County or State entity, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The designated administrator shall also promptly consult with other senior College officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

The Terra State Campus Safety & Security Department and the marking office will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Terra State Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Terra State will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety & Security, Fremont Police Department, and/or the Fremont Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: Terra State Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
PRIMARY WENS	Campus Safety and Security Lead or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Lead or designee	Campus Safety and Security or designee
SECONDARY Email	Campus Safety and Security Lead or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Lead or designee	Campus Safety and Security or designee
Social media	Marketing Associate or designee	Marketing Associate or designee	President of the College or their designee	Marketing Associate or designee	Marketing Associate or designee
Local Media	Marketing Associate or designee	Marketing Associate or designee	President of the College or their designee	Marketing Associate or designee	Marketing Associate or designee

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Terra State homepage and/or social media.

Examples of the types of crimes or emergencies may include the following: A crime against person, i.e. murder; robbery; aggravated assault; sexual assault; OR any emergency situation that may cause a threat to the health and safety of your community, such as an active shooter on campus, hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a College owned or controlled facility,

biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by text or voice messages, postings to the listed social media sites, and/or emails to the Terra State community and other methods as needed. If the situation requires evacuation, the College will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details about the sites will be included in the Immediate Notification.

Terra State maintains a comprehensive emergency response management plan (“ERM/ COOP”) that describes in more detail the College’s emergency protocols, including the College’s shelter and evacuation procedures.

Depending on the incident and nature of the threat, the College will use mass notification methods to provide immediate emergency notifications to the campus community. These methods can include:

- Emails to terra.edu accounts;
- Text alerts to cell phones;
- Voice alerts to mobile and home phones registered; and
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the College’s immediate emergency notifications, all members of the College community are encouraged to provide the College with up-to-date contact information, including a cell phone number, through the College’s Human Resource Team.

Terra State will work with the media associate to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

The Director of Campus Safety & Security will oversee regular tests of the College’s emergency notification system and evacuation procedures (at least annually). In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The Director of Campus Safety & Security will publicize the College’s emergency response and evacuation procedures in conjunction with at least one test per calendar

year. The Director of Safety and Security shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

Emergency Response and Evacuation Procedures

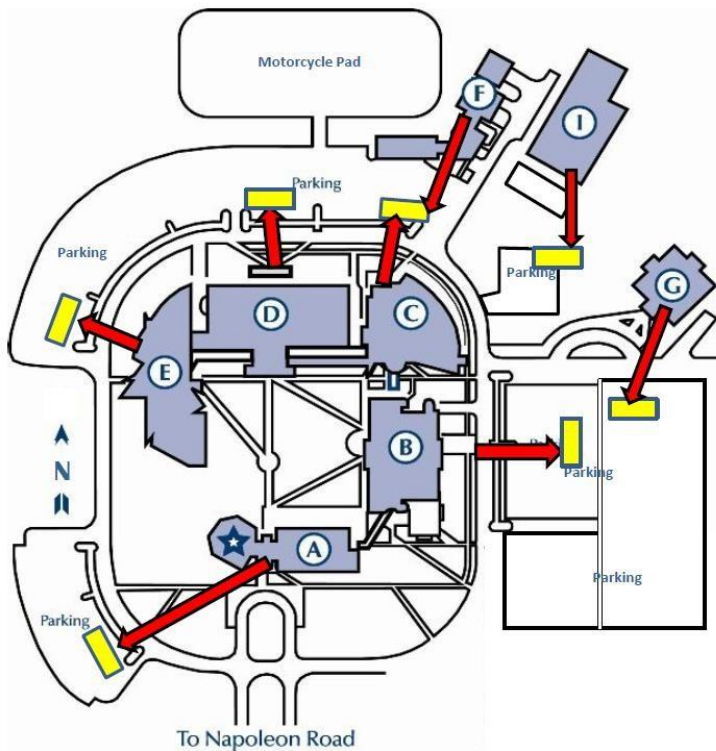
Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President (or his/her designee) as follows:

- During the period of any campus major emergency, Campus Safety & Security, as needed, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons, property, and maintain educational facilities.
- The Director of Campus Safety & Security will immediately consult with the College President regarding the situation and the possible need for a declaration of a campus state of emergency. If the President is not available, the Director of Campus Safety & Security will notify the Vice President of Innovation & Strategic Planning.
- When this declaration is made, only registered students, faculty, staff and affiliates are authorized to be present on campus. Those who cannot present proper identification (employee/student ID card or other ID) showing their legitimate business on campus, will be asked to leave. Unauthorized persons refusing to leave may be subject to arrest by law enforcement authorities.

Campus Evacuations to Parking Lots

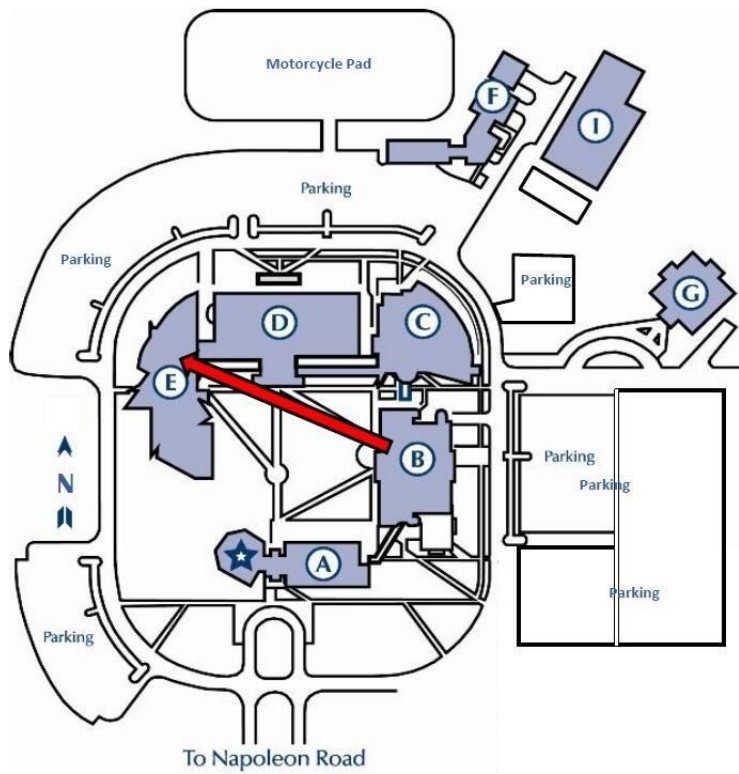
- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the REBOUND System or TerraAlert (campus emergency notification system) upon notification by campus security officers or college personnel. Individuals are asked to take all personnel items with them when they leave.
- (B) In the event of a campus-wide evacuation, all individuals, with the exception of those who are a part of the Chain of Command, will be directed to designated rally points.
- (C) See evacuation rally points located on this map:

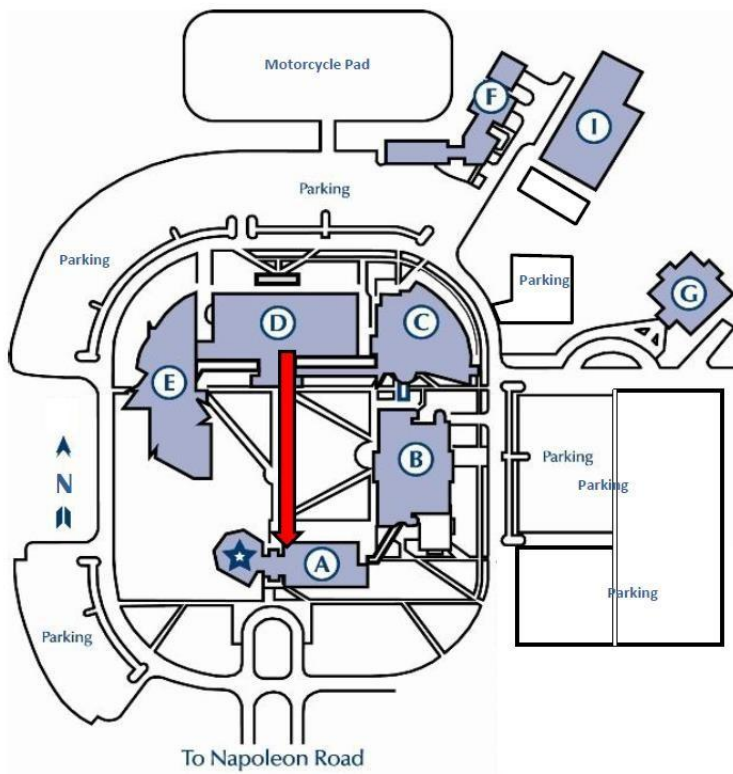
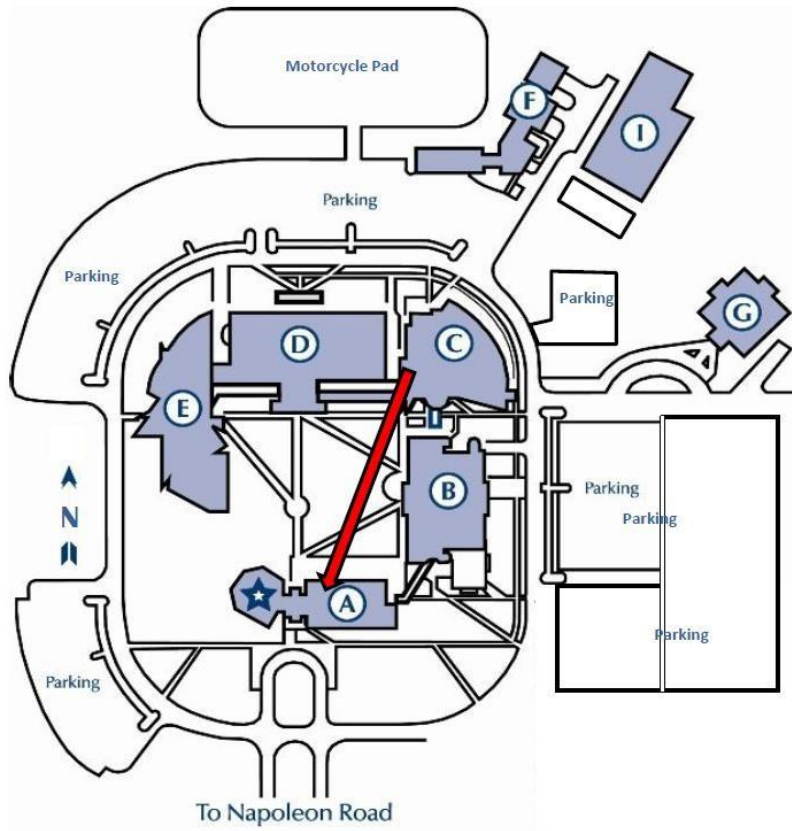


