



## **Campus Security Report**

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### **Clery Act Annual Security Report**

The Annual Security Report of 2024 for Kentucky Welding Institute is made available to both current and prospective students and employees. The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. KWI is committed to maintaining a safe and secure environment and protecting the community. Everyone is encouraged to report any suspicious activity on campus immediately upon witnessing it. KWI will assess the situation and take appropriate action based on the information provided. This report is distributed by October 1 annually and available to all current and prospective students and employees. A paper copy can be requested from the Director of Compliance.

### **Development, Disclosure and Implementation of Security Policies**

The Director of Education is designated to provide oversight of the security policies and monitoring to ensure they are actively implemented. This document was prepared by the Director of Compliance in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It is the goal that administration staff, faculty, students and guests are aware of KWI security policies.

### **Campus Security Authorities**

Campus Security Authorities (CSAs), as defined by the Clery Act, are required to report allegations of Clery Act-designated crimes when they believe the reports are made in good faith. These allegations should be reported either to a CSA or local law enforcement. The Clery Act identifies CSAs as individuals with significant responsibility for student and campus activities, including but not limited to student discipline, student activities, campus conduct proceedings, advisors to student organizations, event security, and those monitoring campus access. Currently, the Director of Compliance and the Director of Education serve as the designated CSAs on campus. Crimes reported to CSAs may be included in the Annual Security Report. CSAs are appointed to ensure that individuals who may be more comfortable reporting to campus officials rather than police have a secure avenue for doing so. However, CSAs are also responsible for relaying information to local law enforcement, except in cases involving qualifying confidential requests.

### **Confidential Reporting**

If you are the victim of a crime and do not wish to pursue action within the school or criminal justice system, you may still consider making a confidential report. Reports may be made to the Director of Compliance, who will document the incident for campus safety purposes without identifying the victim. Confidential reports help ensure the institution maintains accurate crime statistics and can assess ongoing risks to the community.

### **Emergency Threat Assessment**

At Kentucky Welding Institute, we are committed to maintaining a safe, secure learning environment for all students, staff, and visitors. While no campus is entirely immune to potential threats, we recognize the importance of remaining vigilant. KWI encourages all members of our community—including students, employees, visitors, and guests—to take proactive steps to protect themselves and their property. Any observed behavior that may present a threat to the safety or well-being of individuals or the campus community should be reported immediately to the appropriate school personnel. In the event of a Clery crime that represents an ongoing threat to the campus community, KWI will issue a timely warning via email, text alert, or posted notice. Timely warnings are issued by the Director of Compliance or designee.

### **Emergency Response Notification**

When a potential threat is reported, KWI staff will make every effort to verify the information and gather additional details. If necessary, we will contact emergency services, including local law enforcement, emergency medical services (EMS), and/or the fire department. KWI personnel will take reasonable steps to manage the situation until emergency responders arrive, at which point those authorities will take command as the designated first responders. In the event of an emergency that poses a threat to the safety of students or staff, KWI will issue a timely notification through its student communication system. However, if it is determined that issuing an immediate alert would compromise efforts to assist a victim, contain the threat, or respond effectively to the situation, the notification may be delayed until it is safe to do so.

### **Emergency Response Procedures**

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, an employee is authorized to make an emergency call to 911. Instructors and/or staff members should remain in the area with their students if they are notified of a possible emergency. As soon as reasonably possible, the Administration should be notified of the threat.

All employees are expected to be familiar with and to follow procedures outlined in the KWI Emergency Response Procedures. KWI provides training to students and staff on emergency response, personal safety, and drug awareness. Crime prevention tips are posted throughout campus and discussed during orientation.

### **Medical Emergency Procedures**

Any injury requiring treatment by a physician or licensed medical personnel, such as paramedics, ambulance personnel, or nurses operating under a physician's standing orders is defined as a medical emergency.

### **Emergency Response**

- First responders may call 911 if immediate medical attention is needed.
- Once emergency services are contacted, the School Director must be notified with details of the emergency and its location.

