



SAFETY, SECURITY & FIRE ANNUAL REPORT

ADULT EDUCATION

Issued September 2019

Penta Career Center prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available online at pentacareercenter.org/FinancialAid.aspx, under *Downloads*.

This report is prepared by Penta's Adult Education team in cooperation with its safety and security department and its Board of Education, along with the local law enforcement agencies serving the main campus. Each entity provides updated information on its educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Penta and other designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), along with local law enforcement agencies.

Each year, the Adult Education team notifies students, staff and faculty by e-mail that this report, updated annually, is available, including the website link to access this report. Copies of the report are also available at the Adult Education office or by calling 419.661.6555.

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1. INTRODUCTION

Students, staff and faculty of Penta Career Center's Adult Education department have access to a yearly report summarizing and explaining the center's safety, security and fire safety. In accordance with the Jeanne Clery Act, Penta and other institutions of higher education participating in Title IV student financial aid programs are required to report and share student safety-related statistics.

This report includes crimes reported on-campus (those that occurred on property owned or controlled by Penta Career Center), and on public property within or immediately adjacent to, and accessible from, the Penta Career Center campus.

2. CLERY ACT DISCLOSURES

The Clery Act requires Penta to disclose three general categories of crime statistics:

Criminal offenses: criminal homicide, including a) murder and non-negligent manslaughter, and b) negligent manslaughter; sex offenses, including a) forcible and b) non-forcible; robbery; aggravated assault; burglary; motor vehicle theft; and arson.

Hate crimes: any of the abovementioned offenses, and any incidences of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias; and

Arrests and referrals for disciplinary actions for weapons: carrying, possessing, etc., drug abuse violations and liquor law violations.

DEFINITIONS OF OFFENSES

The definitions of the following offenses are from the U.S. Department of Education's [Handbook of Campus Safety and Security Reporting](#).

Murder/non-negligent manslaughter - the willful (non-negligent) killing of one human being by another [Penta Career Center] student, staff or faculty.

Negligent manslaughter - the unjustifiable, inexcusable, and intentional killing of a human being without deliberation, premeditation, and malice. The unlawful killing of a human being without any deliberation, which may be involuntary, in the commission of a lawful act without due caution and circumspection.

Sex offenses (forcible) - the act of forcible sexual intercourse with any person including rape and sodomy.

Clery Act Disclosures, Definitions of offenses, continued

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 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 or physical incapacity.

Sex offenses (non-forcible) - non-forcible sex offenses include sexual conduct with individuals that the law assumes are not capable of giving consent to sexual acts.

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 under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated assault - an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

Burglary - the unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor vehicle theft - the theft of a motor vehicle.

Arson - the malicious burning or exploding of the dwelling house of another, or the burning of a building within the curtilage, the immediate surrounding space, of the dwelling of another.

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.

Clery Act Disclosures, Definitions of offenses, continued

Larceny/theft – the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

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, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Domestic violence – felony or misdemeanor crime of violence committed by: 1) a current or former spouse or intimate partner of the victim; 2) a person with whom the victim shares a child in common; 3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; 4) 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 5) 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.

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 – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or suffer substantial emotional distress.

Weapons (carrying, possessing, etc.) - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug abuse violations - the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Clery Act Disclosures, Definitions of offenses, continued

Liquor law violations - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Unfounded crimes – a reported Clery Act crime, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning that the crime did not occur and was never attempted.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

Definition and history

The Clery Act requires post-secondary institutions that participate in Title IV programs to comply with certain campus-safety and security-related requirements. You can read the full text of the bill in the Federal Register/Vol. 79, No. 202, and a synopsis of the requirements, available through the Clery Center for Security on Campus at clerycenter.org.

CRIME STATISTICS, 2016 - 2018

Criminal offenses on campus	2016	2017	2018
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	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

Criminal offenses off campus <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	2016	2017	2018
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	1	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

Crime statistics 2016-2018, continued

Hate crimes on campus: 2018	Category of bias for crimes reported in 2018								
	2018 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/ nat'l 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

Hate crimes on campus: 2017	Category of bias for crimes reported in 2017								
	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/ nat'l 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

Crime statistics 2016-2018, continued

Hate crimes on campus: 2016	Category of bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/nat'l 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

Hate crimes off campus: 2018 <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	Category of bias for crimes reported in 2018								
	2018 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/nat'l 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

Crime statistics 2016-2018, continued

Hate crimes off campus: 2017 (public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)	Category of bias for crimes reported in 2017								
	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/nat'l 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

Hate crimes off campus: 2016 (public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)	Category of bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	Ethnicity/nat'l 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

Crime statistics 2016-2018, continued

VAWA offenses on campus	2016	2017	2018
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

VAWA offenses off campus <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	2016	2017	2018
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

Arrests on campus	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	2	0	1
Liquor law violations	0	0	0

Arrests off campus <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary actions on campus	2016	2017	2018
Weapons: carrying, possessing, etc.	4	0	0
Drug abuse violations	11	0	1
Liquor law violations	4	0	0

Disciplinary actions off campus <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	2016	2017	2018
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Unfounded Crimes on and off campus <i>(public property boundaries of Buck Road, Lime City Road, Bates Road and Penta Career Center/Interstate 75 property line)</i>	2016	2017	2018
Total unfounded crimes	0	0	0

3. EMERGENCIES

Definition and scope

According to requirements of the Clery Act, an emergency is any dangerous situation that involves an immediate threat (including an imminent or impending threat) to the health or safety of students or staff on campus. Examples include, but are not limited to, a fire within the building; an outbreak of meningitis, norovirus or other serious illness; approaching tornado or other extreme weather condition; nearby chemical or hazardous waste spill; or an armed intruder.

The *response* to an emergency varies according to the type and time of emergency. These variables are explored in greater detail throughout the rest of this report.

Timely warnings

As soon as an emergency has been confirmed, the superintendent will take into account the safety of the campus community; determine which information to release about the situation; and begin the notification process.

The evening academic coordinator will notify the campus community by on-campus public address system; e-mail, phone and/or the Penta website are supplementary notification methods to the public address system. Students are responsible for regularly checking their e-mail and for ensuring that the Adult Education office is kept up-to-date on all contact information (report any changes of physical address, e-mail address or phone number to the main office by calling 419.661.6555).

Any potential emergency needs to be reported to the evening academic coordinator, who will notify the supervisor of Adult Education, the director of campus security and the superintendent of Penta's Board of Education. The superintendent, in conjunction with these school leaders, is responsible for determining the appropriate response to the specific threat.

Notification procedure

When the *entire campus community* is potentially affected by the situation, or when the situation threatens the *operation of the campus as a whole*, everyone (Adult Education students, staff and faculty) will be notified.

The evening academic coordinator will work closely with the supervisor of Adult Education, the director of campus security and the superintendent of Penta's Board of Education to continually assess the situation and maintain communication with the Penta community.

The only reason that Penta administrators would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would comprise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency (i.e., by direct request of local law enforcement or fire department officials).

If the superintendent determines that the larger community (i.e., members of the media and the general public) need to be informed of the situation, s/he, working with the public information officer, will prepare and disseminate emergency information by direct e-mail, Penta website and by social media (superintendent's Twitter account).

Emergency notifications vs. timely warnings

An emergency notification has a wide focus of significant emergency or dangerous situation that is currently occurring on campus.