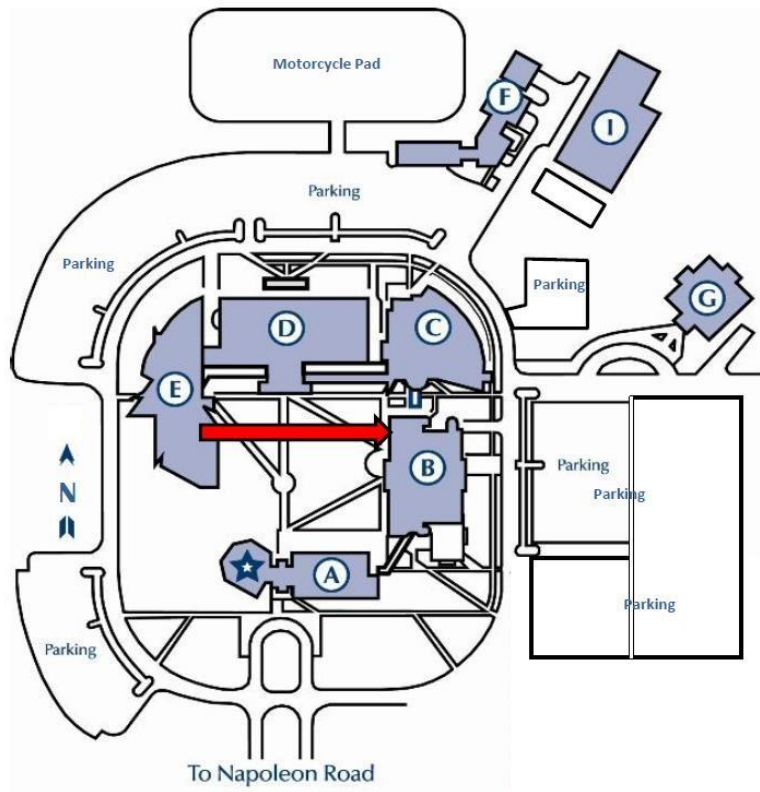
Building Evacuations to Another Building

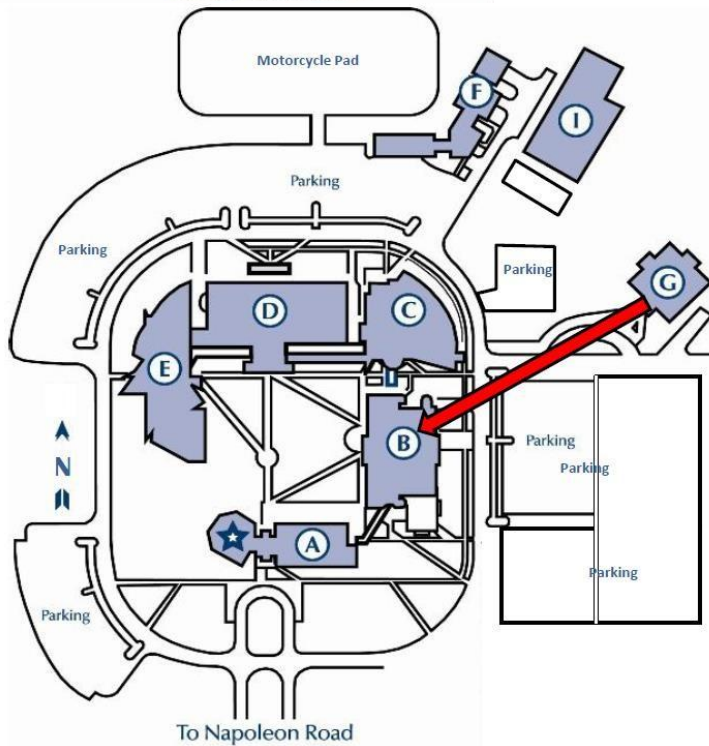
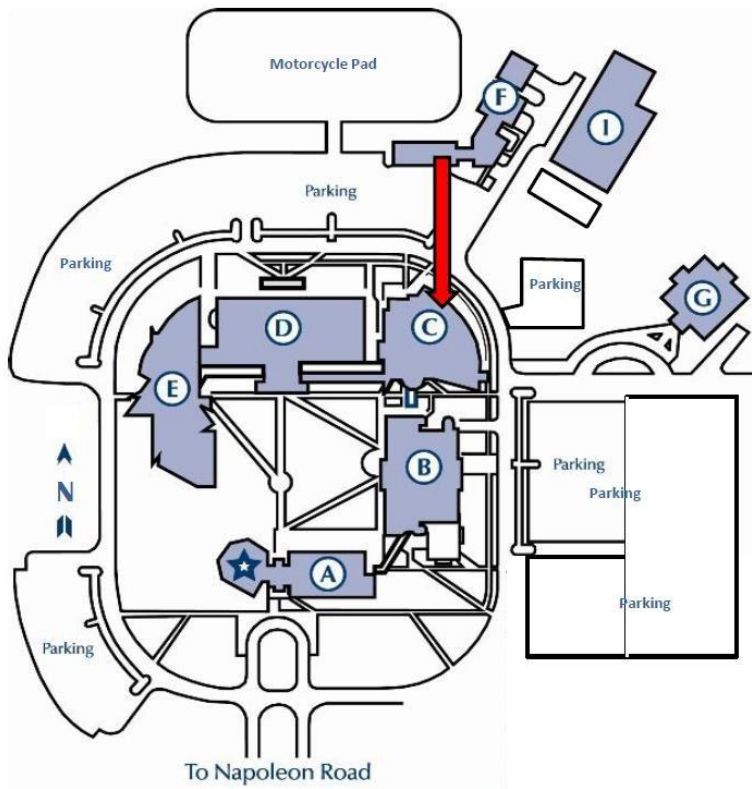
- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the REBOUND System known as Terra Alert (campus emergency notification system) upon notification by Campus Safety & Security Officers or College Personnel. Individuals are asked to take all personal items with them when they leave.
- (B) When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.
- (C) Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Security immediately and identify the person and their location. Campus Safety & Security will facilitate their evacuation if necessary.

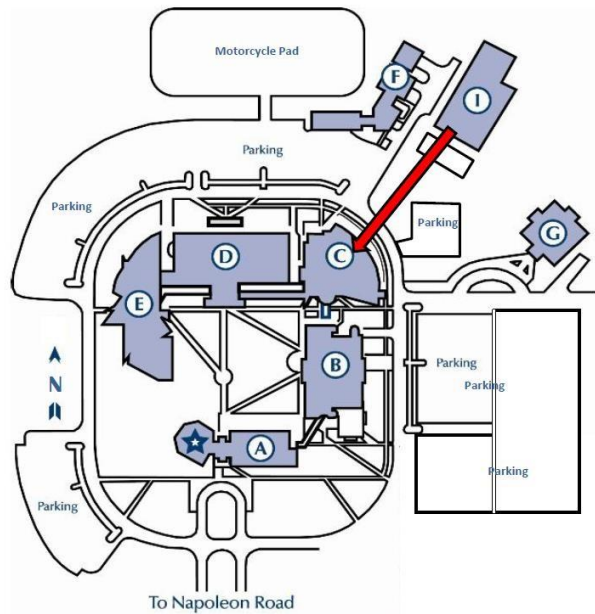
- (D) Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Safety & Security.
- (E) Once outside, proceed to the designated evacuation area. **(see maps following paragraph (f) of this section.)**
- (F) DO NOT return to an evacuated building until you are notified that the building is reopened.











BUILDING INCIDENTS or SITUATIONS

All campus faculty, visitors and staff should report situations such as power failure, sewer backup, water leak, fire, gas smell, burnt smell or other emergency affecting their areas or assist with evacuation procedures is listed in the Emergency Response Manual to the correct department Campus Safety & Security at 419-559-2253 or Maintenance and Plant Operations 419-559-2390.

Faculty and Staff can also view the Emergency Response Manual in the Campus Safety & Security Department on the Terra SharePoint Page at [Terra State Community College SharePoint page](#)

Emergency evacuation route diagrams are conspicuously posted in most classrooms and offices. Additionally, various procedures for responding to emergencies can also be found on the Campus Safety & Security website Terra State Campus Safety & Security website at [Terra State Campus Safety & Security](#)

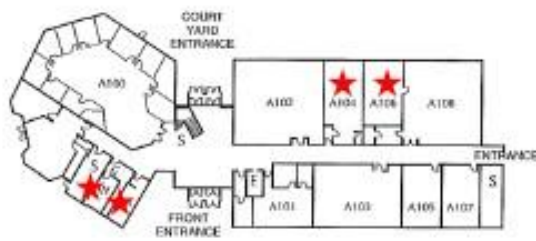
EVACUATIONS FOR TORNADO WARNINGS

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the WEN System (campus emergency notification system) or by personal notification by Campus Safety & Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first-floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.
- (E) People should remain in their shelters until the all clear is given by Campus Safety & Security. Campus Safety & Security personnel will go through the buildings to make sure everyone is informed of the all clear.

SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.

Storm Shelter Locations

Locations marked with a ★



A-Building

- Room 104
- Room 106
- Restrooms (First Floor Only)



D-Building

- Room 102
- Room 106
- Room 104
- Restrooms (First Floor Only)

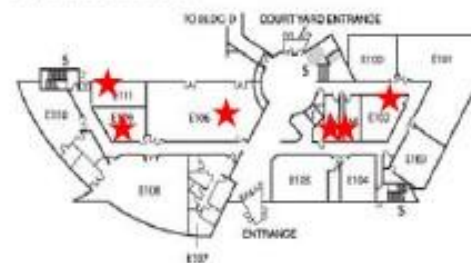


**BLDG B
1ST
FLOOR**

B-Building

- Room 101
- Room 102
- Room 103
- Restrooms (First Floor Only)

BLDG E-1ST FLOOR



E-Building

- Room 102
- Room 106
- Room 109
- Room 111
- Restrooms (First Floor Only)

**BUILDING C, Student Activities Building (SAC)
Bldg C-1st Floor**



- Room 101
- Room 102
- Room 103
- Restrooms (First Floor Only)
- Room C-114



I-Building

- Room 103
- Restrooms



- Restrooms

WEATHER EMERGENCIES

In case of inclement weather in the morning

Maintenance personnel will be on campus clearing the lots. The Facilities and Plant Operations Director and maintenance personnel will communicate via cell phone to discuss weather conditions here on campus and in the surrounding areas.