### **Minor First Aid**

- For minor injuries that do not require medical personnel, First Aid Kits are available in the Instructor Stations, Lobby and Classroom

### **Accident Reporting & Investigation**

- All injuries must be promptly reported to an Instructor.
- Every accident will be investigated to determine its cause and identify preventive measures.
- The Instructor is responsible for gathering detailed information as soon as possible and ensuring the necessary reports are submitted to the Director of Student Services.

## Emergency Evacuation

Evacuation routes are posted throughout the building. All staff and students should familiarize themselves with these routes and alternate exits in case primary paths are blocked or unsafe. Instructors are responsible for the safe and orderly evacuation of students, while staff not in class should assist as needed.

### Evacuation Process

- **Close all office and classroom doors** before exiting.
- **Turn off all lights and torches** to reduce hazards.
- **Follow the posted evacuation routes** unless an alternate path is necessary.
- **Move in a single-file line** to the nearest safe exit and proceed to the designated rally point.
- **Instructors should be the last to leave the classroom** to ensure all students are out and the door is closed.
- **Do not re-enter the building** until it is officially declared safe.

### Rally Point & Accountability

- Assemble at the designated rally point and account for all students immediately.
- **Report any missing students** to an Emergency Response Team member.
- **Check for injuries** and report to emergency personnel.
- **Remain at the rally point** until the emergency team or designee gives clearance to return.
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### First Aid & Emergency Assistance

- First aid stations will be set up at the **rally point** for minor injuries.
- If on an evacuation route and safe to do so, **grab a first aid kit** before exiting.
- **DO NOT** re-enter the building until an assessment is complete and declared safe by the emergency team or his/her designee.

By following these procedures, we ensure a safe and efficient evacuation in the event of an emergency.

## Lockdown Procedures

A **lockdown** is initiated when there is an immediate danger or emergency situation requiring a rapid response to ensure the safety of students and staff. A direct announcement of "**We are in a lockdown**" will be made verbally, via email, or through Remind.

### Purpose of Lockdown

A lockdown is designed to **limit access and hazards** by controlling and managing students and staff to enhance safety and reduce potential threats. During a lockdown, no one is permitted to enter or exit any secured area until an "**All Clear**" announcement is given by authorized personnel.

### Lockdown Procedures

#### Immediate Actions:

- **Lock all interior and exterior doors and windows** immediately.
- **Close all blinds and curtains** to reduce visibility.
- **Do not allow anyone to enter or exit** the room after the lockdown has begun.

#### How to Lock Down:

- **Remain calm** and keep students reassured.
- **Stay indoors** (office, classroom, or nearest secure area).
- **If safe, clear hallways and common areas** of students, faculty, and staff.
- **Close and lock all doors**; barricade if necessary.
- **Turn off all lights** to make the room appear unoccupied.
- **Remain silent**
- **Move away from doors and windows** and sit on the floor, preferably along walls out of sight.
- **Silence all cell phones** and turn off any noise-emitting devices, such as radios.
- **If gunshots are heard**, lay on the floor and seek cover.

- **If safe to do so**, turn off gas and electric equipment
- **Follow all instructions from emergency responders** and do not unlock doors until directed to do so.
- **Remain in lockdown mode** until an official "All Clear" announcement is given.

**Special Considerations:**

- **Shut down any torches outside immediately** before moving into a secure shop area.
- **Ensure students in the grind room** are aware of the lockdown and take appropriate action.

By following these procedures, staff and students can maximize safety and respond effectively to potential threats.

