



**U.S. DEPARTMENT OF EDUCATION**

**OFFICE OF POSTSECONDARY EDUCATION**

**ANNUAL OGONTZ CAMPUS SAFETY & SECURITY REPORT**

**7446 OGONTZ AVENUE - PHILADELPHIA PA 19138**

**OCTOBER 1, 2022**



**PTTI ANNUAL CAMPUS SAFETY AND SECURITY REPORT**  
**OGONTZ CAMPUS - YEAR 2021**

October 1, 2022

The Philadelphia Technician Training Institute's (PTTI) Annual Campus Safety and Security Report provides important information about safety on the school campus. The statistics from the City Of Philadelphia Police Department report that PTTI is a safe and secure campus.

As in any school location, it is important that employees and students take necessary precautions to prevent crimes and/or assaults against themselves and/or others.

PTTI has established policies and procedures to provide a safe and secure environment. The information that follows is provided to inform employees and students about PTTI's safety and security processes.

In 2022, PTTI is required to file the Annual Campus Safety and Security Report for Year 2021 for both locations: Ogontz Campus and the Berean Campus.

This report is for the Ogontz Campus located at 7446 Ogontz Avenue, Philadelphia PA 19138.

A safe and secure employee and student environment is our #1 priority.

Sincerely,



Sherman McLeod  
President & CEO

The Philadelphia Technician Training Institute (PTTI) filed the required Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act Report with the PA Department of Education through the Campus Safety and Security Online Survey as required.

The statistics for the Year 2021 as reported by the Philadelphia Police Department Headquarters for the Ogontz Campus locations are as follows:

Offense/Crime	Total Number
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0

We are proud to report that there were "zero" criminal offenses, hate crimes or arson crimes that occurred on the PTTI Ogontz school campus in Year 2021. The campus is the area of the 7400 block of Ogontz Avenue, bounded by Washington Lane.

A log is maintained in the PTTI Administration Office should any incident be reported. This log enables the President and CEO to track all incidents and ensure they are treated as an emergency and resolved.

The PTTI Annual Safety and Security Report is also on the PTTI website: [www.ptt.edu](http://www.ptt.edu) and annually all employees and students receive an email/text notification of its availability. Copies of this report can also be obtained at the PTTI Administration Office.

PTTI provides a safe campus environment at 7446 Ogontz Avenue, Philadelphia, PA 19138; and is dedicated to ensure the safety and security of all employees and students.

This location is a non-housing campus school; however, we do have a full-time security staff daily, Monday through Friday. The President and CEO is onsite at the campus daily and is also the person to whom any and all safety and security incidents would be reported immediately for resolution: Sherman McLeod — President and CEO/ Cell Phone 215 805 1543.

Email: [shermanmcleod@gmail.com](mailto:shermanmcleod@gmail.com)

In the absence of Mr. McLeod, and in an event of an immediate threat, danger, injury or criminal occurrence, the local police/fire/emergency medical service in the area will be contacted by dialing 9-1-1.

In 2021, PTTI established safety protocols that met the COVID-19 requirements by the PA Department of Education, City of Philadelphia and the Center for Disease Control. Some of the ongoing COVID-19 procedures and information that were provided to staff and students included:

- Published information on locations that conducted walk-in tests for COVID-19: Abington Hospital, Temple Hospital, Thomas Jefferson Hospital, Einstein Hospital and/or Urgent Care Clinics.
- The school building was sanitized twice a week by a commercial cleaning company with products to help stop the spread of COVID-19.
- The internal PTTI maintenance staff sanitized all doors, stairwells, bathrooms, classrooms, etc. every two (2) hours with products to help stop the spread of COVID-19.
- All PTTI classes were temporarily held online via Microsoft Teams.
- Instructor(s) emailed/texted assignments to students for their respective classes.
- Some Instructors were required to be on-site for “hands-on instruction.”
- The Admissions Department distributed computer tablets to all students to ensure they could continue online learning at home.
- Individuals who had child care issues were able to work from home.
- Wearing of face protection masks and the practice of 6’ social distancing.
- PTTI employees
- Plexiglass Sneeze Guard Screens were installed for all staff office spaces, reception area, and classrooms.
- Hand sanitizer bottles were also made available throughout the school.