The Facilities and Plant Operations Director will call the President on his cell phone by 5:30 a.m. to discuss delaying or closing. If the President is unavailable, The Facilities and Plant Operations Director will contact the administrator in charge to discuss with them.

If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.

If Sandusky County is on a level 3 snow emergency, the College will be closed.

Once the decision has been made to either delay or close, the President will send a group text out to members of the Executive Team to start the process of notifying the necessary media outlets and campus. Every effort will be made to have the decision made by 6:00 a.m.

The President will also send out a text to the people responsible for setting up alerts for students and the community (Marketing Associate, Director of Learning Resources, Dean of Student Success, Director of Human Resources, Director of Campus Safety & Security). These notifications need to be made within 30 minutes of being notified of a delay or closing.

- Media, websites and social media - Marketing Associate or designee
- Canvas - Director of Learning Resources or designee
- Current students – Dean of Student Success or designee
- Faculty and staff - Director of Human Resources or designee
- Terra Alert - Director of Campus Safety & Security

In case of inclement weather in the afternoon before 3:00 p.m.

Every effort will be made to decide by 3:00 p.m. as to whether or not the College will close early. The Facilities and Plant Operations Director will be in contact with the President and if the decision is made to close early, a text will be sent to members of the Executive Team to begin the process of notifying the media outlets and individuals on campus.

If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.

If Sandusky County is on a level 3 snow emergency, the College will be closed.

In case of inclement weather in the afternoon after 3:00 p.m.

If the weather turns inclement after 3:00 p.m., The Facilities and Plant Operations Director will work with security to determine whether or not to cancel classes.

Safety & Security will keep updated on road conditions by following the snow emergency levels in the counties in our service district.

The Facilities and Plant Operations Director will contact the President. If the President is unavailable, The Facilities and Plant Operations Director will contact the administrator in charge.

If the decision is made to close, the President will send a group text to members of the Executive Team to begin the process of notifying the media outlets and individuals on campus.

If Sandusky County is on a level 2 snow emergency, The Facilities and Plant Operations Director and the President will look at the current conditions and weather updates to determine if it will be necessary to delay or close.

If Sandusky County is on a level 3 snow emergency, the College will be closed.

Delay Time

The decision to delay and open either at 9:30 a.m. or at 11:30 a.m. will be decided by the President or the administrator in charge.

Food Supplies for Residents of The Landings

The Landings Housing Manager is required to coordinate with AVI to stock food and perishables for anticipated inclement weather.

EMERGENCY PROCEDURE FOR STUDENTS WITH DISABILITIES

As a student with a disability, it is important to take responsibility for your own safety. In order to ensure your safety, develop an emergency plan or strategy in advance. How you and others respond to the emergency will depend on:

- The type of emergency
- The student's specific disability
- The location of the class

As always, for any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency to the 911 operators, it is important to identify your evacuation needs.

Students with Mobility Impairments

Elevators provide access for students with mobility impairments to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be dangerous and often cease operating. As a result, it is unlikely that a student with mobility impairment will be able to evacuate without the assistance of others. The evacuation of a person who uses a wheelchair is best left to emergency personnel. Asking untrained individuals to assist in evacuation could lead to personal injury or injury to the person who is assisting.

Individuals who have mobility impairments or use a wheelchair

- Relocate the student to the nearest safe stairwell exit. Be sure that the student is not situated in a way to impede the evacuation of those using the stairs.
- The stairwells are fire-rated. Therefore, doors leading to the stairway at each floor should be closed.
- Request that a student, staff or faculty member notify emergency personnel of your location.
- Remain with the student until emergency personnel arrive to assist with evacuation.
- Due to medical ramifications, it is not recommended that individuals be removed from wheelchairs and carried without the appropriate training. Emergency personnel are trained in specific carrying techniques and will assess the situation upon arrival.

If immediate evacuation is necessary, ask the person if she/he wants to be lifted from the chair and carried out or moved in the chair as a unit. Preferences vary as to:

1. Ability to be physically removed from the wheelchair. Inquire about physical ramifications of being removed from the wheelchair.
2. Ability to extend or move their extremities when lifting due to pain, catheter, and leg bags, spasticity, braces, respirators, etc.
3. The number of people necessary to assist.
4. Points on the wheelchair where the rescue person should hold onto for lifting.
5. Whether the seat cushion or pad should be brought along with them if removed from the chair.
6. Best position for being carried.
7. How to proceed with after-care if removed from the wheelchair, which may require paramedic involvement.

Below is a list of approved procedures for evacuation of wheelchair users who desire to be evacuated in their wheelchair

1. If a power chair is involved, remove the batteries before attempting to push or lift the unit. Make sure the footrest is locked and the motor is off.
2. Before movement or transportation begins, ask the person if a seatbelt is available to secure him or her to the chair.
3. Two-person carry is better than one person; a three-person carry is best.
4. Three-person carry utilizing one person at the head to guide or steer the chair and two persons at the base (foot) to control speed of descent is the recommended manner for evacuation.

Generally, more equipment or weight requires more persons to help in the evacuation. Get a fellow employee to help you with the movement

Persons Otherwise Not Ambulatory

Persons using braces, crutches, canes or walkers should be treated as injured for evacuation procedures.

Lifting options include the following:

- Two-man lock arm position.
- Transferring person to a sturdy office-type chair, preferably with arms.
- If carrying a person more than three flights, a relay team arrangement.

Types of evacuation methods to be used for an individual who is non-ambulatory or requires removal from his/her wheelchair:

1. *Two-person carry:* Assistants stand facing each other and link arms to form a backrest and grip wrists to form a seat.
2. *Saddleback carry:* Individual with a disability should place both arms over shoulders and grasp hands just below assistant's neck. Assistant should lean forward to carry the weight.
3. One assistant should stand behind the individual and wrap his/her arms around the chest and under the arms of the individual needing assistance. The other assistant should stand facing away from the individual requiring assistance and between his/her legs and lift at the knees.

Students with Seizure Disorders

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor of your conditions and how you wish for them to respond if you have a seizure in the classroom. Specifically, it is important to define under what conditions an ambulance should be called.

Individuals who are vision impaired

Offer to become a sighted guide

1. Ask if he/she would like help and respect his/her wish to decline or accept your offer.
2. If your help is accepted, offer the person your arm by tapping the back of your hand against his/her hand. The person should grab your arm directly above the elbow. Never grab the person's arm or try to direct him/her by pushing or pulling.
3. Relax and walk at a comfortable pace. Stay one step ahead of the person you are guiding. At the top and bottom of stairs and at cross streets, pause and stand alongside the person. Always pause when you change directions and step up or down.
4. It is helpful to tell the person you are guiding when he/she is approaching changes in terrain, stairs, narrow spaces, elevators, escalators, etc.
5. Never leave the person in "free space". When walking, always be sure that person has a firm grasp on your arm.
6. Make modifications as necessary due to other disabilities or requests. If you have to be separated briefly, be sure the person is in contact with the wall, railing, or some other stable object until you return.

Students with Visual Impairments

As a student with a visual impairment, you should develop a plan of action for emergency situations as well. An ideal time to do this is at the start of each term as you work with the Academic Service Center Liaison

- Identify the emergency exit that is closest to your classroom.
- Determine if you will need assistance in the event of an emergency. If you will require assistance, discuss your specific needs with your instructor.

Individuals who are hearing impaired

- Get person's attention by switching the light on and off, tapping him/her on the shoulder, etc.
- If the nature of the emergency cannot be communicated nonverbally, write down the nature of the emergency and the nearest evacuation route
- Offer to escort the person as he/she may not be able to follow oral commands if they are being given.

Sources of Assistance on Campus During Emergencies

In the event of an emergency, contact the Campus Safety & Security Office:

- Dialing from ON-CAMPUS telephones – dial 2253.

- Campus Safety & Security Responders are on duty: 24/7

The following steps can be taken to ensure your safety in an emergency:

- For every building in which you have a class, locate an area where you will await rescue during a fire. This could include a stairway landing or adjacent room with fire-rated doors and walls.
- A stairway landing must be large enough for you to sit without obstructing the flow of traffic as people exit the building via the stairway.
- If using a stairway landing is not feasible, locate a room that is in close proximity to the stairway and has fire-rated doors and walls. Also, note any difficulty you may have opening the door and ask for assistance if necessary.
- In the case of a tornado, you should locate an interior room or hallway without windows to wait for assistance.
- Inform others of your plan. In most cases this should be your class instructor.
- This person should be responsible for the following:
 - Ensuring that you reach and access the area of refuge that you have identified earlier and alerting emergency personnel of your whereabouts in the building in addition to making them aware of the nature of your disability.
- Information such as whether or not you use a powered wheelchair is crucial.
- When an elevator becomes inoperable, students with mobility impairments should alert an employee of Terra State Community College to the situation.

For Any Mechanical, Utility or Structural Problem

Plant & Facilities Operations - The Director of Facilities and Plant Operations can be contacted at 419-559-2393 (work) or 419-366-3614 (cell) at any time.

Plant Operations has an On-Call List for any problems that may occur during “non-operating hours” for emergencies, urgent, and routine response levels which are Monday through Thursday from 5:00 p.m. to 6:00 a.m. and after 4:30 p.m. on Friday until 6:00 a.m. on Monday morning. Maintenance works a regular staggered shift to ensure coverage Monday – Friday.

Any employee can call for any mechanical, utility or structural problem or other concerns, and also can fill out a maintenance request. Campus Safety & Security and Housekeeping are notified to contact the Director of Facilities if a situation arises during non-regular working hours to determine the level of need for maintenance response.

