

NORTHWEST INDIAN COLLEGE CAMPUS SAFETY AND SECURITY MANUAL



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PURPOSE

The Northwest Indian College Campus Safety and Security Manual Plan (CSSMP) has been prepared to increase the NWIC campus community's awareness of working programs that exist to protect the safety and well being of our campus community. The CSSMP is intended to help staff, faculty and students respond to emergency situations that may occur on the NWIC campus. Emergencies can occur at any time and without warning, their effects can be minimized if proper emergency procedures are established and followed.

The CSSMP also provides the policies and procedures necessary to ensure the public safety of staff, students and community members while on campus or attending NWIC sponsored functions.

Declaration of Safety

Northwest Indian College (NWIC) is committed to the safety and security of the students, staff, and the general public while at NWIC or NWIC sponsored functions. The procedures outlined in the CSSMP will enhance the safety and security of the Northwest Indian College campus community by using the combined resources of the college, tribe, and county. NWIC considers the personal physical safety of its students, faculty and staff necessary for a successful learning environment.

The essential responsibility of campus safety is to safeguard students, staff, and the general campus community from the threat of violence, and to provide appropriate interventions to support individuals in crisis. Students, faculty and staff are expected to obey not only the laws of the Tribe and the State but also the rules and regulations of Northwest Indian College.

Members of the NWIC community are encouraged to take personal responsibility for their conduct and safety thereby enhancing the quality of life for all on campus. Cooperation and involvement of students, faculty and staff is essential to campus safety and to respond appropriately to emergency situations. The Northwest Indian College affirms the notion that a well-informed campus community helps create a safety conscious public.

Pursuant to federal law, the College will publish and distribute annually the crime statistics for the most current academic year and the two preceding academic years.

ORGANIZATION OF THE PLAN

The NWIC Crisis Management Plan addresses three main areas:

- 1) Safety,
- 2) Emergencies, and
- 3) Environmental and Natural Disasters.

The plan addresses: natural disasters, fire, industrial accidents, criminal activity, workplace violence, and other situations requiring management of resources and processes to protect life and property. The plan provides for effective communication with student, employees, and the public.

Scope

These procedures apply to all members of the Northwest Indian College community. The College community is defined as all students, faculty, staff, administration and visitors of Northwest Indian College.

Underlying Principles

- Human life and health is of the utmost importance.
- Whenever possible College property and resources will be protected and preserved.
- Whenever possible the College will coordinate with tribal, federal, state, disaster, and relief agencies, etc. to allocate facilities, equipment and personnel to assist with a crisis either on or off campus involving college students, personnel or visitors.
- Cooperation and coordinated efforts of the campus community occur through the Crisis Management Team.
- Where appropriate the college administration shall seek legal advice in situations where legal responsibilities need clarification.
- The College has a zero tolerance policy for violence and complies with the Drug Free Schools and Campuses Regulations.

COMMUNICATIONS PLAN

Good communication is crucial in responding to our communities and to the media in case of a crisis of any kind. This plan provides the framework for both internal and external communication addressing a crisis, and to effectively and promptly advise the campus community and the public on related issues and developments.

In the event of any crisis following under this plan, a member of the NWIC Crisis Management Team (CMT) will inform the President of the College. The President will approve any official communications to the Board of Trustees, community and/or the media. Once the official statement is approved, the designated College Spokesperson will inform the public. The designated College spokesperson is appointed by the President.

KEY POINTS

- Communications shall be from the President or his/her designee with respect to crises affecting the College.
- The Crisis Management Team shall inform the President and in turn the Board of Trustees of any crisis that has occurred or that is threatening life, health, or College property, and give periodic status reports as information is available.
- Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.
- Under no circumstances will any representative of the College reveal a victim's name in any case unless given specific permission by the victim or the victim's agent.

Each College Department and Employee will have a copy of the Campus Safety and Security Manual. Reviews and updates of the manual are initiated by the Vice President of Administration on an annual basis.

GENERAL PLAN

In any situation where the Police, Fire Department, or Medical Emergency Personnel are involved, they will secure the situation and take jurisdiction of all activities.