A timely warning has a narrow focus on Clery crimes (*see above timely warning policy*) which have already occurred but which represent an ongoing threat.

4. RESPONSE TO EMERGENCY

EVACUATION

Procedure

Instructors *with students* should carry an Emergency Packet outside. Instruct students to exit properly – try to prevent panic – and escort the student group outside to designated evacuation place. Instructors keep their class(es)/group(s) together and take attendance using the Emergency Situation Attendance Form. Instructor/Staff member is responsible to take attendance for each class and then report this to a specific location identified on the site map where an administrator will pick up attendance form (see map in back). Aides and volunteers should help evacuate assigned students with special needs.

Instructors without students should check hallways and restrooms, and assist other instructors with evacuation.

Maintenance personnel bring floor plans designating utility switches and shutoff locations for water, gas and electric. There should be a set in the “to go bags” in every location, including a video of the school.

Chain of command to report problems

Instructors report attendance / problem zone to the evening student services coordinator. The evening student services coordinator reports problems to the Adult Education supervisor.

The Adult Education supervisor and/or administrator(s) give the ALL CLEAR to return to building or further instructions.

Special situations

Staff will anticipate and prepare for contingency evacuation scenarios. During an evacuation, the first priority is having students safely and expeditiously exiting the buildings. Once students are safely out of the building, the priority is to organize, supervise and account for all students. A plan for reunification of students with staff is especially critical if an emergency prevents students/staff from returning to Penta, and possible evacuation and relocation to an alternative site if necessary.

If, for example, it is necessary to evacuate *during a class break or before school*, the first priority is to get students out of the building as quickly as possible by having them exit at the nearest doors. Instructors with students in classroom should exit with those students following routine evacuation procedures and report to designated location outside of the building. Students not yet in a classroom should exit the building and instructors/staff should collect/organize students by having them join existing classrooms. Additional students added should be accounted for by using the "Emergency Situation Attendance Form."

Instructors are to remain with students until additional information is provided by the administration. For students needing assistance, instructors will escort students to the designated safe location outside of the building.

SHELTER-IN-PLACE (LOCKDOWN)

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

If an incident occurs and the building you are in is not damaged, stay inside -- seeking an interior room -- until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators).

Response to emergency, continued

Once you have evacuated, seek shelter quickly at the nearest Penta building. If police or fire department personnel are on the scene, follow their directions.

A *shelter-in-place notification* may come from several sources, including the Penta public address system, instructor and/or evening academic services coordinator, as well as other authorities utilizing Penta's emergency communications tools.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:

- an interior room;
- above ground level; and
- without windows or with the least number of windows.

If there is a large group of people inside a particular building, several rooms may be necessary

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able (school staff will turn off ventilation as quickly as possible).

6. Make a list of the people with you and ask someone (instructor or other staff member) to call the list in to Penta so they know where you are sheltering. If only students are present, one of the students should call in the list.

7. Turn on a radio or TV and listen for further instructions.

8. Make yourself comfortable.

When the lockdown procedure is initiated by administration, an announcement will be made over the public address system. The following words will indicate that a lockdown procedure is in effect until further notice: "WE ARE IN A LOCK DOWN SITUATION." Whenever possible, this phrase will be repeated three times to assure communication.

- Listen carefully for pertinent information regarding the situation coming over the public address system by administration.
- *If situation calls for, and it is safe to do so*, evacuate your class out of the building using the nearest exit. This decision will be up to each instructor and based on information provided over the public address system regarding the intruder's whereabouts.
- Penta staff are aware of area rally points. As a general rule, if these rally points cannot be accessed, have students run toward emergency vehicle lights with hands up.
- *If evacuation is not possible*, immediately close and lock classroom/lab door, barricade door and shut off lights.
- Instruct students to move away from the door, taking with them any item which may be thrown at an intruder breaching the door.
- **LAST RESORT:** If life is in imminent danger, use aggressive measures against the intruder by:
 - throwing items at the intruder.
 - shouting, yelling, and if necessary aggressively confronting the intruder.
 - gaining control of intruder and restrain until police arrival.
- Students and staff outside the building will be contacted by a supervisor and given directions.

HOMELAND SECURITY

The safety of the school environment where staff and students spend much of their time is a top priority. Wood County School officials and Wood County Agencies have reviewed safety plans in the case of a Threat Level Red being declared by the United States Department of Homeland Security. Should a *Threat Level Red* be announced:

Before school hours: A decision will be made concerning whether schools will be opened or closed. If schools are closed, all activities and events scheduled for any district facility will be cancelled until further notice. Normal school operations will remain closed until advised to re-open by the Wood County Emergency Response Coalition.

During school hours: School buildings will be secured and remain open until the regular dismissal time unless otherwise directed by the Wood County Emergency Response Coalition. All after-school activities and events will be cancelled.

How can you help?

1. *Remain calm.* Keep in mind that a Threat Level Red does not necessarily mean our area is in imminent danger.
2. The safety of our staff and students is our top concern.
3. Please remember that we need to keep district phone lines open for possible communications with safety personnel.
4. Please do not communicate any information related to the Threat Level Red status to your students unless authorized by your building principal or immediate supervisor.

TORNADO / SEVERE WEATHER PROCEDURE

If a *tornado warning* is issued by local authorities, a Penta administrator will make an announcement using the school's PA system. After hearing this announcement, take shelter according to the following plan:

1. Students and staff will be advised of the alert by one of the following two methods:
 - a. Public address system
 - b. Warning bells
2. Avoid all exterior window areas.
3. When there is no advance warning, take cover immediately under furniture or other appropriate protection. Assume a protective position on the floor, covering your head.
4. Instructors must account for all students and carry class roster and emergency situation attendance forms with them.
5. Remain in these locations until further advised.

Decisions regarding the operation of Adult & Continuing Education programs and other activities on days that have *inclement weather* potential will be made jointly by the Adult Education Supervisor and the Superintendent. Classes will automatically be canceled when a Level 3 Snow Emergency is in effect in Lucas or Wood County. On other days when classes are canceled, a decision will be made by 2 p.m. and announced on local TV channels 11, 13, and 24. Instructors have the flexibility to establish other forms of communication with their students regarding school closing as appropriate, including use of the virtual classroom in the Remind.com app. Students will also have the opportunity to sign up online for automatic text message alert concerning weather and other emergencies.

BOMB THREAT

In the unlikely event that a bomb threat is received, each person plays an important role in the safety and security of staff, students and faculty.

It is critical that *whoever takes the call* remains calm, follows the procedures described below, and gathers as much information as possible from the caller.

- If a student takes the call, immediately refer it to the evening student services coordinator (ext. #6503) or other Adult Education staff (ext. #6155 front office).
- What to do during the call:
 - try and keep the caller on the phone as long as possible without putting yourself or others in jeopardy. As you listen to the caller, complete the bomb threat form included in this section of the plan. Blank forms are kept in the Adult Education office and in the main office. Ask the questions from the form.
 - write down as many exact words as possible
 - be aware of background noise such as traffic, music or other voices and sounds
 - listen carefully to the caller's voice, accent, male or female, attitude
 - record the phone call if possible
- Alert the Adult Education supervisor or designee immediately. This needs to be done in a manner that will not cause panic or chaos to those in the office area or building. Do not use walkie-talkies, portable radios, cell phones or the PA system to contact the Adult Education supervisor/designee or to alert staff. To notify the Adult Education supervisor, consider using house phone or personally locate him/her. If the supervisor is unavailable, locate evening student services coordinator.
- Do not share the information regarding the call with anyone else unless instructed to do so by the Adult Education supervisor or designee.
- Remain available to responding law enforcement officials and the building administration in order to assist with the criminal investigation.
- If a written bomb threat is received, all material must be saved and not handled after it is determined that the information contains a threat. Turn all written materials over to law enforcement as soon as they arrive on the scene.