Maintenance Requests and Response Levels

Terra State Community College And The Landings at Terra Village

Only Staff Members Should Contact Maintenance			
Priority Type	Description and Examples	Who to contact	Expected Response
Emergency	Imminent threat to life, property or the environment. Examples: No heat, No water, No electric, Fire Alarm or Continuous Flowing Water Leaks.	Duane Kimmet - 419-559- 2393 Tina Taylor – 419-559- 2390 Campus Safety & Security 419-559-2253	Maintenance Staff will Respond ASAP, normally within the hour
Urgent	Minimal threat to life, property or the environment. Examples: Plugged toilet or sink, tripped breaker, no air conditioning, other inconveniences	Submit a work order	Maintenance Staff will Respond ASAP during normal business hours or sooner based on evaluation of the issue
Routine	Routine Maintenance request are for General Repair with no risk to facilities, systems, equipment or components.	Submit a work order	Maintenance Staff will Respond during normal business hours and when available
NOTE	For Landings Occupants, Staff should consider possible alternative options until maintenance responds per the "Expected Response" Level		

Power Outages

The Chief Information Officer of IT Wayne Yerdon, **must** be notified immediately of any **power outage** also. Contact numbers are: 419-654-0632

The **Receiving, Facilities and Housekeeping Department** is located in Building F.

Utility emergency shutdown procedure

NOTE: In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off hazardous utilities, such as electricity, natural gas and water. Facilities and Plant Operations will contact the local utility companies and apprise them of the incident.

With several buildings located on campus, continuous preventative maintenance regularly locates and repairs items that are broken or in need of safety checks. Instances can range from lights that are inoperable in a parking lot to overgrown shrubbery near a building entrance. Items in need of repair should immediately be reported to Facilities Services by calling (419) 559-2390.

Community Resources

Police - Fire - EMS		
Fremont Police Department	1141 W State St., Fremont, OH 43420	419-332-6464
Fremont Fire Department	1145 W State St., Fremont, OH 43420	419-332-4131
Ohio State Highway Patrol	Sandusky County	419-332-8246
Sandusky County E.M.S./E9-1-1 (Business Office)	2100 Countryside Place, Fremont, OH 43420	419-332-7313
Sandusky Co. Emergency Management Agency/E9-1-1	2323 Countryside Dr. St. B, Fremont, OH 43420	419-334-8933
Additional Emergency Numbers:		
Poison Control Center		800-222-1222
National Suicide Prevention Lifeline		988
988 & Suicide Crisis Lifeline	Call or text 988 or chat with 988lifeline.org	
Crisis Text Line	741741 Text HOME or 4HELP	
Trevor Project LGBTQ Crisis Hotline	866-488-7386	Text Start to 678-678
National Domestic Abuse Hotline	1-800-799-7233	Text start to 88788
National Child Abuse Hotline	1-800-422-4453	Text or chat 1-800- 422-4533
National Sexual Assault Hotline	1-800-656-4673	Chat online at www.online.rainn.org
Veterans Crisis Line	For Veterans crisis line, dial 988 then press 1. You do not have to be enrolled in Veterans Affairs (VA) benefits or health care to call	
Hospitals		
Promedica Memorial Hospital	715 South Taft Ave, Fremont, OH 43420	419-332-6621
The Bellevue Hospital	1400 West Main St., Bellevue, OH 44811	419-483-4040 or 419-639-2065
Magruder Hospital	615 Fulton St., Port Clinton, OH 43452	419-734-3131
Firelands Regional Medical Center	1111 Hayes Ave, Sandusky OH 44870	419-577-7400
Non-Emergency Support Numbers:		
Sandusky County Highway Department		419-334-9731
State Highway Department	ODOT	419-332-1585
Sandusky Co. Health Department	2000 Countryside Dr., Fremont, OH 43420	419-334-6377
Liberty Center of Sandusky County	1421 East State St., Fremont, OH 43420	419-332-8777

Heartbeat Pregnancy Support Center Heartbeat Hotline/Crisis	118 North Arch St., Fremont, OH 43420	419-334-9079 800-395-HELP (4357)
The American Red Cross	1247 Napoleon St., Fremont, OH 43420	419-322-5574
Salvation Army		847-294-2000
Ohio National Guard		419-322-9244
Mobile Crisis Response		419-552-1254
National Weather Service	Cleveland	216-265-2370
Ohio Environmental Protection Agency	NW District -- Bowling Green	419-352-8461 or 800-686-6930
The Federal Emergency Management Agency (FEMA)		312-408-5515
Utility Companies:		
City of Fremont Utility Office (water/sewer)	Front St., Fremont, OH 43420	419-344-8966
Toledo Edison—Electric Power		888-544-4877 or 800-447-3333
Columbia Gas—Transmission		800-344-4077 or 419-427-3200
Verizon Wireless		800-922-0204 or *611
Schools:		
Fremont City School Administration Building	Fremont, OH 43420	419-332-6454
Fremont Ross High School	1100 North St., Fremont, OH 43420	419-332-8221
Fremont Middle School	501 Croghan St., Fremont, OH 43420	419-332-5569

For more community resources please visit – <https://www.glcap.org/programs/housing-assistance/community-resources/>

Monitoring and Recording of Criminal Activity by Students at Non-Campus locations of Recognized Students Organizations

Terra State does not have officially recognized student organization(s) that own or control housing facilities outside of the TSCC Core campus. Therefore, Fremont Police are not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

Security and Access to Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. **During non-business hours access to all College facilities by admittance via the Campus Safety & Security Responder only.** In the case of periods of extended closing, the College will admit only those with prior

approval to all facilities. Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our residence hall, inside and limited outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.

TSCC is an open College serving not only students but also the general public. Many of the facilities and services are available for public use throughout the weeks during normal operating hours. During business hours, the College is open to students, employees, contractors, guests, and the general public. During non-business hours, access to all College facilities is by or admittance by Campus Safety & Security personnel. In case of periods of extended closing, the College will admit only those with prior written approval to the facilities. Some facilities have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Security of the Landings

Access to the Landings at Terra is by access control and issues only to the residents of the Landings and key-fobs issued to approved personnel. Access to the residences inside the residence hall is restricted to only the residents of each unit. Each resident is issued a key to their door and bedroom (if applicable).

Education Programs

Crime Prevention Programs for Faculty and Staff

During the first several weeks of school, the College provides a wide array of educational activities and programs to inform faculty and staff of the necessity of making strong personal choices for their overall safety and wellness. Personal bodily security is promoted by encouraging faculty and staff to walk in well-lighted areas and to always walk on sidewalks. Faculty and staff are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the Faculty and Staff several times through each semester. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are expected to be reported, addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made. Faculty and Staff are expected to assist in promoting security campus wide by reminding others of proper procedures.

Crime Prevention Programs for Students

During the first several weeks of school, the College provides a wide array of educational activities through student life trainings. Canvas and in person programs to inform students of the necessity of making strong personal choices for their overall safety and wellness through our welcome week activities and involvement fairs

through our student activities coordinator. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year through CANVAS or in person.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Terra State Campus Safety & Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Campus Safety & Security Office directly at (419) 559-2253.

Drug and Alcohol Policy

By resolution of the Board of Trustees on May 23rd 1989, Terra State Community College supports the Drug free Workplace Act of 1988. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Terra State Community College. To access additional information regarding these policies please log onto Terra State Community College's website under Terra College Policies and Procedures [Drug and Alcohol Prevention Program \(DAAPP\)](#)

This notice is required under Section 1213 of the Higher Education Act of 1965 and contains the drug-free campuses requirements added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226).

Terra State Community College does not permit the possession, use, or sale on campus of alcoholic beverages or illegal drugs.

All Terra State Community College Students must abide by this statement:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College. If a student engages in any of the above-prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college.

Drug and Alcohol-Related Campus Sanctions

Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial

and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

The student may additionally be referred to an alcohol/drug counseling or treatment facility.

If a student is convicted of a criminal drug violation, the student must notify the college. The law requires the college, within 30 days of such notification, to:

1. Take appropriate action against such student, up to and including dismissal; or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency

Drug Abuse Prevention Program

Terra State Community College provides referral counseling and conducts a drug abuse prevention program for all students and employees. Community resources for counseling and treatment of drug abuse problems are updated annually and liaison contacts maintained throughout the year. Periodic on-campus educational and information workshops are conducted for students, staff and the community. By resolution of the Board of Trustees (May 23, 1989), Terra State Community College supports the intent of the Drug-Free Workplace Act of 1988.

2026 Biennial Review Recommendations

Based on our review of the DAAPP in place at Terra State Community College during the academic years of 2023-2024 and 2024-2025 we recommend the following:

Reinforce Drug-Free Campus Policy

- Provide consistent communication to students, staff, faculty, visitors, and housing residents.
- Emphasize that, despite changes in Ohio marijuana legislation, the College and Terra Village Landings remain a drug-free campus under DFSCA requirements.

Strengthen Student Support and Conduct Processes

- Dean of Student Success and Manager of Housing & Student Relations to identify and provide additional resources and support services for students related to substance abuse prevention, wellness, and academic success.
- Continue to utilize Maxient for student tracking and reporting drug and alcohol violations and sanctions

Enhance Employee Resources and Support

- Human Resources to identify, develop, and share additional resources, training, and wellness programs for faculty and staff.

Standardize Incident Reporting

- Ensure all community members (students, faculty, staff, housing residents, visitors) understand proper reporting procedures.
 - Promote transparency, accountability, and consistent handling of incidents.

Produce the next Biennial Review Report in compliance with the Drug-Free Schools and Communities Act no later than Summer 2028

The chart below shows Terra State Community College's number of alcohol and drug arrest and referrals for disciplinary action as reported in the Terra State Community College 2024 Jeanne Clery Annual Security Report. This data consolidates statistics from pp 90-102 of the report which can be accessed at https://www.terra.edu/life_at_terra_state/student_services/campus_safety_and_security/annual_security_reports.php

Offense	Year	Geographic Location			
		On-Campus Property	On Campus Student Housing	Non-Campus Property	Public Property
Arrests: Drug Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Disciplinary Referrals: Drug Violation	2023	8	8	0	0
	2024	8	8	0	0
	2025	14	14	0	0
Arrests: Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	1	0	0
Disciplinary Referrals: Liquor Law Violation	2023	3	3	0	0
	2024	13	13	0	0
	2025	16	16	0	0

State Drug Laws

Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor and administering them to any

person by force, threat or deception with intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possession of using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 3-11 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or fine of up to \$25,000.00

On November 7, 2023 Ohio became the 24th state to legalize adult-use cannabis. Below are FAQs Regarding Use of Marijuana on Terra State Community College Campus and Terra Village Landings

Q: Now that recreational marijuana is legal in Ohio, will Terra State Community College and Terra Village Landings change its policies prohibiting marijuana use and possession?

A: No, in compliance with federal law, marijuana use and possession remain against TSCC policy, and any public consumption of marijuana remains prohibited and illegal. The federal government still considers marijuana to be an illicit drug. TSCC must abide by federal laws, including the Drug- Free Workplace Act and the Drug-Free Schools and Communities Act. If we fail to comply, TSCC could lose its eligibility for federal funding, including student financial aid programs and grants.