Members of the Crisis Management Team (CMT)

The NWIC Crisis Management Team is created under the authority of the President of the College. The authority to activate an Emergency Response Team (ERT) is designated to each team member. Emergency Response Teams shall be determined by the Crisis Management Team prior to each fall quarter and appropriate and necessary training shall be provided in a timely manner.

The Northwest Indian College Crisis Management Team consists of the following:

Vice President for Administration
Director of Human Resources
Director of Facilities

In the event that all members of the Crisis Management Team are all away from campus for more than one day, the President shall designate an alternate team with the advice of the Vice President for Administration.

Crisis Management Team Location

When possible the Crisis Management Team will meet at a designated meeting place. The NWIC Conference/Board Room in Building 1 is the primary meeting location.

Crisis Management Team Responsibilities

Advance Warning of Incident or Crisis

- The Crisis Management Team meets, plans, and prepares for worst-case scenarios.
- Inform President of the College regarding any crisis situations.
- Communication Plan developed and implemented.
- Key College Personnel who need to be involved are notified.
- Evacuation or lock down done if needed.
- Essential Services (Police, Fire, Medical Emergency personnel) notified if necessary.
- Complete incident reports to document information necessary to handle the crisis situation.
- Debrief after incident.

Emergency in Progress

- All members of Crisis Management Team will be notified with the Vice President of Administration serving as the team leader.
- Essential Services will be notified if necessary.
- Communication decisions made and implemented.
- Initiate College Communication Plan-contact key personnel.
- Set up command post.
- Coordinate activities-evacuations, lock down, shelter, etc. if necessary
- Contact emergency responders.
- Initiate damage control.

Post Emergency

- Complete incident reports.
- Debriefing and continue communication with the College community, general community and the media if necessary.
- Ensure counseling arrangements are made for those that need it.
- Ensure memorial arrangements are made if required.
- Record events and prepare permanent records re maintained.
- Assess changes needed to Crisis Management Plan.
- Follow up details for incident reports.

Emergency Shelter

The NWIC Cultural Art Center (Log Building) and the Lummi Community Gym, and the Wexliem Community Building may be used as emergency shelter if Residence Hall is uninhabitable or others on campus require temporary emergency housing.

Emergency Evacuation and Assembly Areas

The following areas have been identified as Emergency Evacuations/Assembly Areas for Northwest Indian College. If any of the designated areas listed below are not accessible your CMT will inform you of alternate Assembly Areas.

- St Joachim's Church Parking lot/church.
- Softball field behind the Student Union Building and Bookstore.
- Lummi Community Gym.
- Basketball Court behind building 9 and the Log Building.
- Parking lot next to the Lummi Community Gym.

Reporting an Emergency

To report an emergency: Contact campus safety team members as follows:

Vice President, Administration

Dave Oreiro cell:
 campus:

Facilities Director

Jon Davis cell:
 campus:

(on campus); if no immediate answer, call 9-911 or _____ (off campus); if no immediate answer, call 911. State: "THIS IS AN EMERGENCY."

Give the dispatcher:

1. the nature of the emergency
2. your name
3. phone number from which you are calling
4. your location/building number

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. After notifying emergency personnel, notify building staff. Watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

Safety Programs

The College will have at least an annual safety program encouraging the campus community to look out for themselves and one another. 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. When time is of the essence, information is released to the campus community through security alerts generally distributed throughout campus by email, or public address system.

General Guidelines for Emergency Response:

Medical Emergency:

1. Person Identifying Situation to notify 911 and indicate the nature of the medical emergency
2. Be available to provide information to emergency responders about the situation.
3. Notify Member of Crisis Management Team.
4. Crisis Management Team set up command post if necessary.
5. CMT arrange for alternate accommodations if necessary.
6. Prepare for appropriate communication.
7. Arrange for hotline if necessary for students and parents.

Violent Crime or Behavior:

1. Stay calm, give money or meet demand if possible.
2. Notify 911 and indicate emergency as soon as possible.
3. Secure area and move to safe location if possible.
4. Contact Crisis Management Team as soon as possible.
5. Crisis Management Team will initiate communication plan.
6. Set up Command Post if required.
7. Arrange counseling for victim(s) and other affective individuals.
8. Disseminate information regarding "Victims of Crime" Services.