After assessing the nature and reliability of the threat, consider the following courses of action:

1. Search with no evacuation

- Safety check – where instructors visually inspect classrooms/lab areas.
- Administrators and maintenance search general areas including empty classrooms, restrooms, closets, and predetermined areas.
- Consider using “sniffing dogs” to do academic/lab lockers and additional areas if possible.
- If dogs are unavailable, supervisors could open/look through lab lockers.

2. Partial evacuation to safe area

- Search and secure auditorium and south wing construction labs allowing for relocation of students while more comprehensive search can be done using predetermined search procedures per Penta Safety Plan.
- Utilize police/fire personnel for support.
- Consider provisions for feeding students if during lunch periods.

3. Search with evacuation

- Evacuate students from building to predetermined evacuation zones.
- Conduct comprehensive search utilizing police/fire/dogs to secure campus.
- Penta administrative team will report to the predetermined evacuation zone for supervision of students/staff.
- Consider need to feed students if over meal/break periods.
- Consider possible dismissal from the evacuation zone.

Possible contingency plans for consideration

1. Safety check (leave students in classes) while “sniffing dogs” do restrooms, hallways, lockers, labs, etc.
2. Initially search and secure the auditorium and south wing construction labs as a safe place to move students while a more comprehensive search of building is deemed necessary.
3. If necessary to search classrooms/labs evacuate students through fire drill after police have secured perimeter of campus. Evacuate by fire drill or PA Announcement.
4. Following building evacuation, if security/search of building will be for a protracted period of time, consider transporting all students by bus or walking.
5. If an evacuation is deemed necessary, staff will move students to a designated collection organization / point. Students walking to the evacuation zone will be under the supervision of classroom / lab instructors.
6. The Adult Education supervisor or his/her designee will coordinate student movement to the evacuation zone. If students will be walking, the coordinator will block traffic so that Lime City Road is a safe route for student movement, if needed.

This procedure will be used in situations such as when an intruder is in the building and/or where the safety of staff and students is a concern.

Safety check

The protocol for staff and faculty to follow after an announcement from the main office advising of a safety issue includes:

1. **Do not** allow students to leave the room. Have any students in the hall come into your room.
2. Close and lock the door and remain in the room until notified otherwise.
3. Verify attendance. List all students unaccounted for, and list any extra students you have on the emergency situation attendance form.
4. Do not use the phone unless it is an emergency.
5. Visually inspect your classroom looking for anything irregular, unusual, or suspicious. Objects or packages found should be reported immediately to the director. The object or package should not be moved or touched.
6. Do not use cell phones, pagers or other equipment that sends an electronic signal unless it is an emergency.
7. When appropriate, continue with normal classroom routine. Continue to teach and disregard bells for class changes. Students will be dismissed by the PA system only.
8. When appropriate further directions/clarification will be made via PA system advising that safety check has been cancelled.

TRANSPORTATION

Accidents (vehicular)

Although students and staff may be involved in accidents in private vehicles on their way to or from school, the consideration here will be **accidents involving school-owned vehicles**, either transporting students to/from school or on a fieldtrip, or private vehicles used to transport a few people on school business.

1. The supervising member (instructor, advisor/supervisor) of the sponsoring organization shall do the following:
 - * Determine whether to summon emergency help.
 - * Call 911 if medical help is necessary.
 - * Notify the **Supervisor of Operations** as soon as reasonable practical after obtaining help for the injured, and seeing that remaining students and staff are in a place of safety.

2. The **Transportation Director and/or Building Director** shall:
- * Notify the Superintendent's Office – 419.661.6352
 - * Determine whether additional help is needed.
 - * Alert the police, fire and hospital as deemed necessary.
 - * If appropriate, send another individual to observe the situation.
 - * Request Emergency Medical Authorization cards/emergency numbers in preparation for contacting parents, spouses, or other designated individuals of persons involved/injured in the accident.
 - * Write a statement for secretaries/other personnel to read to callers.
 - * Communicate with the media by written statements, if directed by the Superintendent or Superintendent's designee.
 - * Determine whether an announcement should be made to students and staff. If so, write and distribute the statement.
 - * Utilize the Building Crisis Team, if necessary.

Note: All school-related accidents should be documented by the appropriate law enforcement agency.

The Superintendent or Superintendent's designee will be the spokesperson for the district in the event of any vehicular accident.

5. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Penta regularly schedules drills, exercises and appropriate follow-through activities to test its emergency response and evacuation procedures. These tests are designed to assess and evaluate emergency plans and capabilities, and they are conducted at least once per year.

These tests are scheduled in advance and include several components: drills (testing a single procedural operation, like a lockdown procedure); exercises (involving the coordination of efforts among professionals on and off Penta campus, which may include first responders, police, firefighters and emergency medical technicians); follow-through activities to review the test; assessments of emergency plans and capabilities; and evaluation of emergency plans and capabilities.

Testing emergency response and evacuation procedures, continued

Within the first half of the fall semester, the evening student services coordinator will escort all full-time students and instructors to the centralized Penta Career Center tornado shelter. **All students and instructors are required to sign a form confirming that they were physically escorted to the tornado shelter location.**

6. PUBLICIZING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In conjunction with at least one emergency response/evacuation procedure test per calendar year, Penta will contact Adult Education staff, faculty and students by e-mail to provide a link to the school's emergency response/evacuation procedures. These procedures are also available online at the [Adult Education web page](#), in the Student Handbook (Section 4, General Policies).

Students receive information about evacuation and shelter-in-place procedures during the first half of the fall semester. Penta will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

7. REPORTING A CRIME

Procedure

Contact your instructor, the evening academic coordinator (office 419.661.6503), or other Penta staff, or dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or around buildings should be reported to the police department.

If you are the victim of a crime and do not want to pursue action within the Penta system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Adult Education supervisor can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Penta can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Penta encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Penta cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Penta leaders (see list of contacts on the outside back cover of this report).

Access to Penta facilities

During daytime hours (normally 8 a.m. to 4 p.m.), Penta is open to students, parents, employees, contractors, guests and invitees. After 4 p.m, unless otherwise arranged through the school's maintenance team, access to all Penta facilities is through the main entrance (or for staff, by key or badge). In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which 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. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted, then reviewed by Penta Administration. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Directors of Facilities Management, Campus Safety and Maintenance meet during the academic year to discuss issues of pressing concern.

Penta partners with Perrysburg Township

Penta's safety and security department has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. Criminal incidents are referred to the Perrysburg Township police who have jurisdiction on the campus. Penta's safety and security department maintains a highly professional working relationship with the Perrysburg Township police department, as well as other local police departments which may be called to assist as needed. All crime victims and witnesses are strongly encouraged to immediately report the crime to the academic coordinator or campus operations office, and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

*Reporting a crime, continued***Prompt, accurate crime reporting**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to Penta's academic coordinator or campus operations department in a timely manner. To report a crime or an emergency, or a non-emergency security/public safety-related matter, call Penta's the campus operations department at 419.661.1120.