Q: What if I use marijuana off-campus or possess it at my off-campus?

A: Similar to alcohol laws and policies, if marijuana is used/possessed at an off-campus residence and done so in accordance with Ohio law, TSCC will not take conduct action, unless

If a student is convicted of a criminal drug violation, the student must notify the college. Law requires the college, within 30 days of such notification, to:

- Take appropriate action against such student, up to and including dismissal.
- Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.
- Protect the integrity of students, faculty, staff, the institution, and the College community.

It is against Ohio law for those under age 21 to use or possess marijuana. Additionally, if a student (or guest of a student) possesses marijuana or is actively under the influence of marijuana while on campus, they risk non-compliance with student drug and alcohol policy, regardless of age. Students who live on campus are subject to the conduct process if they use

marijuana off campus. **TSCC will continue to hold students accountable if they fail to maintain good conduct or off-campus**

Q: Will I be held accountable if I use off campus and return to my on-campus residence or main campus

A: Yes. Students who live on campus that use marijuana off campus then return to their residence hall or main campus after doing so will be held accountable through the conduct process, regardless of age. This is in compliance with federal law.

Q: Can I use medical marijuana on campus?

A: No, all marijuana is prohibited on TSCC and Terra Village Landings property, including a prohibition from on-campus housing in accordance with State and Federal law.

Q: Does TSCC Alcohol and Other Drug policy apply to faculty, staff, guests, and visitors?

A: Yes, TSCC policy also prohibits faculty, staff, guests, and visitors from using, possessing, distributing, or being under the influence of marijuana while on college property or during college activities.

Q: What happens if a student violates the Alcohol & Other Drug policy?

A: Allegations of student violations of TSCC policy will be referred through the student conduct system. Sanctions may include Alcohol & Other Drug education, fines, parental notification, reflections, and can include probation, suspension or expulsion in the case of egregious or multiple offense.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Terra State Community College publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Terra State students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available to pick up in the Campus Safety & Security Office. For more information please visit our website to learn about the [Drug and Alcohol Prevention Program \(DAAPP\)](#)

State Alcohol Laws

Ohio law states that a person under the age of 21 who orders, pays for, attempts to purchase, possesses, or consumes beer or intoxicating liquor, or furnishes false information to obtain it, commits a misdemeanor. The law also prohibits possession of

beer or liquor that was not lawfully purchased, and a court may order that any place where such alcohol is unlawfully sold not be occupied for up to one year or require the owner or occupant to post a surety bond ranging from \$1,000 to \$5,000.

Additionally, federal law prohibits the illegal possession of or trafficking in controlled substances. A first-time conviction for possession of a controlled substance, other than crack cocaine, may result in up to one year in prison and a fine between \$1,000 and \$100,000; a second conviction may lead to up to two years in prison and a fine of up to \$250,000; and subsequent convictions may carry up to three years in prison and fines up to \$250,000. Possession of crack cocaine carries harsher penalties, including imprisonment ranging from five to 20 years and fines up to \$250,000, depending on the amount and number of prior convictions. In addition, individuals convicted of possessing a controlled substance may face forfeiture of property used in the offense, including vehicles used to transport or conceal drugs, denial of federal benefits such as student loans for up to five years, ineligibility to receive or purchase firearms, and a civil penalty of up to \$10,000.

ALCOHOL AND OTHER DRUGS

Federal, State, and Local Penalties

Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the [Ohio Department of Commerce](#) and [U.S. Drug Enforcement Administration](#).

Terra State Community College complies with the Drug-Free Schools and Communities Act (DFSCA) and the Jeanne Clery Campus Security Act. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs is prohibited on college property and at college sponsored activities.

Violations of applicable laws may result in criminal prosecution, fines, imprisonment, and/or disciplinary action under the Terra State Community College Code of Student Conduct or applicable employee policies.

Underage Alcohol Offenses (ORC 4301.63; 4301.69; 4301.634)

- It is unlawful for any person under 21 years of age to:
- Purchase, attempt to purchase, possess, or consume alcohol
- Order, share the cost of, or attempt to obtain alcohol
- Be under the influence of alcohol, except as permitted by law
- Use or possess false identification to obtain alcohol

Sanctions:

Violations are generally classified as first-degree misdemeanors, punishable by up to 180 days in jail and fines up to \$1,000, depending on the specific statute.

Furnishing Alcohol to Underage Persons (ORC 4301.69(A))

No person may sell, furnish, or provide alcohol to an individual under 21 years of age, or purchase alcohol on behalf of such person.

Sanctions:

Typically a first-degree misdemeanor, punishable by fines of \$500–\$1,000 and up to six months imprisonment.

False Identification (ORC 4301.633; 4301.634)

It is unlawful to:

- Furnish false identification information for the purpose of obtaining alcohol for a minor
- Use false identification to obtain alcohol

Sanctions:

First-degree misdemeanor, punishable by up to six months imprisonment and fines up to \$1,000.

Open Container Violations (ORC 4301.64)

It is unlawful to:

- Possess or consume alcohol in a motor vehicle
- Possess an open container in a public or unlicensed area

Sanctions:

Typically a minor misdemeanor or fourth-degree misdemeanor, with fines up to \$250 and possible jail time up to 30 days.

Operating a Vehicle Under the Influence (ORC 4511.19)

It is unlawful to operate a vehicle under the influence of alcohol or drugs.

- Underage drivers may be charged at 0.02% BAC or higher
- Refusal to submit to testing may result in administrative license suspension

Sanctions:

May include license suspension, fines, jail time up to 180 days, and mandatory intervention programs. Enhanced penalties apply for repeat offenses.

Disorderly Conduct (ORC 2917.11)

No person shall engage in disorderly conduct while voluntarily intoxicated that:

- Causes inconvenience, annoyance, or alarm
- Poses risk of harm to persons or property

Sanctions:

May be charged as a minor misdemeanor or higher, depending on severity.

Alcohol Sales and Event Violations

It is unlawful to:

- Host or conduct events involving alcohol sales or distribution without a valid Ohio liquor permit
- Charge admission or fees for events where alcohol is provided without proper authorization

Permitting authority is regulated by the Ohio Division of Liquor Control.

Sanctions:

May include fines, criminal charges, and administrative penalties.

Drug-Related Offenses (Ohio Revised Code Chapter 2925)

Drug Possession and Use (ORC 2925.11)

It is unlawful to knowingly obtain, possess, or use controlled substances without a valid prescription.

Sanctions:

Range from minor misdemeanor to felony charges, depending on substance type and quantity.

Drug Trafficking (ORC 2925.03)

It is unlawful to manufacture, sell, or distribute controlled substances.

Sanctions:

Felony offenses ranging from fifth-degree to first-degree felonies, with penalties including imprisonment and fines up to \$20,000.

Federal Drug Laws (21 U.S.C. Controlled Substances Act)

Federal law prohibits the manufacture, possession, and distribution of controlled substances under:

- **21 U.S.C. § 841** (trafficking/distribution)
- **21 U.S.C. § 844** (possession)

Controlled substances include marijuana (federally classified), heroin, cocaine, methamphetamine, fentanyl, LSD, and other controlled narcotics.

Federal sanctions may include:

- Mandatory minimum sentences from 5 years to life imprisonment
- Fines up to \$10 million for individuals
- Enhanced penalties for trafficking quantities or resulting injury/death
- Separate federal prosecution in addition to state charges

Institutional Sanctions

Violations of alcohol or drug laws may also result in disciplinary action under:

- Terra State Community College Code of Student Conduct
- Employee disciplinary policies (where applicable)

Possible sanctions include:

- Disciplinary probation
- Suspension or dismissal from the College
- Loss of campus privileges
- Removal from campus housing (if applicable)

Institutional standards may be more stringent than criminal statutes.

9.8 Health Risks Associated with Alcohol and Drug Use

Alcohol and drug use may result in serious health consequences, including but not limited to:

- Impaired judgment, coordination, and memory
- Addiction and substance use disorder
- Organ damage (liver, brain, heart)
- Respiratory failure and overdose death
- Increased risk of accidents and injury
- Mental health disorders and cognitive impairment
- Fetal alcohol spectrum disorders during pregnancy

9.9 Alcohol Poisoning – Emergency Warning Signs

- Immediate medical attention is required if an individual exhibits:
- Unconsciousness or inability to awaken

- Slow or irregular breathing (less than 8 breaths per minute)
- Cold, clammy, pale, or bluish skin
- Vomiting while unconscious or semi-conscious

Alcohol poisoning may be fatal without prompt intervention.

Schedule Classifications (Federal)

- **Schedule I:** High potential for abuse; no accepted medical use. Examples include heroin, LSD, marijuana (under federal law), and certain hallucinogens.
- **Schedule II:** High potential for abuse; limited medical use with severe restrictions. Examples include cocaine, methamphetamine, oxycodone, morphine, and PCP.
- **Schedules III–V:** Accepted medical uses with decreasing potential for abuse and dependence. These include certain anabolic steroids (Schedule III), prescription depressants, and other regulated medications.

Federal Trafficking Penalties

Federal penalties for manufacture, distribution, or possession with intent to distribute controlled substances vary based on:

- Drug schedule;
- Quantity involved;
- Prior convictions;
- Whether serious bodily injury or death resulted.

For certain Schedule I and II substances, federal penalties for a first offense may include:

- Mandatory minimum sentences (commonly five years or more depending on quantity);
- Increased penalties if death or serious injury occurs;
- Substantial fines (which may reach millions of dollars for individuals and organizations).

Penalties increase significantly for repeat offenses.

State of Ohio Drug Offenses

Under Ohio law, possession, trafficking, and distribution penalties vary based on:

- Drug type and schedule;
- Quantity;
- Proximity to schools or minors;
- Prior convictions.

Depending on these factors, offenses may constitute misdemeanors or felonies, with penalties including:

- Terms of incarceration ranging from months to multiple years;
- Fines ranging from hundreds to thousands of dollars;
- Mandatory driver's license suspension;
- Additional court-imposed sanctions

Important Notice:

Federal and state drug laws are subject to change. Individuals are encouraged to consult the Ohio Revised Code, the Controlled Substances Act, or legal counsel for the most current statutory language and penalty provisions.

Disclaimer

This section is provided for informational and compliance purposes under the Drug-Free Schools and Communities Act (DFSCA) and Clery Act reporting requirements. Laws are subject to change and interpretation. Individuals are responsible for compliance with applicable laws. This document does not constitute legal advice.