## Active Shooter

In the event of an active shooter in building, it is possible there will be no warning. If shots are heard, there are three options:

1. **RUN** If you know where the shots are being fired from and have a clear exit, take students directly to exit as safely and quickly as possible. Move as far away from school as possible—meeting places would be Hinton Mills Farm Supply or Industrial Park Pavilion.
2. **HIDE** If you know where shots are being fired from and do not have a clear exit, ensure doors are locked and closed. Place objects in front of doorway—desks, file cabinets, etc. that will slow the shooter’s entrance. Spread students out around the floor that is out of sight of door window (typically along wall where door is located) and have students remain quiet. Have students arm themselves—tools, metal, etc—so they are prepared to defend themselves. Stay in hiding until a school official/law enforcement official secures your area.
3. **FIGHT** If shooter breaches your space, be prepared to fight with any weapons at your disposal. If shooter must reach through door to unlock it, be prepared to strike or grab arm/weapon as it comes through the window. Have students throw whatever is at their disposal.

In the event of an active shooter, survival for your students and yourself is the main objective. Assess the situation and make the best decision you can in the short amount of time you have.

## Security of and Access to Campus Facilities

Kentucky Welding Institute (KWI) maintains secure access protocols to ensure the safety of all students, employees, and visitors. Access to various areas of campus is controlled and monitored by designated staff, with specific policies for instructional, administrative and housing areas.

◇ **Instructional Facilities (Shop/Welding Lab)**

- The welding shop operates **24 hours a day**, 7 days a week, to accommodate multiple training shifts.
- Student access to the shop is **supervised by shift instructors**, who are responsible for safety and security oversight during each shift.
- All students are required to follow established safety protocols while in the welding shop.

◇ **Office and Classroom Facilities**

- The main administrative office and classroom areas are open to students and the public during regular business hours: **8:00 AM to 5:00 PM, Monday through Friday**.
- **Instructor-supervised access is available outside of business hours** when needed.
- Staff are responsible for ensuring that these areas are secured after hours.

◇ **KWI Student Housing**

- KWI contracts housing accommodations for enrolled students.
- Access to housing is **restricted to residents** and permitted staff via **keyed entry only**.
- Security lighting is provided in common outdoor areas.
- Housing units are monitored by KWI staff, and students are responsible for securing their rooms and reporting safety concerns promptly.

◇ **Maintenance and Security Measures**

- Exterior lighting and security-related infrastructure are inspected regularly.

- Any maintenance concerns or security issues are reported directly to the Director of Student Services.
- Security signage and emergency contact information are posted in key locations throughout the campus and housing areas.

#### **Video Surveillance:**

Kentucky Welding Institute utilizes video surveillance in common areas of the campus and contracted housing, including entrances, hallways, shop bays, and exterior grounds. The purpose of surveillance is to enhance campus safety, deter misconduct, and assist in post-incident investigations. Cameras are monitored and recordings may be reviewed by authorized personnel only. Surveillance is conducted in accordance with KWI's privacy and security policies and is not continuously monitored in real time.

By maintaining controlled access and supervision across all campus facilities, KWI promotes a safe and secure environment conducive to technical training and student development.

## **Fire Safety Policies and Procedures**

Kentucky Welding Institute is committed to protecting the health and safety of its students, staff, and visitors through the implementation of fire safety policies, training, and procedures. Fire prevention is a shared responsibility, and all community members are expected to comply with fire safety regulations.

#### **Fire Drills and Training**

- KWI conducts at least one fire drill per year for students to ensure awareness of evacuation procedures and designated rally points. All staff and students are trained on fire evacuation plans as part of orientation and safety briefings.
- Evacuation routes are posted in housing units and throughout instructional buildings.

#### **◇ Fire Incident Reporting and Log**

- Any fire, regardless of size or cause, must be reported immediately to the KWI Director of Compliance or Director of Student Services.
- KWI maintains a fire log of all reported incidents, which is available for public inspection during normal business hours.
- The school will include annual fire statistics in this report, covering the number of fires, causes, injuries, deaths, and property damage in on-campus housing.

#### **Student Housing Fire Safety**

KWI provides residential housing for students, which is accessible by **keyed entry** and monitored by designated staff. Each unit is equipped with basic fire safety systems, including:

- Smoke detectors in all bedrooms and common areas
- Carbon monoxide detectors (where applicable)
- Fire extinguishers readily available in shared kitchen or hallway areas
- Clearly marked emergency exits

There are no open-flame heating sources permitted in student housing, and students are prohibited from using:

- Candles
- Incense
- Hot plates or portable heaters
- Extension cords as permanent wiring

Students receive fire safety guidelines upon move-in and are expected to follow posted rules regarding electrical appliance use and emergency procedures.