In response to a call, Penta will take the required action, dispatching an officer or asking the victim to report to Penta's safety and security department to file an incident report. All incident reports are forwarded to Perrysburg Township police department for potential action by the township. Additional information obtained via the investigation will also be forwarded to Penta Administration. If assistance is required from the Perrysburg Township police or fire department, Penta will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Penta's staff, will offer the victim a wide variety of services in conjunction with the Perrysburg Township Police Department.

The information about "resources" is not provided to infer that those resources are "reporting entities" for Penta. Crimes should be reported to Perrysburg Township police department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

"Professional counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Disclosure to victims

Penta will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Penta against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Penta will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

8. SECURITY AWARENESS PROGRAM

During the first half of the fall semester, students, staff and faculty are informed of services offered by Penta's safety and security team. Students are informed about crime on-campus and in surrounding neighborhoods. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. Periodically during the academic year, Penta's safety and security department, in cooperation with other school organizations/departments and local law enforcement officials, present information or sessions on crime prevention, sexual assault, theft, vandalism and related topics. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to these sessions, information is available in the Adult Education office lobby to students, staff and faculty through brochures, posters and other reference materials that discuss crime prevention and support. When time is of the essence, information is released to the Penta community through security alerts posted prominently throughout campus, by e-mail and/or the public address system.

Perrysburg Township supports the safety of the Penta campus with periodic drive-by monitoring during evening hours.

Drugs and alcohol

The possession, sale or the furnishing of alcohol on Penta's campus is governed by Penta's Alcohol Policy and Ohio state law. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the Ohio Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of Penta's safety and security team. The Penta campus has been designated drug-free. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Penta's safety and security team. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of Penta's alcohol policy for anyone to consume or possess alcohol in any public or private area of campus without prior, formal Penta approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by Penta.

A student or teacher shall not possess, transmit, conceal, or show symptoms of using drugs, hallucinogens, volatile chemicals, alcohol, or possess paraphernalia conducive to above substances, or counterfeit controlled substance as any one or more of the aforementioned items while on school property or while attending school sponsored activities. Students will be dismissed if drugs or alcohol are discovered.

A counterfeit controlled substance is defined as:

A. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;

B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it;

C. Any substance that is represented to be a controlled substance, but is not a controlled substance, or is a different controlled substance;

D. Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

No student shall directly or indirectly represent a counterfeit controlled substance, nor shall any student knowingly make, sell, give, package, or deliver a counterfeit controlled substance.

No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.

No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

Tobacco

Penta Career Center is a tobacco-free facility. Tobacco use is only permitted in the student's own vehicle.

Repeated violations

A student shall not repeatedly fail to comply with school policies listed in this student handbook, directions of instructors, regular school staff, or other authorized school personnel during any period of time when the student is under the authority of school personnel which includes field trips, parking lots, and all campus grounds. Furthermore, no student shall assist or aid in any way another student in violating school rules, regulations, or policies.

Substance abuse education

The Penta Career Center Board of Education recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable, but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of our school, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. In response, Penta Career Center practices a “Positive Action” intervention plan that emphasizes referral for help. Although disciplinary action will still hold the student accountable for his or her behavior. The emphasis is on finding help for the student through the referral agency rehabilitation process.

Preventing and responding to sex offenses

Penta educates the student community about sexual assaults and date rape through mandatory orientation each August, before classes start. Literature on date rape education and risk reduction, is available in the Adult Education office lobby.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment; it is important that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to a Penta safety and security officer or other Penta representative. Filing a police report with a Penta officer does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will: 1) ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; 2) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam); and 3) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Penta safety and security representative, Perrysburg Township Police Department will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and Penta’s safety and security department. A representative from the police department will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from Penta through referrals offered in conjunction with the Perrysburg Township Police Department, United Way and other community agencies.

Counseling and support services outside Penta can be obtained through the evening academic coordinator and/or Adult Education supervisor. Penta disciplinary proceedings are detailed in the Adult Education student handbook. The handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing.

A student found guilty of violating Penta's sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from Penta for the first offense.

Sex offender registration

Penta is required to inform the campus community that a registration list of sex offenders will be maintained and available in the main office for Adult Education. In addition, a list of all registered sex offenders in Ohio is available online through the [Ohio Department of Rehabilitation and Correction](#).

9. FIRE SAFETY

Any student, staff or faculty person can report a fire to the evening student services coordinator and/or Adult Education supervisor.

Fire safety education

In 2015, Penta conducted nine (9) fire drills throughout the academic year.

Fire safety education programs for students, faculty and staff are offered during the first half of the fall semester. These programs are designed to familiarize everyone with the fire safety system on campus, train everyone on the procedures to be followed in case there is a fire and distribute information on the school's fire safety policies. Evacuation routes are prominently displayed in all classrooms, labs and open areas, along with fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

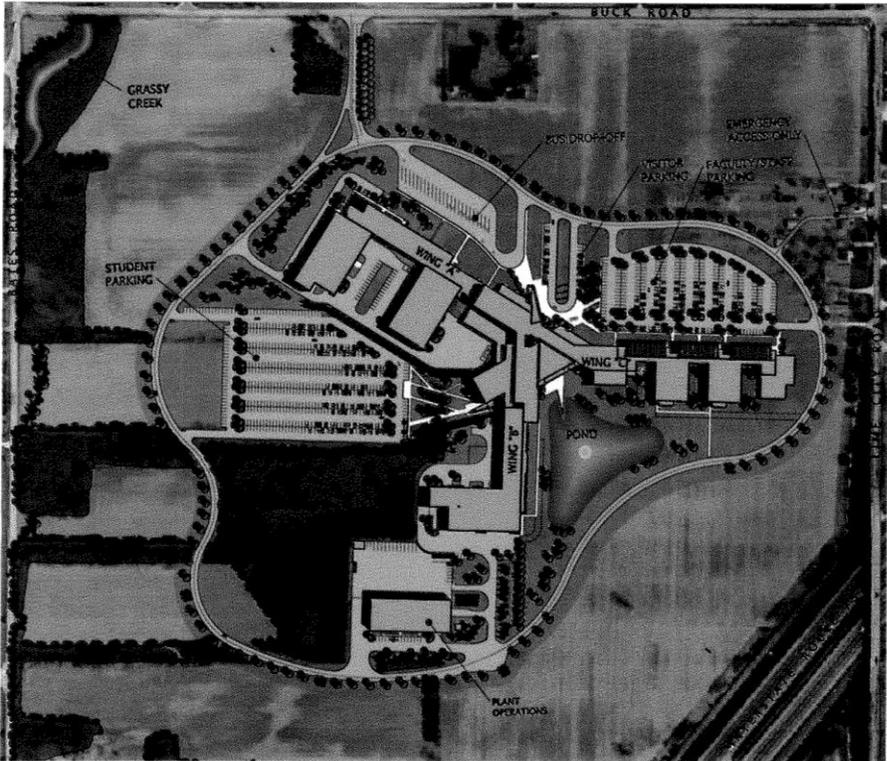
If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. They are to remain in that location so that the appropriate Penta representative has documented that the student has left the building. Staff and faculty are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety. The information provided during the fire safety programs is also available online at the [Adult Education web page](#), in the [Student Handbook](#) (Section 4.9, under General Policies).