Reporting Sexual Misconduct, Relational Violence and Stalking

Terra State Community College is committed to providing a workplace and educational environment that is free from all forms of sexual misconduct. In furtherance of this commitment, the College has developed internal policies and procedures that comply with federal and state laws and regulations, which inform members of the College community about prohibited behavior; provide supportive measures designed to remediate the effects of sexual harassment and other sexual misconduct; and provide a prompt, fair, and impartial process to address alleged violations of this policy. The College upholds the equal dignity of all members of our community and strives to balance the rights of the parties in the grievance process during what is often a difficult time. Terra State Community College strongly encourages any person with knowledge of a sexual misconduct or relational violence incident to immediately report the incident. In some cases, bulletins or alerts may be issued however the names of victims are not included.

Compliance Protection: Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Violence Against Women Act (VAWA)

Terra State Community College prohibits any type of sexual assault, domestic violence, dating violence, or stalking on its campus properties as they are defined in the Clery Act. Terra State Community College supports maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation, and dating violence including stalking and domestic violence.

The College's comprehensive Title IX/ sexual misconduct policy is designed to protect all campus community members including students, staff, and visitors to the campus. Please access the link to view the TSCC Title IX /Sexual Misconduct Policy at [Title IX & Sexual Misconduct Policy](#)

As part of that commitment, during onboarding, every new Faculty and Staff member is required to read and understand the Institution's Title IX/ Sexual Misconduct Policy, and confirm, and attest that they understand and agree to abide by it and also signing that they understand. Primary Prevention and ongoing awareness training are offered during the year in collaboration with the safe college trainings offered through the college

Title IX/ Sexual misconduct will not be tolerated at TSCC. Sexual misconduct is a form of discrimination in violation of College policy and Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments, and Section 4112 of the Ohio Revised Code.

Students, staff, and visitors at Terra State Community College have a right to an environment free of sexual misconduct, not only by persons in positions of power but by any TSCC employee, student, or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of college policy; it is a form of discrimination and is illegal.

Violence Against Women Act (VAWA) Definitions:

Consent: Ohio does not specifically define "consent." However, for the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, the threat of force, or deception.

The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

A victim need not prove physical resistance to the offender. See, R.C. § 2907.02. Rape; evidence; marriage or cohabitation are not defenses to rape charges.

Also, submission to sexual conduct as a result of fear may be sufficient in proving lack of consent as physical force or threat of physical force need not be shown to

prove rape, merely the overcoming of the victim's will by fear or duress. In re Adams (Ohio Ct.Cl. 1990) 61 Ohio Misc.2d 571, 575, 580 N.E.2d 861, 863.

TSCC defines consent in the campus Title IX/Sexual Misconduct as “Knowing, voluntary, and clear permission by word or action to engage in sexual activity. It is the responsibility of each party to determine that the other has consented before engaging in activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the onset is strongly encouraged. For consent to be valid there must be a clear expression of words, or action(s) that the other individual consents to the specific sexual conduct. Reasonable reciprocation can be implied. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, the sexual activity should cease within a reasonable time. Consent to some sexual contact cannot be presumed to be consent for other sexual activity. A current or previous intimate relationship is not sufficient to constitute consent.”

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

- i. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For this definition:
 - A. Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B. Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and Federal Regulation 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act Reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed:

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

- D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- E. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident Based Reporting System User Manual from the FBI UCR Program, a sex offense is "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.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Stalking:

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - A. Fear for the person's safety or the safety of others; or
 - B. Suffer substantial emotional distress.
- ii. For this definition:
 - A. The course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - B. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - C. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

Ohio Revised Code (ORC) Definitions

Dating Violence: The Ohio Revised Code does not define dating violence.

Domestic Violence: (ORC 3113.31 definition and ORC 2919.25 statute) The occurrence of one or more of the following acts against a family or household member:

- i. Attempting to cause or recklessly causing bodily injury; ii. Placing another person by the threat of force in fear of imminent serious physical harm or violating section [2903.211](#) or [2911.211](#) of the Revised Code; iii. Committing any act with respect to a child that would result in the child being an abused child, as defined in section [2151.031](#) of the Revised Code;
- iv. Committing a sexually oriented offense.

(b) The occurrence of one or more of the acts identified in divisions (A)(1)(aa) (i) to (iv) of this section against a person with whom the respondent is or was in a dating relationship.

Sexual Assault/Rape: (ORC 2907.02)

(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender when any of the following applies:

- a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, the threat of force, or deception.
- b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.
- c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

Stalking/Menacing by Stalking: (ORC 2903.211)

- 1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In

addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that is directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

- 2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with the purpose to do either of the following:
 - a. Violate division (A)(1) of this section:
 - b. Urge or incite another to commit a violation of division (A)(1) of this section.
- 3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking

The Hearing Panel chair will provide written determination of responsibility for each allegation to be shared with the parties simultaneously. This written determination will include:

- i. The section (s) of college policy or procedure alleged to have been violated.
- ii. The standard of evidence that was used in the decision-making process.
- iii. A description of the procedural steps taken, from the receipt of the formal complaint through the hearing, including any notifications made to the parties, interviews with the parties and witnesses, site visits, or other mechanisms used to gather evidence, to the hearing held.
- iv. Findings of fact that support the determination.
- v. Conclusions regarding the application of the "findings of fact" to the alleged violations.
- vi. A statement of, and rationale for, the result as to each alleged violation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether the College will provide remedies designed to restore or preserve equal access to the College's education program or activity to the complainant.
- vii. Procedures for the appeal, including the bases upon which the parties may appeal.

- b. If, based on a preponderance of the evidence, it is found that a violation of the Equal Employment Opportunity Policy and this associated sexual misconduct procedure has occurred, the parties will be immediately and simultaneously notified of the finding in writing.

- c. Notification of the determination can be expected within sixty (60) calendar days of the formal report. If circumstances require more time for completion of the investigation and review, the parties will be notified of the reason for the delay and advised of subsequent timeframes for completion of the investigation and review.
- d. The simultaneous written notice to both parties of the complaint's outcome will include a notice of and option to appeal

Title IX- Sexual Misconduct Policy

Policy Statement

Terra State Community College (the College) is committed to providing a workplace and educational environment that is free from all forms of sexual misconduct. In furtherance of this commitment, the College has developed internal policies and procedures that comply with federal and state laws and regulations, which inform members of the College community about prohibited behavior; provide supportive measures designed to remediate the effects of sexual harassment and other sexual misconduct; and provide a prompt, fair, and impartial process to address alleged violations of this policy. The College upholds the equal dignity of all members of our community and strives to balance the rights of the parties in the grievance process during what is often a difficult time.

Policy Details

Scope and Jurisdiction

A. Scope and Jurisdiction

1. This policy applies to all students, employees, third-party vendors, visitors on campus, or guests to the extent that there is an allegation of sexual misconduct made by them against college students or employees.
2. The College's prohibition against sexual misconduct encompasses a wide range of behaviors. The College also prohibits discrimination based on sex, including sex stereotyping, program exclusion, pregnancy, and other forms of disparate treatment. For the purposes of this policy, the term sexual misconduct refers to a broad range of prohibited behaviors that are further identified in paragraph 4, Prohibited Conduct.
3. The expectations for conduct contained within this policy apply to all aspects of the College's operations, locations, and programs, including, but not limited to property owned or controlled by the College; online programs; college-sponsored

events, activities and travel; and in buildings owned or controlled by student organizations recognized by the College (collectively referred to as “on-campus”).

4. Sexual misconduct that occurs other than on-campus may be addressed by other College policies and procedures, which may include supportive measures and/or disciplinary action. At times, these procedures can also be applicable to misconduct occurring other than on-campus that effectively deprives someone of access to the College’s educational programs or when the Title IX Coordinator determines the misconduct affects a substantial College interest. A substantial interest may include: i. Any action that constitutes a criminal offense. This includes, but is not limited to single or repeat violations of any local, state or federal law ii. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of a student or other individual iii. Any situation that significantly infringes upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder iv. Any situation that is detrimental to the educational interests or mission of the College.

5. The policies of the College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited in paragraph 4 below, when those behaviors occur in or have an effect on the College’s education program and activities or use College networks, technology, or equipment.

6. Although the College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects

7. Any online posting or other electronic communication by students, including cyber-bullying, cyberstalking, cyber-harassment, etc., occurring completely outside of the College’s control (e.g., not on college networks, websites, or between college email accounts) will only be subject to this Policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

8. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

9. Off-campus harassing speech by employees, whether online or in person, may be regulated when such speech negatively impairs or disrupts the Respondent’s relationship with the College or the working environment.

10. Consensual relationships of an amorous or sexual nature between individuals of unequal authority are prohibited and more information can be found by reviewing the College’s Consensual Relationship Policy

Additional Information and full access to the Title IX/ Sexual Misconduct Policy and Procedure can be found at [Terra State Community College Title IX Office Website](#)

Student Code of Conduct:

To support the mission and vision of Terra State Community College, we will implement restorative justice practices that allow students to experience taking personal responsibility for harm caused to an individual and/or community. These practices empower harmed parties to confront the actions that have occurred, and the individuals who acted as the offender. This will provide a way for college community members to take ownership of problems, further demonstrating a culture of responsibility and accountability.

In accordance with the Code of Student Conduct, restorative justice: Provides an opportunity for interaction between the Respondent and any harmed party or Complaining Witness, but also may involve the community in the decision-making process. Community participants may be anyone in the community concerned about the behavior. The goal is to provide everyone a voice in the process and bring understanding to all parties. Restorative conferences also facilitate collaboration in addressing any underlying problems that led to the incident, and deciding what is to be done. Participation in a restorative conference is voluntary. All parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question in order for a restorative conference to occur. The Dean of Student Success or his/her designee provides annual training for restorative justice conference facilitators. Restorative justice may or may not result in additional restorative actions, depending on the outcome of the session.

JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE

The Terra State Community College Student Code shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Code also applies to conduct of students that occurs in the following contexts:

- a. Online or via telephone or electronic means (online classes, texting, internet, social media, etc.);

- b. At academic course requirement sites (internships, clinicals, field trips, experiential learning activities, etc.);
- c. At College-sponsored events (sporting events, travel on behalf of the College, community service trips, etc.);
- d. While utilizing the College's computing or network services.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct and may initiate a grievance.