Discovery of Violent Crime (After the Fact):

1. Notify 911 and they will notify necessary emergency responders.
2. Move to safe place and wait for emergency responders if applicable.
3. Report anything relevant to the authorities.
4. Notify Crisis Management Team as soon as possible.
5. Crisis Management Team will notify required personnel.
6. Arrange for counseling or victims services for those affected.
7. Notify family if required.
8. Prepare media communication if necessary.
9. Arrange memorial services if applicable.
10. Assist family as appropriate.
11. Facilitate student fees refund if required.

Political Situations (Riots, Protests, Demonstrations, etc.) :

1. Notify Crisis Management Team.
2. Notify Emergency Services if necessary.
3. Move to a safe environment.
4. Initiate communication plan.
5. Set up command post if necessary.
6. Arrange counseling or victims services for those affected by situation as needed.
7. Coordinate media communication.

Off Campus Accidents Involving Students, Faculty, and or Staff

1. Notify a member of the Crisis Management Team.
2. CMT will notify President and required personnel.
3. CMT will designate spokes person and prepare press release if applicable.
4. Arrange counseling if required.
5. Arrange memorial services if required.
6. Identify member of the College community to attend funeral if necessary.
7. Assist family members with belongings if necessary.

Environmental/Natural Disaster-Evacuation:

1. Pull fire alarm or use all call feature on phone to evacuate the area.
2. Notify 911.
3. Notify Crisis Management Team.
4. Emergency services will be notified if not already on premises.
5. Set up a command post.
6. Arrange for emergency shelter if necessary.
7. Notify President
8. Initiate hotline if required.
9. Prepare press release if needed.

Persons with Disabilities

Students, faculty and staff with disabilities have special needs and problems in the event of an emergency. Preparation is the key. In advance of an emergency, persons with disabilities who may need assistance during an emergency should arrange with volunteers from their class (es) for assistance to safe evacuation areas. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuations, those with disabilities must not use elevators, but must be assisted to safe evacuation areas. Safety of all persons involved is the top priority of the Campus Safety authority and the individual Officer.

Non-emergency Evacuation

During a non-emergency evacuation such as a power outage involving a person with a disability in which the stairs could not be maneuvered by the individual without assistance, the following steps will be taken:

1. The Fire Department will be contacted by an NWIC Campus Safety Authority and be advised of the situation to determine if they will respond or if they will advise Campus Safety Authority to handle the non-emergency evacuation.
2. The individual with the disability will be asked what s/he would like done due to the circumstances and the detail method for evacuation if that is their request.
3. The Campus Safety Authority will make his/her determination if the request can be complied with based on the situation, the request, his/her ability and comfort level.
4. If assistance is needed for the method of evacuation, Campus Safety Authority will contact the Police Department and request assistance.

Visually Impaired Persons

In the event of an emergency:

1. Tell a visually-impaired person the nature of the emergency and offer to guide him/her.
2. As you walk, tell them where you are and advise of any obstacles.
3. When you have reached safety, orient them to where they are and ask if any further assistance is needed.
4. Remain with them as long as you are needed.

Hearing Impaired Persons

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning the light switch on and off, then indicating through gestures or in writing what is happening and what to do.

VIOLENCE and CRIMINAL ACTS

It is the policy of the Northwest Indian College that violent behavior or the threat of violent behavior will not be tolerated if directed at or caused by college employees, students, visitors to the campus, or damage to college property or facilities. Such behavior may result in corrective and/or disciplinary action up to and including termination of employment or expulsion from the college and/or criminal charges when appropriate. This policy of zero tolerance extends to violence and threats of violence including, but not limited to: Any act of physical assault (exercise of physical force against another person); or act that results in damage to physical property; intimidation/psychological aggression, (an act towards another person, the purpose of which is to coerce, and the result of which would reasonably cause the other person to fear for his safety or the safety of others); or Threats of violence (a communicated intent to inflict physical or other harm on any person or on property). Threats may include veiled, conditional or direct threats in verbal or written form; or Hostile behavior which is interpreted by a reasonable person to carry the potential: to harm or endanger the safety of others; to result in an act of aggression; or to vandalize, arson, sabotage, bring weapons on campus, or other acts of this type clearly inappropriate to the workplace. Jokes or comments regarding violent acts, which is interpreted by a reasonable person to be a threat of imminent harm; Encouraging others to engage in the negative behaviors outlined in this policy.