### 11. PTTI Harassment and Sexual Abuse and Molestation Policies:

PTTI has a Harassment Policy that encompasses any form of harassment by an employee, student and/or contracted individual. The policy has an addendum on Sexual Abuse and Molestation.

This policy includes an avenue to immediately report any incident that would occur for violence, sexual assault, stalking, etc. Prompt proceedings are ensured and enforced. Also, this policy prohibits and does not tolerate sexual abuse or molestation in the workplace, on campus or during any organized-related activity. All new students and employees receive the Harassment Policy information. It is reviewed with them, their signature is obtained, and they have the appropriate form and contact information should a harassment situation occur.

All PTTI employees in December, 2021 received formal Harassment training from an external consultant which included the topic of Sexual Abuse and Molestation.

### III. Missing Student Notification:

PTTI students do not live on campus. If a situation arises where a student 18 years of age + has not reported to class in 48 hours, a school Admissions/Retention Representative will contact the student to determine the reason for the absence. If the student is not reached by cell phone and/or email, the Admissions/Retention Representative will contact the students family/friend contacts that were submitted at the time of admission. If no one is reached, the school will notify the Philadelphia Police Department after 72 hours (the legal wait time for individuals who are 18+ years of age).

### IV. Student /Employee Security Identification

All PTTI students receive a photo identification card with their "unique" code at the time of initial employment or enrollment. The PTTI identification system does not permit an individual to log in/out for another individual. Students must have their identification card with them at all times when on campus.

All PTTI employees receive an ID badge with their name and title and must wear their badge during business work hours.

Contractors and/or visitors are required to sign in/sign out using the Visitor's Log Book when on the school campus.

#### V. Emergency Evacuation

In the case of an emergency (fire, school closing, threat to building security and safety, etc.), all PTTI employees and students are immediately notified by PTTI's electronic database system which contacts them via cell phone texting and email addresses. This database is in operation 24 hours a day/7days a week.

Fire drills are conducted quarterly.

The main PTTI office telephone number 215-381-9403 also has an emergency line that is put in place for any important messages when an emergency occurs.

Should an emergency occur during the school hours that requires an evacuation due to threat of health or safety, all employees and students have been trained to meet at the following location which is at the front of the school:

Corner of Ogontz Avenue and Washington Lane

The President and CEO and/or PTTI assigned Instructors/Directors will take an immediate head count to ensure all employees and students have been evacuated.

#### VI. Access Policy

During school business hours, all visitors/contractors will enter the school only through the main Administrative Office entrance. They sign in/sign out with the assigned PTTI employee.

It is important that all employees and students strive to keep the PTTI school location safe. They are instructed that it is against school policy to loan their identification card to anyone for any reason.

## VII. Solicitation

No solicitation is allowed at the PTTI school location without the approval of the President and CEO.

## VIII. Primary and Ongoing Prevention and Awareness Programs

PTTI provides all employees and students with printed and verbal educational information on how to access various programs for their mental and physical wellbeing. Pamphlets and/or brochures are on display in the PTTI Admissions Department and the Administrative Office.

In 2021, PTTI added two new positions to provide mental health and emergency resources to students: 1) Professional Life Coach who conducts in-person and on-call sessions with students; and 2) Resource Manager who provides supportive services in the areas of housing, child care, etc.

## IX. Alcohol and Drug Use Policy

PTTI has adopted a Drug-Free and Alcohol-Free school policy. The policy complies with the Drug-Free Schools and Communities Act.

The PTTI Administrative Office maintains resource and referral sources for educational and counseling agency locations.

PTTI has also hired a Resource Manager who assists students in obtaining any needed resources for drug and alcohol abuse.

The unlawful manufacture, distribution, dispensation, possession, or use of drugs as well as the abuse of alcohol by employees or students is prohibited.

Any person found to be in possession of or under the influence of drugs or alcohol on campus or at a PTTI sponsored event/conference is subject to immediate suspension and/or termination.

## X. Firearms or Concealed Weapons Policy

Firearms or concealed weapons (licensed or unlicensed) are prohibited at the PTTI school location under all circumstances and may not be transported or used on school property. This also includes any firearm or weapon within the confines of a personal automobile that is parked on authorized school property. Any person found to be in possession of a firearm and/or a concealed weapon campus or at a PTTI sponsored event/conference is subject to immediate suspension and/or termination. All staff and students sign a memorandum agreement for the Firearms or Concealed Weapons Policy.