#### **Fire Evacuation Procedure for Housing**

1. Exit the building immediately upon activation of a smoke detector or discovery of fire/smoke.
2. Use the nearest safe exit
3. Assist others if needed and close doors behind you.
4. Report to the designated housing rally point and await instructions.

5. Do not re-enter the building until cleared by emergency responders or KWI staff.  
There were no reportable fires in KWI student housing during the 2024 calendar year.

## **KWI Drug Use And Consent To Testing Policy**

All employees, students and prospective students of KWI are subject to the KWI Drug Testing. Any possession or use of drugs is a violation of policy at KWI. At no time shall any employee or student use or have alcohol or drugs\* in their possession, with the intent to use or distribute, during hours of operation; including scheduled breaks, lunch or any time they are on the premises of KWI. Furthermore, any employee or student who reports to the premises of KWI while under the influences of any drugs\* or alcohol is in direct violation of the drug and alcohol policy herein.

*\*Drug, for the purpose of this policy, is any substance in which the possession, use, or sale of such is against Kentucky law.*

Note: This policy does not include prescription drugs for employees/students which have been ordered under the care of a licensed physician. However, in the event that a prescription drug may interfere with the safety and well-being of others at KWI or impact the drug testing process or results, employees and students are requested to identify any prescription drugs they are taking. Furthermore, KWI reserves the right to limit or modify an employees work responsibilities and/or a students' training as a precautionary measure until possible side effects have been assessed.

All testing will be performed through an approved third party vendor or in-house by trained KWI staff, at the discretion of the KWI director and may include oral/saliva swab, breathalyzer, urinalysis, blood testing, hair follicle testing and/or any other method deemed appropriate. Any employee or student proven to be in violation of this policy or who refuse testing will be terminated from KWI at the first offense. Prospective students who fail a drug test or refuse testing will not be accepted for admission. Any employee or enrolled student that disputes a positive test may refute the positive test and request their sample be reprocessed within 12 hours by a third party vendor in mediation with KWI. Any employee/student contesting the positive results will be placed on suspension until the results are received in the KWI office. Upon receipt of a second positive test the employee/student will be immediately terminated.

All employees, students and prospective students of KWI are requested to sign the Drug Use Policy and Consent to Testing Form. This consent authorizes KWI to order a drug test of any employee, student or prospective student through random testing and/or suspicion of violation of KWI policy. Any employee, student or prospective student who refuses to sign the Drug Use Policy and Consent to Testing Form is not in agreement with the policies and procedures of KWI and will be subject to dismissal or denied admission into the program.

Any student who, upon enrollment, admits to addiction to alcohol or other controlled substances prior to the first day of class will be encouraged to seek treatment and rehabilitation, without loss of enrollment fee and/or violation of policy. Any treatment will be at the students own expense. Upon satisfactory completion of such program, students will be admitted into the training program. Employees and students are subject to drug and/or alcohol testing at any time they are on the premises of KWI. Drug testing may occur via a random lottery system, as a result of suspicion, and/or as a result of any accident resulting in injury that requires medical treatment or property damage in excess of \$100.

Additionally, KWI reserves the right to authorize the inspection of the person and any personal property of all employees or students while on the premises of KWI. The results of any drug and/or alcohol testing are confidential, but will be released to KWI or its agents as arising from any liability damages or claims that may be a result of positive tests. I understand that a positive test for alcohol or drugs, any attempt to alter or falsify a test sample or refusal to submit to testing shall result in my immediate termination\* from KWI.