Work Place Violence Policy

Violence in the workplace or threatening violence in the workplace is not tolerated. No talk of violence or joking of violence is tolerated. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this college, including students, employees, and visitors never feels threatened by another's actions or conduct.

REPORTABLE OFFENSES

All crimes that have been reported to the NWIC CMT and that fall within FBI crime definitions will be included in the Northwest Indian College Annual Security Report. Reportable crimes are not limited to FBI-defined offenses.

Reportable Offenses (Defined by FBI)

The following list of crimes is compiled in accordance with the definitions found in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Hate Crimes
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

Additional Reportable Offenses

- Vandalism
- Bomb Threats
- Theft

Reporting Criminal Activities

Northwest Indian College encourages students, faculty and staff to “promptly” report *all* criminal activity and emergencies that have occurred at an NWIC location. NWIC does not have campus law enforcement personnel assigned to NWIC main campus or other instructional locations. Criminal activity should be reported to a member of the CMT and local law enforcement in the appropriate jurisdiction.

WEAPONS

Weapons on College-Controlled Property

Firearms and dangerous weapons of any kind are not permitted on campus. Possessing firearms, ammunition, explosives, fireworks, and other dangerous weapons or instruments resembling them which may cause fear in or harass another person within or upon the grounds, buildings, or other College-controlled property or any College-sponsored or supervised function or event is strictly prohibited. Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as subject to referral by a member of the CMT for criminal prosecution in the appropriate Tribal or County judicial jurisdiction.

DEALING WITH PERSONS IN CRISIS

Information and Prevention

The following national toll-free telephone numbers are provided to assist any member of the College community who may have a drug or alcohol problem.

- Al-Anon 1-800-356-9996
- American Council on Alcoholism 1-800-527-5344
- National Council on Alcoholism 1-800 NCA-Call (622-2255)
- National Institute on Drug Abuse Hotline 1-800-662-HELP (662-4357)
- National Institute on Drug Abuse Help-line 1-800-843-4971

These various agencies can provide guidance and assistance in identifying a counseling, treatment, or rehabilitation program that meets individual needs.

LEVELS OF BEHAVIOR FOR INTERVENTION:

Behaviors	
LEVEL I	LEVEL II
<p>The subject may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show signs of increasing stress, perhaps involving negative changes in behavior <input type="checkbox"/> Show signs of a deterioration in work performance <input type="checkbox"/> Show signs of increasingly unkempt appearance <input type="checkbox"/> Show signs of alcohol or substance abuse <input type="checkbox"/> Show signs of distress over personal or workplace problems * "act strange" or "unusual" by appearing confrontational, argumentative, stressed, anxious, withdrawn or secretive <input type="checkbox"/> Behavior is such to cause concern for person's own well-being or possibly others. 	<p>The subject may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make veiled threats to harm <input type="checkbox"/> Intimidate others <input type="checkbox"/> Have a history of violent behavior and lose temper easily <input type="checkbox"/> Be chronically disgruntled, inflexible <input type="checkbox"/> Refuse to take responsibility for problems or actions <input type="checkbox"/> Find fault with and blame others <input type="checkbox"/> Have a deep sense of entitlement <input type="checkbox"/> Have an obsession with weapons and empathy with those who resort to violence
<p>Action Guidelines</p> <p>Non-emergency situation</p> <p>In a non-emergency situation, but one in which an employee or student is determined to be hostile, disruptive, or otherwise a potential risk to the health and safety of other employees, students, visitors or themselves, one may take one or any combination of the most appropriate of the following actions:</p> <p>Make arrangements to talk to the person in private</p> <p>Tell the person what your concerns are</p> <p>Listen carefully and paraphrase what the person has told you</p> <p>Don't attempt to offer suggestions to solve the problem</p> <p>Assist the person in getting further assistance and advice from resources on campus.</p> <p>Refer the situation to the supervisor</p> <p>Suggest the employee voluntarily go to the Human Resource Office for evaluation/counseling.</p> <p>Assist the employee in making the appointment.</p> <p>Suggest to a student in distress to call and make an appointment with the Counseling Center.</p> <p>If you are concerned about a student, but are uncertain about the actions you should take, contact the Director of Human Resources for EAP information.</p> <p>If you are concerned about an employee, but are uncertain about the actions you should take, contact the Director of Human Resources.</p> <p>Remove the person from the classroom (temporary suspension) or workplace (administrative leave) until further determination of the facts can be made.</p>	
LEVEL III	LEVEL IV
<p>The subject may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make blatant threats to harm others and/or destroy property. 	<p>The subject:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is violent toward others or property <input type="checkbox"/> Displays overt acts of violence or out-of-control