Notification post-fire

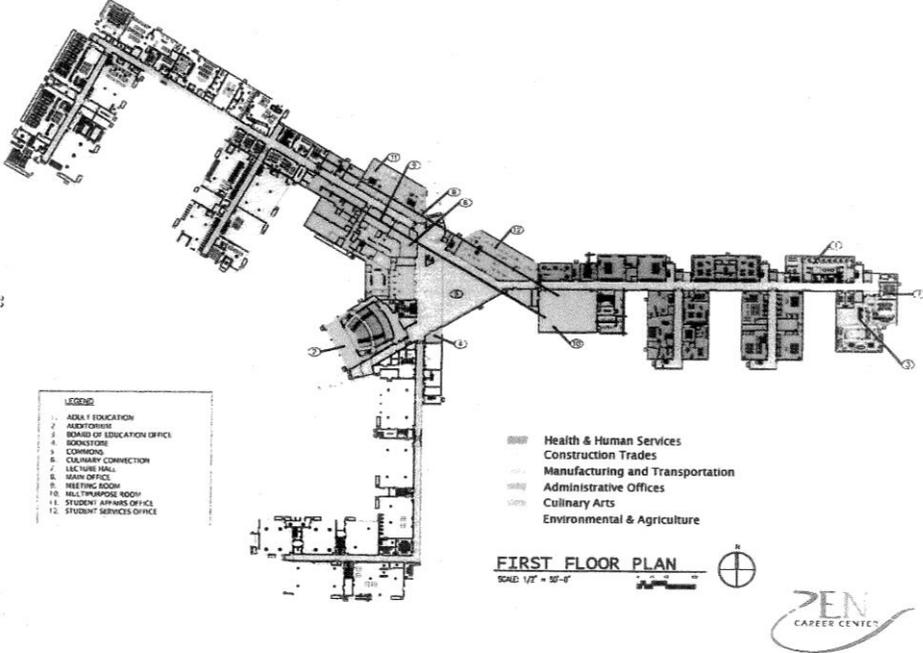
If you find evidence of a fire that has already been extinguished, or if you hear about such a fire, please contact Penta's operations team (419.661.6538). When calling, please provide as much information as possible about the location, date, time and cause of the fire.

APPENDICES

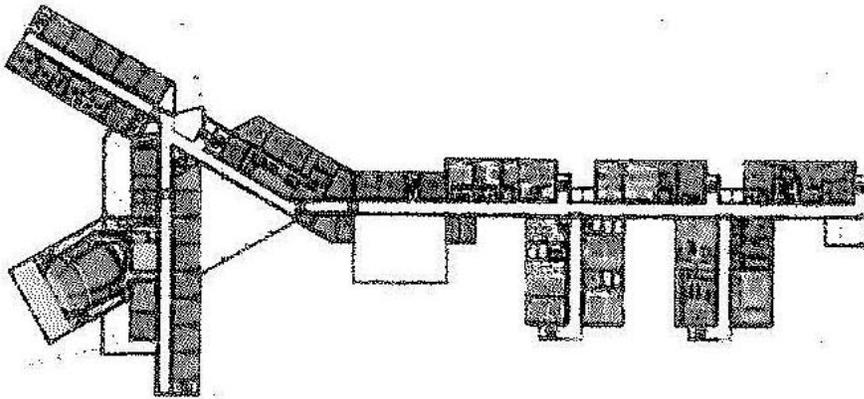
Penta campus map



Penta building map, floor 1



Penta building map, floors 2 and 3

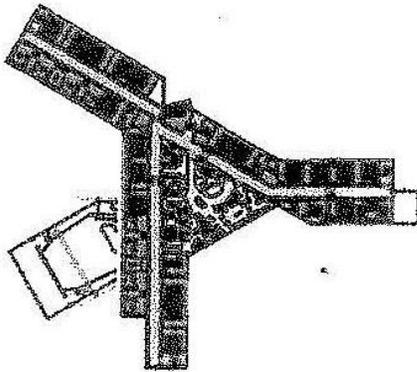


- Classrooms - Academics
- Auditorium
- Business, Management & Information Technology
- Health & Human Services

SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

DATE: 10/10/00



- Classrooms - Academics
- Media Center

THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

DATE: 10/10/00



Emergency Evacuation Kit

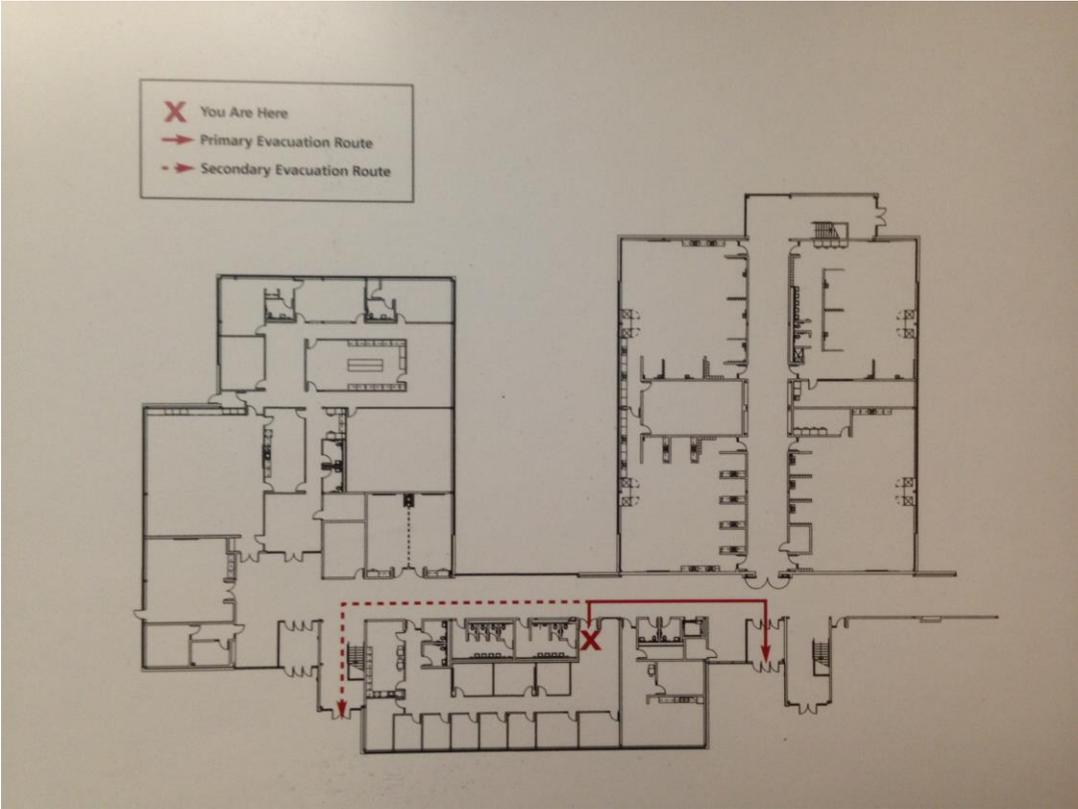
An Emergency Evacuation Kit is available in the Adult Education secretary's office by the Adult Education lobby area.