The Dean of Student Success or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion. The Student Code of Conduct may be applied off campus when it is determined that the conduct has a substantial effect on the Terra State community. A substantial effect includes, but is not limited to, the following:

 - a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law;
 - b. Any situation where the student presents a danger or threat to the health and safety of self or others;
 - c. Any situation that significantly impinges upon the rights, property, or achievements of self or others, or significantly breaches the peace and/or causes social disorder; and/or
 - d. Any situation that is detrimental to the educational interests of Terra State Community College.

PROHIBITED CONDUCT

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article I:

- 1. **Violation of Published College Policies** - Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College's website.
- 2. **Violation of Federal, State, or Local Law** - Violation of federal, state, or local law on or off college premises or at college-sponsored or supervised activities.
- 3. **Actions that Endanger** - Actions that endanger the student, the College or local community, or the academic process, or cause harm to others.
- 4. **Acts of dishonesty** - Any act of dishonesty including but not limited to the following:
 - a. Academic Dishonesty, including but not limited to cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - d. Helping or attempting to help another student commit an act of dishonesty.
 - e. Any form of academically unethical behavior involving misuse of college computers.
 - f. Tampering with the election of any College recognized student organization.
 - g. Using any materials such as electronic devices, study aids, or artificial intelligence (AI) tools for any academic exercise without the instructor's permission.

5. **Disruptive Behavior** - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
6. **Harm to Others** - Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/ or other conduct that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or creates a hostile, intimidating, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.
7. **Sexual Misconduct** - Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non-consensual intimate touching, non-consensual sexual contact, domestic violence, dating violence, stalking, voyeurism, and non-consensual sexual intercourse.
8. **Theft** - Attempted or actual theft of property of the College, property of a member of the College community, or other personal or public property.
9. **Hazing** - Hazing, is defined by Ohio Revised Code, Section 2903.31 is Any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. Acts of hazing include but are not limited to:
 - a. Purposefully, knowingly, recklessly, or negligently hazing any person.
 - b. Involvement in the planning of hazing and/or being present during hazing.
 - c. Failing to intervene to prevent or stop hazing if the individual has prior knowledge of a planned hazing activity.
 - d. Failing to assist or seek assistance if the individual knows or reasonably should know that another is in danger from effects of hazing.
 - e. Knowingly making a false accusation of hazing.
 - f. Failing to report any information about suspected Prohibited Conduct if required to do so in Section 4 Mandatory Reporters and Reporting Requirements of the college Hazing policy.
 - g. Failing to cooperate in an investigation of hazing, as defined as noncompliance with the Conduct Process as outlined in the Code of Student Conduct.
 - h. Retaliating against or taking adverse action toward any reporting party and/or person participating in a hazing investigation or disciplinary proceeding.
10. **Failure to Comply** - Failure to comply with directions or reasonable requests of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself when requested to do so.
11. **Unauthorized Entry & Trespassing** - Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of college premises.
12. **Controlled Substances** - Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.

13. **Alcohol** - Use, possession, or distribution of alcoholic beverages, except as permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under the age of 21.
14. **Weapons** - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.
15. **Parking & Traffic** - Students may park without a permit, in any of Terra State's non-restricted parking areas. Parking on the bike path, sidewalks, fire lanes, or outside or across the boundaries of marked parking spaces is strictly prohibited. Handicapped, visitor parking, and other restricted parking areas (fire lanes) are clearly marked and require a permit for parking. Students parking in any College lot overnight must notify the Campus Safety and Security Office. Failure to abide by the College parking policies may result in towing, ticketing, or additional fees. Vehicles must, at all times, observe and adhere to all state law, posted traffic signs, speed limits, and pedestrian crosswalks.
16. **Obstruction of Traffic** - Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
17. **Disorderly Conduct** - Conduct which is disorderly, lewd, or indecent breach of peace, inducing panic, aiding, abetting, or procuring another person to breach the peace on college premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community. This includes but is not limited to public urination and streaking.
18. **Theft or Abuse of Computer Facilities and Resources** - Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the college computing system.
 - g. Any violation of the computing Acceptable Use Policy.
19. **Tampering with Telecommunication Services** - Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.
20. **Electronic Recording**
 - a. **Classroom Recording** - Faculty have the right to control the classroom environment and to permit or deny permission to do electronic video or audio recording at their discretion. Students who have an accommodation letter from disability services must be granted permission to record. Unless otherwise expressly permitted by the instructor, permission to record a class applies exclusively to the student who received permission from the

instructor. The recording may not be accessed or utilized by any other individual. No replication of the recording may be made without the instructor's expressed permission.

- b. **Unauthorized Recording or Monitoring** - Using electronic or other means to watch or monitor, and/or to make a video, audio, or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge or permission in each instance when such a recording is likely to cause injury, distress, or damage to reputation. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

- 21. **Interference with College Activities** - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.
- 22. **Destruction of Property** - Attempted or actual destruction, defacing, tampering with, materially altering or otherwise damaging property not one's own; and/or creating a condition that endangers or threatens property not one's own.
- 23. **Fire Safety** - Unauthorized use, alteration or in any way tampering with fire equipment, safety devices, or safety equipment, and or starting a fire.
- 24. **Smoking/Tobacco Violations** - Terra State Community College prohibits smoking or inhaling any substance, by any method, including, but not limited to, tobacco products, e-cigarettes, vaping devices and aromatic smoking products, such as clove cigarettes, herbal cigarettes, aerosol devices or any other similar device(s). Tobacco use is prohibited in all defined locations/areas at all times. Smoking is prohibited in any Terra State Community College building or immediate surrounding property with the exception of designated outdoor smoking area.
- 25. **Animals/Pets** - No animals or pets are allowed inside any campus building at any time. Exceptions apply for registered service animals, who have been approved as an accommodation by The Office of Disability Services, and are accompanied by their handler.
- 26. **Shared Responsibility for Infractions**
 - a. Any action or inaction that contributes to a violation of college policies, including, but not limited to, planning, causing, facilitating, or aiding the violation, whether present during the violation or not.
 - b. Students, recognized student organizations, and student groups may be held responsible for the conduct of their guests while on college premises, at college-sponsored or supervised activities, and at functions sponsored by any recognized student organization or group.
- 27. **Abuse of the Student Conduct System** - including but not limited to:
 - a. Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or conference as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.

- c. Disruption or interference with the orderly conduct of a proceeding.
- d. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- e. Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding.
- f. Harassment (verbal or physical), and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding.
- g. Failure to comply with the sanction(s) imposed under the Student Code.
- h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

VIOLATION OF LAW AND COLLEGE CONDUCT

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Success. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of college rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College Community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").

STUDENT CODE OF CONDUCT PROCESS

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

1. **Disciplinary Correspondence** - All disciplinary correspondence will be sent to the student's official Terra State Community College e-mail address and/or current mailing address as listed with the Office of Student Records. The College reserves the right to use other reasonable means to notify students.
2. **Filing Complaints** - Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Success or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Dean of Student Success will designate himself/herself or a Student Conduct Officer to investigate the complaint. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated may be an academic official such as an academic dean. While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.
3. **Presumption of Non-Violation** - Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.
4. **Preliminary Investigation** - When the Dean of Student Success or designee receives information, a student has allegedly violated College rules, regulations, local, state, or federal law, they shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Dean of Student Success or designee may:
 - a. Find no basis for the complaint and dismiss the allegation as unfounded, or
 - b. Contact the student for a discussion and either:
 1. Dismiss the allegation.
 2. Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a Student Conduct Meeting with the student(s).
 3. Identify if the alleged violation(s) is equated to a Level II infraction and schedule a conference with the Student Discipline Committee.
 - c. Summoning a Student for a Student Conduct Meeting

SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary

sanction if the student is found to be violating any institutional regulation(s) during the probationary period.

- c. **COLLEGE SUSPENSION**-separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - d. **COLLEGE EXPULSION**- permanent separation of the student from the College. A notation shall be added to the student's transcript by the college Registrar.
 - e. **LOSS OF PRIVILEGES** - denial of specified privileges for a designated period of time.
 - f. **LOSS OF ACADEMIC CREDIT** - forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.
 - g. **FINES** - previously established and published fines may be imposed.
 - h. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - i. **DISCRETIONARY SANCTIONS** - work assignments, service to the College, or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)
 - j. **REVOCATION OF ADMISSION AND/ OR DEGREE** - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - k. **WITHHOLDING DEGREE** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. **Multiple Sanctions** - More than one of the sanctions listed above may be imposed for any single violation.
 3. **Academic Dishonesty Sanctions** - Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the conference officer whether a loss of academic credit for the assignment or course should be sanctioned. The Dean of Student Success or designee maintains records of Code of Conduct offenses.
 4. **Parental Notification** - Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/substance/ inhalant abuse or violations are suspected. The College may contact parents/guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
 5. **Conduct Records** - Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than College suspension or

College expulsion, upon application to the Senior Vice President for Innovation and Strategic Planning. Cases involving the imposition of sanctions other than College suspension, expulsion, revocation, or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.

6. **Education Records** - In situations where both the Responding Party and Reporting Party are both students (or student group[s] or recognized student organization[s]), the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the Reporting and Responding Parties because the educational career and chances of success in the academic community of each may be impacted.
7. **Loss of Privileges or Recognition** - The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service, including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.
8. **Disciplinary Hold** - A Disciplinary Hold may be placed on a student's account, preventing registration, and shall not be removed, without permission of the Dean of Student Success, until a case is resolved and/or sanctions have been completed.
9. **Sanctioning** - In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Dean of Student Success or designee in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Dean of Student Success in determining and imposing sanctions. The Dean of Student Success is not limited to sanctions recommended by members of the Student Discipline Committee.
10. **Notice of Outcome** - Following the Student Discipline Committee conference, the Dean of Student Success shall simultaneously advise the Responding Party and Reporting Party (including groups and organizations) in writing of the determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the Responding Party's disciplinary record. Cases involving suspension, expulsion, revocation, or withholding of a degree will also be filed in the student's academic record.

Additional and more in-depth version of the student code of conduct may be found at [Terra State Student Code of Conduct](#)

Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Terra State submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

The procedures for preparing the annual disclosure of crime statistics to the College community obtained from the following sources: The Fremont Police Department, Terra State Campus Safety & Security, Sandusky County Sheriff's Office, Ohio State Highway Patrol, and other security and law enforcement departments responsible in the jurisdiction on our campus, separate campus, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Terra State's checklist for data collection provides that the Director of Campus Safety & Security in Clery Compliance will send a written request to the local police department(s), Sheriff's Office and State Highway Patrol, requesting crime statistics for the main campus, the public property surrounding the campus and non-campus (by address) associated with the campus.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to college deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Safety & Security by the employees at the College Counseling center, even though they are not required by law to provide statistics for the compliance document.