### Resources:

Students that may be impacted by drug/alcohol abuse are encouraged to seek assistance. Local resources include Comprehend, Inc and New Hope Community Services. National helplines include:

- SAMHSA – Substance Abuse and Mental Health Services Administration – Call 1.800.662.HELP or visit <https://findtreatment.samhsa.gov/>

- National Council on Alcoholism and Drug Dependence 1-800-NCA-CALL (1-800-622-2255) or visit <http://www.ncadd.org/>

## Annual Crime Report

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2023 and 12/31/2023.

<b>Crimes Reported</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Criminal Offenses</b>			
Notes: #1 Also referred to as Primary Crimes #2 also referred to as sex offenses			
<b>Criminal Homicide #1</b> (these offenses are serrated into two categories)			
• murder	0	0	0
• non- negligent manslaughter	0	0	0
• manslaughter by negligence	0	0	0
• Robbery	0	0	0
• Aggravated Assault	0	0	0
• Burglary	0	0	0
• Motor Vehicle Theft	0	0	0
• Arson	0	0	0
<b>Sexual Assault</b>			
• Rape	0	0	0
• Foundling	0	0	0
• Incest	0	0	0
• Statutory Rape	0	0	0
<b>Hate Crimes Reporting</b>			
	<b>2021</b>	<b>2022</b>	<b>2023</b>
Larceny-Theft	0	0	0

Simple Assault	0	0	0
Intimidation	0	0	0
Destruction, Damage or Vandalism of Property [which were motivated by bias]	0	0	0
<b>Violence Against Women Act</b>			
<b>Note: that sexual assault is also a VAWA offense but is included in the criminal offense's category for Cleary Act reporting purposes]</b>			
	2021	2022	2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking (including cyber-stalking)	0	0	0
Rape & Forcible Foundling	0	0	0
Sex offenses - forcible	0	0	0
Sex offenses - non-forcible	0	0	0
<b>Arrests and Disciplinary Referrals</b>			
<b>Note: this information also includes those individuals that were referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession.</b>			
Arrest:	2021	2022	2023
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Disciplinary Referrals:	0	0	0
• Weapons- Carrying	0	0	0
• Weapons Possession	0	0	0
Arrest:	0	0	0
• Drug Abuse Violations	0	0	0
Disciplinary Referrals:	0	0	0
• Drug Abuse Violations	0	0	0
Arrest:	0	0	0
• Liquor Law Violations	0	0	0
Disciplinary Referrals:	0	0	0
• Liquor Laws Violations	0	0	0

**Collection of Statistics:** Data for the Annual Crime Report is obtained by the Director of Compliance through reporting by the Fleming County Sheriff's Department and Flemingsburg City Police. Requested crime statistics for the required Clery geography as defined by federal regulations was conducted, however, complete information regarding specific Clery categories, including offenses covered by the Violence Against Women Act (VAWA), such as domestic violence, dating violence, stalking, and sex offenses. As such, those statistics are not included in this report for the applicable areas.

Criminal Offenses are reported for the following as defined within the Federal Bureau of Investigations Uniform Crime Reporting Handbook:

**Murder and Non-negligent manslaughter** - The willful (nonnegligent) killing of one human being by another

**Manslaughter by negligence** - The killing of another person through gross negligence.

**Robbery** - The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** - The unlawful entry of a structure to commit a felony or a theft.

**Motor vehicle theft** - The theft or attempted theft of a motor vehicle.

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

**Rape** - The carnal knowledge of a female forcibly and against her will.

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

**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

**Larceny-Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple assault** - All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim

**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 or 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

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

- *By a current/ former spouse or intimate partner of the victim*
- *By a person with whom the victim shares a child*
- *By a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner*
- *By a person similarly situated to a spouse under domestic or family violence laws*
- *By any other person against an adult or youth victim who is protected under applicable domestic or family violence laws.*

**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

**Stalking** - One person's harassing, obsessive, or threatening behavior towards another person. Any unwanted repetitive contact between alleged stalker and victim that threatens or places fear in that person

**Rape** - 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.

**Forcible Fondling** - *The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or when the victim is incapable of giving consent because of their age or mental/physical incapacity.*