EVACUATION, FIRE DRILL & EMERGENCY PROCEDURES

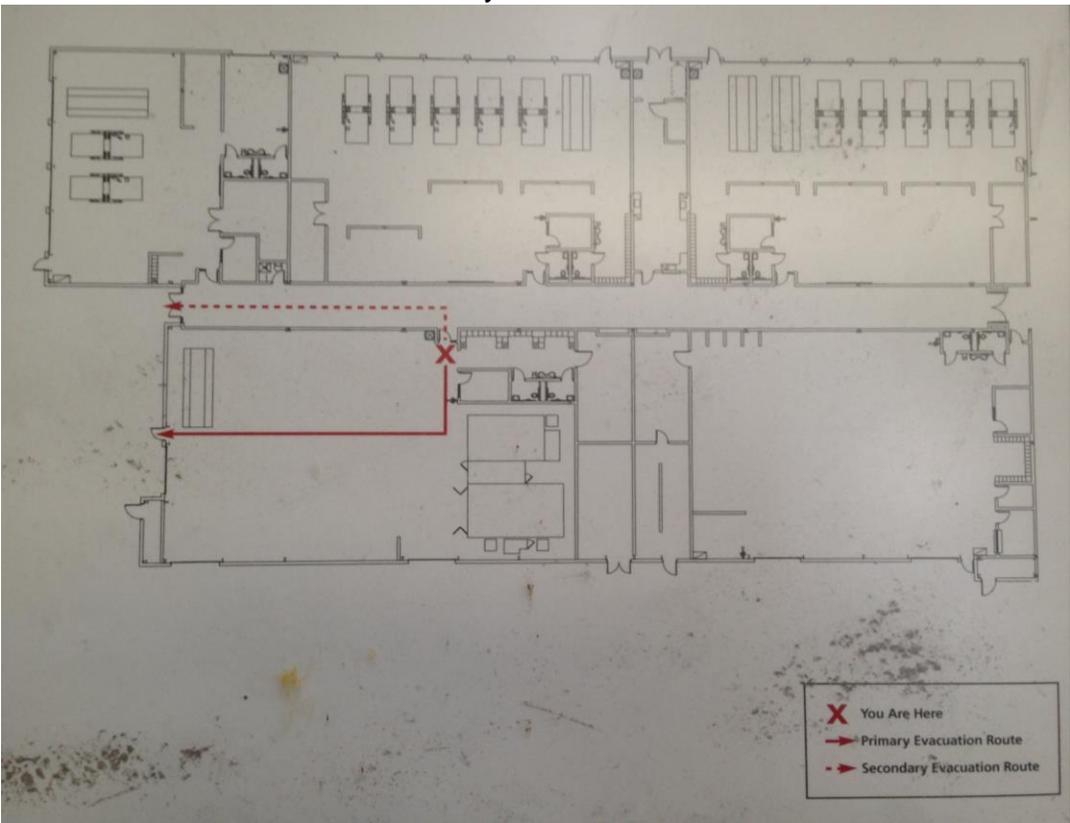
Fire drill

1. Have emergency plans available and accessible to substitute staff.
2. Brief students on emergency procedures prior to drill.
3. All building occupants will leave the building upon hearing the alarm.
4. *Immediately* start your classes moving to assigned exit at the sound of the emergency bells. If first exit is blocked, use next closest exit.
5. Instructors should be the last one to leave room. Provisions should be made to assist disabled students. Instructor should make sure everyone is out and then close door – Do not lock classroom door. When possible, close all flammable containers and be sure that all machinery is turned off.
6. Keep students moving in a brisk fashion--not lagging, not running.
7. Check attendance and account for all students outside the building using class lists and grade book. Instructors are responsible for the students under their supervision. Keep the class together. Additionally, any students in area not with an assigned class should be brought under instructor supervision and accounted for on the "Emergency Situation Attendance Form" found in your packet. Unless advised otherwise, attendance forms will be turned in to your designated supervisor.
8. Maintain order. Do not return or permit your students to return to the building until after the all-clear has sounded or been announced.
9. Report anything unusual you have observed (smoke, tripped alarm station, any blocked exits) immediately to the Main Office.
10. Staff should be familiar with the operation and location of fire alarms and fire extinguishers.

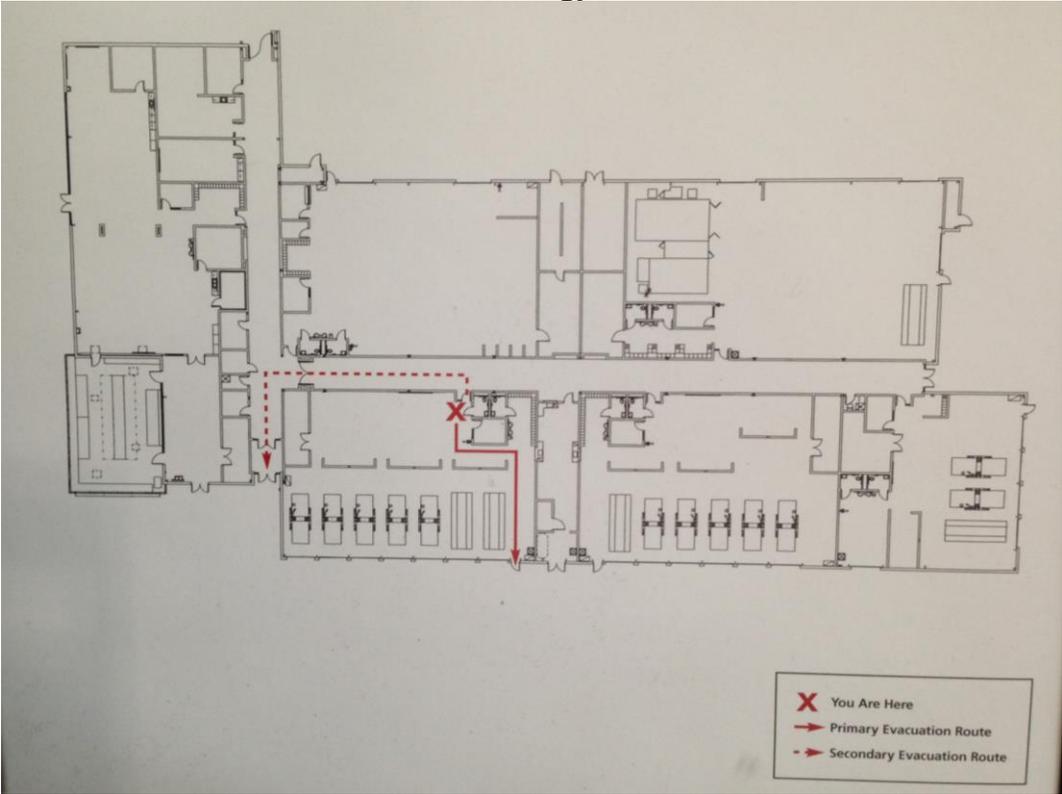
Evacuation route: Adult Education offices