Engage in aggressive behavior such as verbal abuse, physical "in your face" posturing

behavior

May or may not use a weapon or cause death

Action Guidelines

Criminal Incident Coordination

When anyone observes an act of violence or imminent threats of violence at work, the steps to take are simple, even though the underlying issues may not be.

In immediate emergency situations: Call Campus Safety Authority. If no immediate answer call 911. As with any other emergency involving fire, violence or medical incidents, the first thought and action should be to call Campus Safety Authority; if no immediate answer call 911, and report as many details as possible. Police officers will be dispatched to the scene. Police will coordinate emergency services with the other agencies, as needed.

Next step - If an NWIC employee is involved, contact the Division/Department Supervisor involved. The supervisor shall take appropriate immediate action, including but not limited to, disciplinary action.

After the crisis:

The supervisor shall report the incident to their supervisor and the Human Resource Director. If a student is involved the employee shall report the incident to their Division/Department Supervisor and the Vice-President of Student Affairs. The Student Rights & Responsibilities, Grievance and Disciplinary Policies will be put to use.

The Counseling Center (ext. 5651), Educational Support Services (ext. 5937), the Human Resource Department (ext. 5720) and Campus Police (ext. 5800) can provide further assistance and advice.

CRIME IN PROGRESS

Do not attempt to apprehend or interfere with the criminal except in case of self-protection or the protection of others. If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos or facial hair, clothing, weapons if used, method and direction of travel and name if known. If the criminal is entering a vehicle, note the license plate number, make and model, color and outstanding characteristics. Call Police at 911. Give your name, location and building number. Advise them of the situation, and remain where you are (if safe) until contacted by an officer.

Personal Safety Tips

Part of crime prevention is individual safety consciousness and awareness of personal environment. The College suggests the following crime prevention measures, which can contribute to the safety and security of the NWIC community.

1. Lock your car.
2. Take and keep your car keys with you at all times.
3. At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
4. Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
5. Do not park in isolated areas.
6. Leave items of high monetary value at home.
7. Do not leave personal property unattended.
8. Do not carry more cash than necessary and certainly do not advertise what you have.
9. Keep your purse, backpack or briefcase close to your body.
10. Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
11. Do not bring any kind of weapon onto College property. The carrying of weapons on campus, at campus-sanctioned events or when meeting with campus personnel is prohibited and subject to disciplinary action. This policy is not applicable to students who are law enforcement officers required by law to carry firearms 24 hours a day.

12. If anything makes you feel unsafe or threatened, dial 9-1-1.

Don't be a victim of crime. Protect yourself by:

- Being alert at all times - not taking unnecessary chances
- Avoiding dangerous situations - whenever you can
- Taking common sense precautions - the best defense
- Reporting incident – to Police, call 911. (If you are sexually assaulted, get help immediately from police, hospital, or rape crisis center. Go just as you are. Report to police; press charges.)
- If for any reason you are apprehensive about going to your vehicle or from one building on campus to another, call the Campus Safety Authority, for an escort.
- Be alert! If you see suspicious persons wandering around campus, notify the Campus Safety Authority or Police by dialing 911, immediately. Don't take chances.
- If you are on campus working after hours, keep office doors locked and notify the Campus Safety Authority. The Campus Safety Authority will periodically check on you and will arrange an escort to your vehicle, if desired.
- Exterior campus lighting is essential in creating a safe campus environment. You are encouraged to report any exterior lighting problems to the Campus Safety Authority or Facilities manager, ext. ----- during normal business hours.