In addition, Campus Safety & Security works with the College Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Terra State Community College Clery Reportable Crimes

Offense	Year	Geographic Location			
		On Campus Property	On Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Fondling	2023	2	2	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Incest	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Aggravated Assault	2023	2	1	0	0
	2024	1	0	0	0
	2025	4	4	0	0
Burglary	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Arson	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	1	0	0

VAWA OFFENSES

Offense	Year	Geographic Location			
		On Campus Property	On Campus Student Housing	Non- Campus Property	Public Property
Domestic Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Dating Violence	2023	4	4	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Stalking	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

ARREST AND REFERRALS

Offense	Year	Geographic Location			
		On Campus Property	On Campus Student Housing	Non-Campus Property	Public Property
Arrests: Weapons	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Disciplinary Referrals: Weapons	2023	1	0	0	0
	2024	0	0	0	0
	2025	4	4	0	0
Arrests: Drug Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Disciplinary Referrals: Drug Violation	2023	8	8	0	0
	2024	8	8	0	0
	2025	14	14	0	0
Arrests: Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	1	1	0	0
Disciplinary Referrals: Liquor Law Violation	2023	3	3	0	0
	2024	13	13	0	0
	2025	16	16	0	0

UNFOUNDED CRIMES

2023: No Unfounded Crimes

2024: No Unfounded crimes

2025: No Unfounded Crimes

HATE CRIMES

Terra State Community College strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Terra State community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily

injury, the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/ bias crime.

HATE CRIMES

Category of Bias for crimes reported in 2023 – On Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2023 -Non- Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2023 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2024 – On Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2024 – Non-Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2024 - Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2025 – On campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Crimes of Bias reported in 2025 – Non-Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2025 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

ANNUAL FIRE SAFETY REPORT 2026

Fire Statistics

Fire Safety Systems in the Campus Housing Facility

The Landings is a fully alarmed Residence Hall. The Fire Alarm system is equipped with individual room detectors. There are fire extinguishers and pull stations located on every floor at the Landing. The pull stations directly connect to the alarm company which will then notify the Fire Department. The ADA (Americans with Disabilities Act) compliant rooms are directly connected to the main operating system which is directly connected to the notification system for the City of Fremont. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department is notified. The estimated time of their arrival is between 3-4 minutes. The residential unit falling under this system include the following:

	Physical Location	Special Notes
The Landings	3070 Terra Way, Fremont, Ohio 43420	Sprinkler Units: Room/Floor

The City of Fremont Fire Department conducts yearly walk-through inspections during the Semester.

Plan for Improvement to Fire Safety

The College has improved and updated all fire safety alarms in Terra Village Housing in 2022. New fire alarm and all alarms partnered and contracted with System 28. Fire pump checks are run monthly, monthly inspections are done, along with fire drills each school semester.

Fire Safety Education and Training Programs Provided to Students and Employees

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted once or twice each fall and spring, and summer semester in the on-campus residence hall. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in an on-campus residence hall. The College also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires through vector solutions, or with the Fremont fire department.

Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, Terra State Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the

nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Campus Safety & Security Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Terra State Community College Campus Safety & Security Department (419) 559-2253
- Terra State Community College Facilities Office (419) 559-2100

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Fire Log

The crime and fire logs are the daily records of all crimes and fires that have been reported to Terra State Community College Campus Safety & Security Department. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Terra State Community College Campus Safety & Security Department. Requests can be made in person at the Safety & Security Office located in the Engineering Technologies Building E-104 during normal business hours.

Each year, Terra State Community College Campus Safety & Security Department files its annual safety and security report. While crime logs provide a daily breakdown and detailed information about each crime that is reported to Campus Safety & Security, the annual report provides a final count of all of the incidents of crime and fire that were reported to Campus Safety & Security each year as well as a highlight of the measures that the Terra State Community College Campus Safety & Security Department takes in order to keep the Terra community safe and secure.

FIRE SAFETY STANDARDS

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called.
3. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
4. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
5. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
6. Know the location of all fire exits, fire alarms, and fire extinguishers.
7. Use only metal wastebaskets. You should empty your basket frequently.
8. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be submitted to wear or

mechanical damage. All electrical cords should be checked periodically for wear and damage.

9. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
10. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
11. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
12. Candles (used or unused), incense burners, Scents Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.

Health and Safety Inspections

The office of Residence Life and student relations performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, a room entry authorized personnel may enter a Resident's room for reasons of health, safety, general welfare, or to make necessary repairs to rooms and room equipment. Insofar as possible, advance notification will be given. Authorized staff may also enter student rooms to investigate violations of the Housing Agreement or student handbook that endanger the health and safety of the residential community at any time with or without advanced notice or permission of the resident. The Owner retains the right to enter Resident rooms for maintenance purposes. Maintenance requests by Residents shall be considered permission to enter. In such cases, no notification of the entry will be given. For purposes of a health and sanitation inspection, 24 hours advance written notification will be given to Residents. Residents should also be aware that housing staff members may occasionally have to enter Resident rooms on matters relating to the comfort of fellow hall residents; for example, to turn off an alarm clock, shut a window, etc.

All residents must respect and comply with lifestyle expectations and all policies and procedures outlined in the Student Housing Handbook. A member of the Student Housing staff or Campus Safety & Security may key into a room to assess the imminent danger to the health and safety of any person or a clear indication that established conduct standards or health and safety regulations are being violated. During these investigations, Student Housing staff or Campus Safety & Security may search the apartment and/or resident's personal property

Summary of Fires On-Campus: 2023-2025

Facility	Address	2023	2024	2025
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0

IMPORTANT CONTACTS and EMERGENCY NUMBERS

EMERGENCY NUMBERS

Ambulance911 or 419-332-4131
 Fire911 or 419-332-4131
 Highway Patrol 419-625-6565
 ProMedica Memorial Hospital 419-332-7321
 Fremont Police Department911 or 419-332-6464
 Sheriff 419-354-9001
 Academic Service Center 419-559-2439
 24 Hour Emergency Hotline988
 Campus Safety & Security Office.....419-559-2253
 Lead Campus Safety & Security.....419-559-2389
 Firelands Counseling and Recovery 419-332-5524
 Sandusky County Victims Advocate 419-334-6418
 Title IX Reporting.....419-559-2253
 Director of Facilities 419-559-2393

Statistics & Related Information Regarding Fires in Residential Facilities

Residential Facility	Address	Total Fires in Each Building 2023	Total Fires in Each Building 2024	Total Fires in Each Building 2025	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0	0	0	0	0	0

Total Number of Fire Drills Held in each Residential Facility

Residential Facilities	Addresses	Total Fire Drills in Each Building 2023	Total Fire Drills in Each Building 2024	Total Fire Drills in Each Building 2025
The Landings	3070 Terra Way, Fremont, Ohio 43420	3	6	5

EVACUATIONS FOR FIRE

In the event of fire in any of the buildings on campus please move outside to the designated yellow rally point signs in each parking lot. Building coordinators will give the all clear from Campus Safety & Security Responder when The Fremont Fire Department has given the approval to re-enter the building.

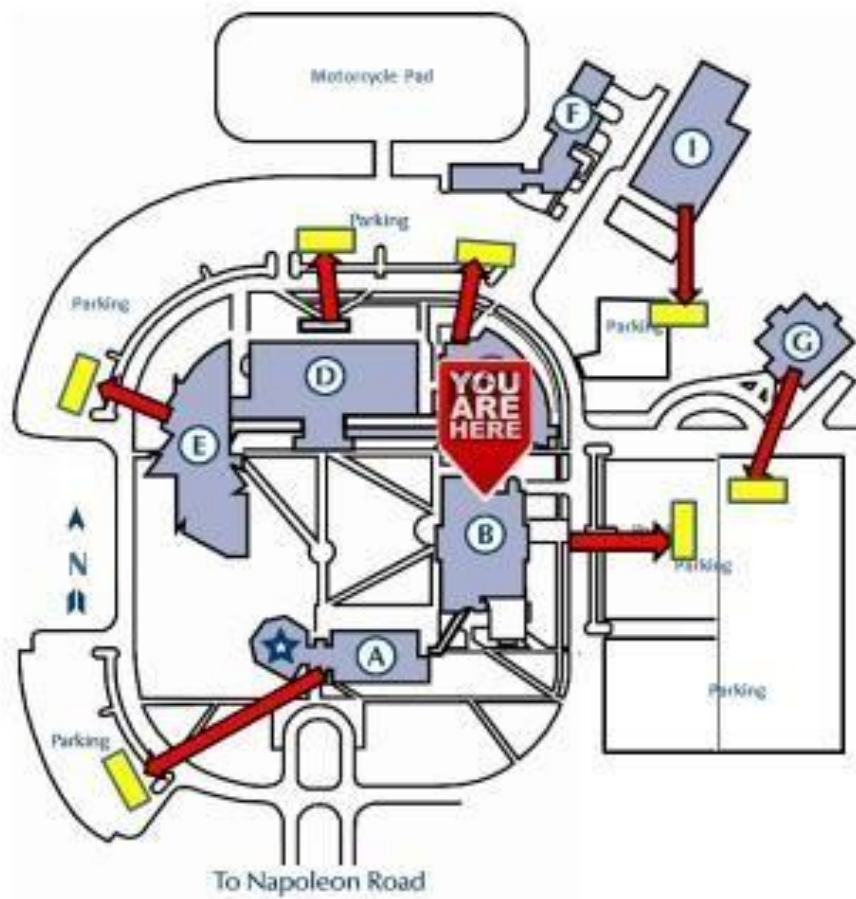
If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.

When exiting building proceed to designated yellow rally points. **(SEE MAP BELOW.)**

Elevators should never be used during a fire alarm.

Persons with mobility issues should wait at the stairwell until emergency personnel will assist them to the ground floor. An attempt should be made to notify Campus Safety of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.

Possible fire emergency(s) shall be reported to Campus Safety & Security Department. Campus Safety & Security Department will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.



Designated Evacuation Rally Point For Each Building

**DURING EVACUATION – LEAVE BUILDING THE NEAREST EXIT
ONCE OUTSIDE, REPORT TO THE DESIGNATED RALLY POINT**

 **Evacuation Rally Point**