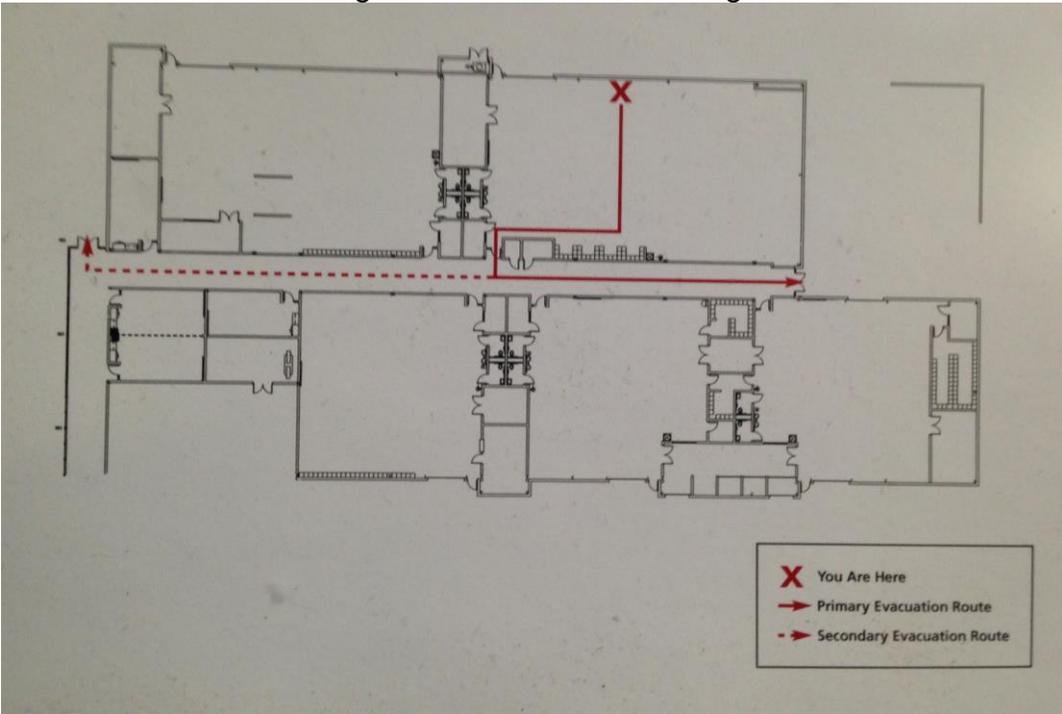
Evacuation route: Automotive Body



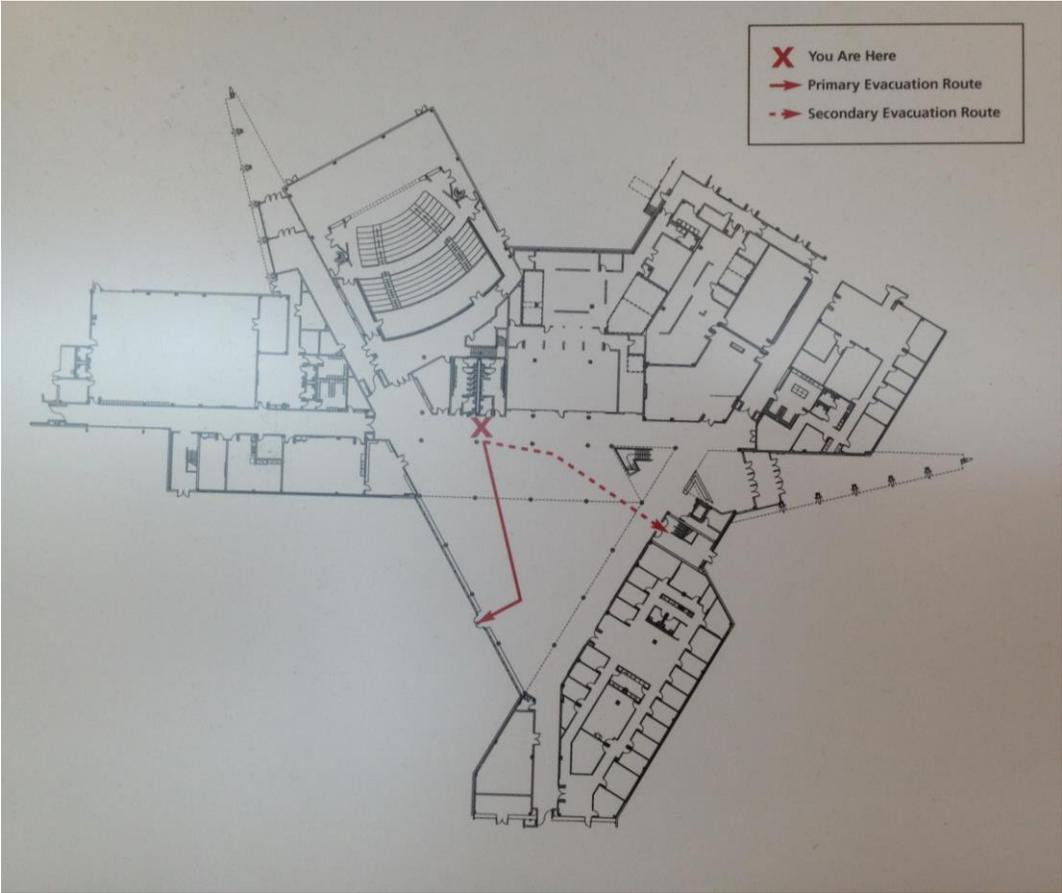
Evacuation route: Automotive Technology



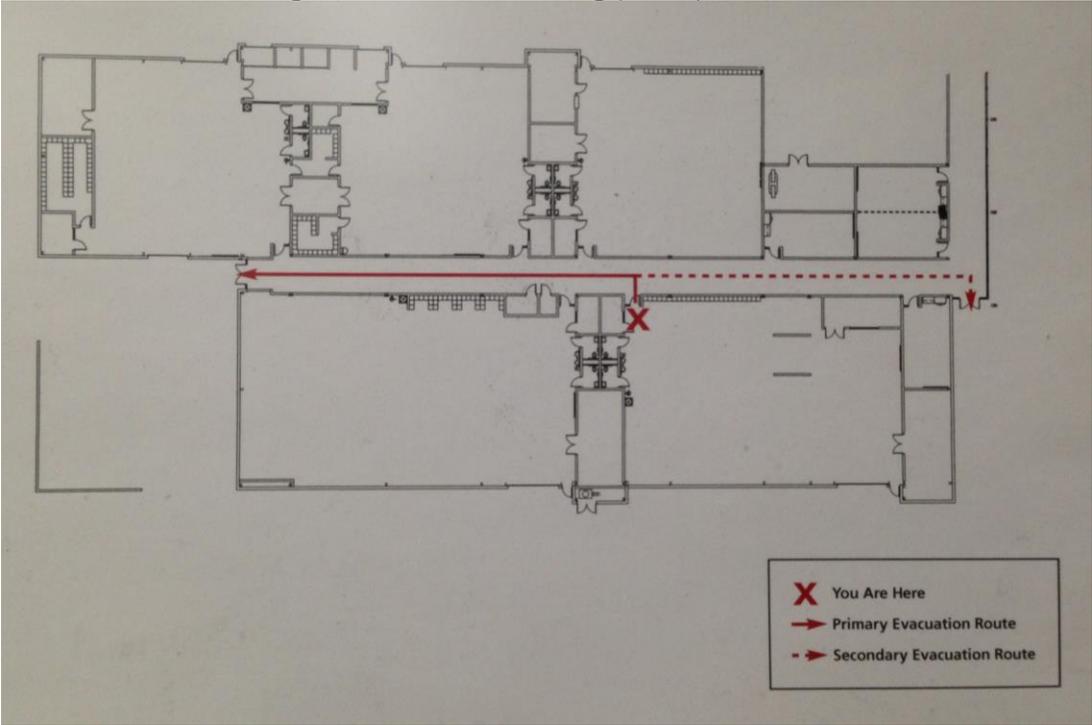
Evacuation route: Building-Construction-Remodeling