To report a crime, a safety problem, an emergency, or involvement in a traffic accident on campus, respond immediately to -----

PUBLIC DISCLOSURE

Annual Crime Statistics Policy

In accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice, FBI, as modified by the Hate Crimes Statistics Act, Northwest Indian College will publish annual crime statistics. These statistics will be accessible electronically to all current students, faculty and staff. Upon request, prospective students, faculty and staff will be informed of the availability of the annual crime statistics, will be given an opportunity to request a copy of the report.

Published Notice and Annual Report of Crime Statistics

The Northwest Indian College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. You can obtain a copy of this report by contacting the NWIC Center for Student Success or by accessing the following Web site: www.nwic.edu.

Notice of Statistics to Current Students, Faculty and Staff

All current students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the College's Campus Safety Policies and Annual Crime Statistics.

The notice will disclose that the College's annual crime statistics are available on a Web site as part of the NWIC Annual Safety Report. The notice will contain the exact electronic Web site address.

The notice will state that anyone is entitled to a paper copy of the information upon request.

The notice will be provided annually to current students, faculty and staff by October 1st, each year.

Notice of Statistics to Prospective Students, Faculty and Staff

All prospective students, faculty and staff will be provided through printed or electronic publications, a notice that contains a brief description of the College's Campus Safety Policies and Annual Crime Statistics. The notice will disclose that the College's annual crime statistics are available on a Web site as part of the

Northwest Indian College Annual Safety Report

The notice will contain the exact electronic Web site address.

The notice will state that anyone is entitled to a paper copy of the information upon request.

The notice will be provided annually to current students, faculty and staff by October 1st, each year.

Reporting and Disclosure of Annual Crime Statistics and Sex Offender Registry

The College's Sex Offender Registry provides for the tracking of convicted sex offenders enrolled at or employed at this College as reported to this institution.

Statistics Concerning Liquor, Drug and Weapons Possession

Statistics concerning liquor, drug and weapons violations are annually released to the College community.

These statistics will also be reported in accordance with federal regulations and the FBI Uniform Crime Reporting program. This reporting will only include violations reported to the local police that result in a criminal arrest.

Procedure for Gathering and Disclosure of the College's Annual Crime Statistics

The data for the annual crime statistics is monitored daily. Every Northwest Indian College extended campus has a designated Campus Safety and Security Authority. The Campus Safety and Security Authority, upon receiving notification of an incident on NWIC property will verify the circumstances and put the information into a permanent web-system database. These crime statistics will be published as part of the Northwest Indian College Annual Security Report. Current data can also be disseminated upon request daily, monthly, or annually.

Timely "Crime Alerts" to the Campus Community

The NWIC Campus Safety Security Authority will post "crime alerts," advising the campus community when there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus community. These timely reports will be made available through staff bulletins, campus bulletin boards and via electronic mail or will be otherwise posted in visible and accessible areas on the campus. The "crime alerts," will not be limited to the guidelines in the uniform crime report of the FBI.

SEX OFFENDER NOTICES:

Sex Offender Notification

Lummi Nation Police, along with other local law enforcement agencies, place a high priority on protecting the community from convicted sex offenders.

In 1990 the state legislature passed the Community Protection Act that not only allows, it encourages police to provide notice to the community concerning sex offenders who will be residing in the community. Revisions to that act have included requirements for sex offenders to register with officials if they enroll in an institution of higher education.

Convicted kidnapers and sex offenders are required to register with the Sheriff of the county in which they reside. If they are enrolled at an institution of higher education they are required to inform the Sheriff's Office of this within 10days, or by the first business day after arriving at the institution, whichever is earlier. A failure to register is a violation of the law. The Sheriff's Office is required to notify the college of any registered offender who has indicated attendance at the college.

By state statute (RCW 4.24.550) officials may release information that is relevant and necessary to protect the public when a sex offender enters their community.

"(if) the public is provided adequate notice and information, the community can develop constructive plans to prepare themselves and their children for the offender's release."

There are three levels of sex offenders under state law:

Level I offenders are low-risk and not likely to re-offend. These individuals may be first-time offenders and are usually known by their victims. They generally have not exhibited predatory-type behavior. Most have successfully completed or are participating in approved treatment programs. Campus authorities **can not** do a general notice for Level I sex offenders.