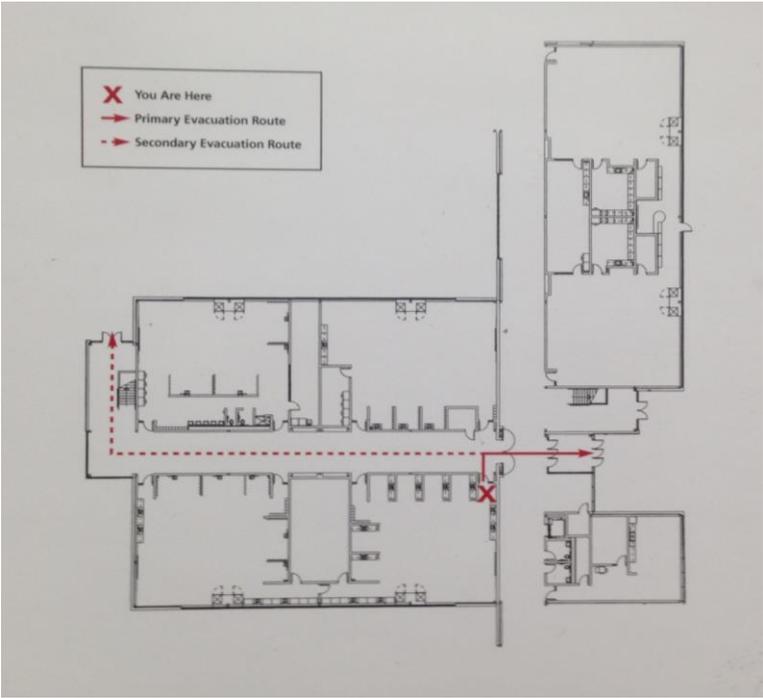
Evacuation route: cafeteria/break area



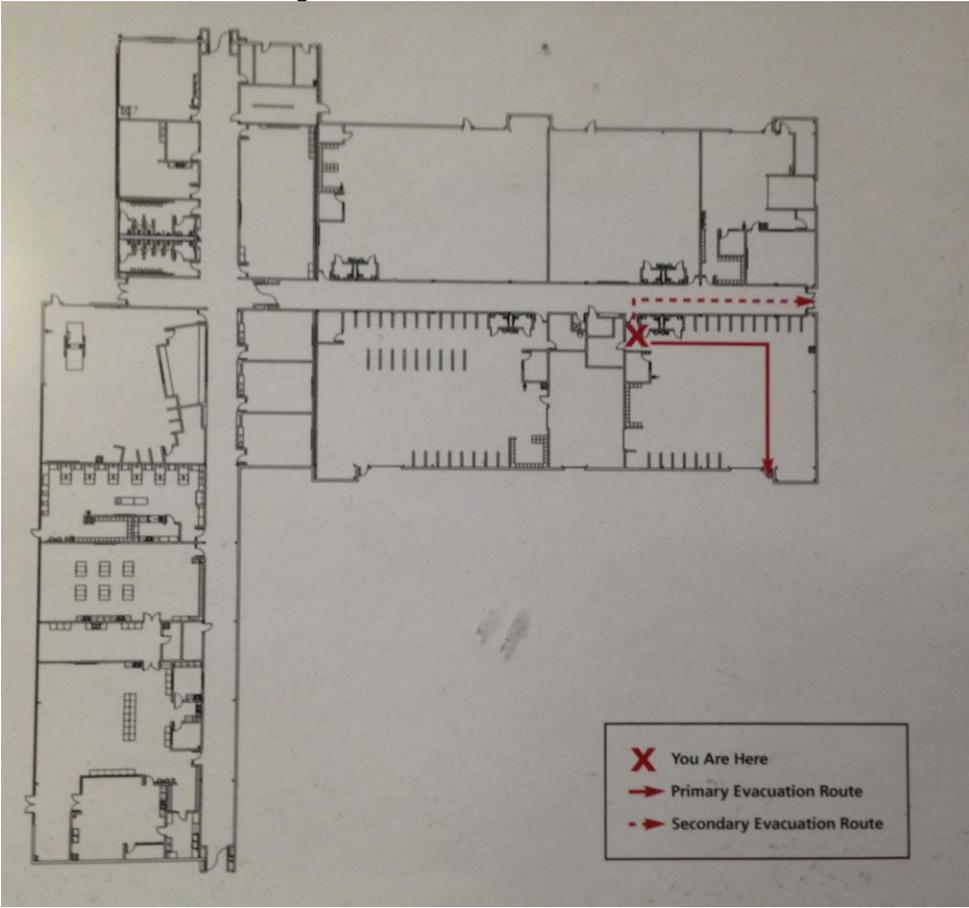
Evacuation route: Heating-Vacuum-Air-Conditioning (HVAC)



Evacuation route: Medical



Evacuation route: Welding



To report a crime:

Contact your instructor, or the evening academic coordinator (office 419.661.6503), or other Penta staff, or dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or around buildings should be reported to the police department. In addition, you may report a crime to the following areas:

IMPORTANT / EMERGENCY NUMBERS

Emergency Phone Numbers:	
	Office
Perrysburg Township Police 911	419.874.3551
Wood County Sheriff	419.354.9001
Fire Department / E.M.S. 911	419.874.3551
Adrienne Gurney	419.661.6484
Poison Information Center (1-800-589-3897)	419.383.3897
The Link Crisis Hotline (1-800-472-9411)	419.352.5387
Behavioral Connections	419.352.5387
Chad Greeley, Adult Education student services coordinator (on campus Mon-Thurs afternoons/evenings during Adult Ed classes)	419.661.6503
Debbie Morris, Adult Education Supervisor	419.661.6185
Wood County Job & Family Services	419.352.7566
Wood County Juvenile Court	419.352.3554
Ron Matter, Superintendent	419.661.6352
Carrie Herringshaw, Treasurer	419.661.6355
Ed Ewers, Human Resources Director	419.661.6350
Kevin Baker, Supervisor of Operations	419.661.6348
Jeff Kurtz, Director, High School	419.661.6483
Monica Dansack, Public Relations Coordinator	419.661.6651
Night Shift Personnel (Penta Maintenance)	419.261.0298
Utility Emergency Numbers:	
Toledo Edison	419.249.5040
Edison Company	800.447.3333 (Emergency: 1.888.544.4877)
Columbia Gas	419.248.5055, Ext. 2 or 1.800.344.4077
Northwest Water & Sewer	419.354.9090
Telephone: AT & T	800.727.2273
APC (Fire Monitor Company)	419.531.3400

LOCATIONS OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

Room Number	Location
1423	Faculty Planning Room Next to Supervisor's Office
1305	Faculty Planning Room Next to Supervisor's Office
1223	Next to Adult Education
2229	Faculty Planning Room Next to Supervisor's Office
2101	By Center Core Stairwell
3134	Faculty Planning next to Supervisor's Office