Level II offenders have a moderate risk to re-offend. They generally have more than one victim and the abuse may have been long-term. They are considered to have a higher risk of re-offending than a Level I offender because of a lifestyle (drug and alcohol abuse and other criminal activity) and because of the nature of their crimes. Some may have refused to participate in treatment programs. Campus authorities **can not** do a general notice for Level II offenders, but may provide notice to university officials, the cooperative school, neighbors and community groups (such as Residence Halls) near where the offender resides, works, or is regularly found. These are the NWIC officials to be notified: the Vice President for Administration or the Vice President for Student Services.

Level III offenders pose the greatest risk to the community. Most Level III offenders are predatory, have violent crime convictions, have refused treatment and are often substance abusers. State law permits public notifications about Level III offenders that include relevant, accurate and necessary information. Campus authorities will do a general notice concerning Level III Sex Offenders believed to be on or near proximity to the campus.

Campus authorities will publish information about serious sexual offenders known to be on or near our campus. The Vice President for Student Services will maintain regular contact with law enforcement to increase the communication regarding such offenders. Publication shall occur by posting in a minimum of two public locations designated as public boards.

For information about other registered offenders in Bellingham and Whatcom County, see the links below. It is not our intent to frighten. We believe that individuals can better protect themselves if they have knowledge relating to the risk in the community.

LOCK DOWN

Lock Down-Stay Down

(Danger of violence on campus)

1. Notify everyone to close, lock, and cover (if possible) all windows.
2. Post Lock Down signs on doors.
3. Make sure everyone is as invisible as possible (on the floor, in the middle of a room, away from all windows and doors).
4. Make sure all doors are locked, and windows are locked and covered (including internal doors and windows).
5. For each room, verify that all electrical equipment, water faucets, local gas valves, lights, and locally controlled ventilation systems are turned off.
6. Move into the nearest room and wait for further instructions.
7. Do not open doors to anyone.

FACILITIES and SAFETY

Safety and Access to Northwest Indian College Campus Facilities

The College's goal is to provide a campus environment that is as safe and secure as possible. Generally, campus buildings and facilities are not only accessible to members of the campus community but also to the public

during normal business hours. However, classrooms and office buildings not in use will generally remain locked.

Maintenance on NWIC Facilities

The College facilities management personnel are responsible for repairing the campus facilities. This includes defective doors and locking mechanisms. In addition, exterior lighting is an important part of the College's commitment to campus safety. All members of the campus community are encouraged to report any known problems or hazards to his or her NWIC Campus Safety and Security Authority or supervisor. Prompt reporting enhances campus safety for all concerned.

Report of Unsafe Conditions

All members of the campus community are encouraged to report any safety, potential safety, or security hazards. The CMT, Facilities Manager, and all division/department offices have forms for a Report of Unsafe Conditions. Fill out all the necessary information regarding the hazard and return the form to the CMT Department. A CMT representative will initially investigate the hazard. The report and the findings will be forwarded to the appropriate department/division for action. The Safety Committee will intervene when necessary. If you have any questions regarding the process or how to fill out the report, please contact your supervisor or one of the CMT.

Plumbing Failure/Flooding

Report plumbing problems to Campus Facilities Manager, extension #4292.

Report power failures immediately to Campus Safety Committee or Facilities Manager, extension #4292.

Avoid any contact with electrical equipment or lines. During outdoor flooding, use caution when driving on flooded streets.

MEDICAL EMERGENCIES

Medical Emergency

Report all medical emergencies immediately to 911. Report the nature of the medical problem, your name and the location of the victim. The dispatcher will call paramedics, Police Officers, and Fire Rescue personnel where applicable. Campus Police Officers are trained in CPR and basic first aid.

If you are trained, give first aid. (First aid procedures may be found in Red Cross manuals.)

DO NOT MOVE VICTIM UNLESS AN IMMINENT HAZARD MAKES IT UNAVOIDABLE.

Keep the victim comfortable. Have someone meet and escort Police/Fire Rescue personnel to the victim.

Provide all requested information. NWIC employees should report injuries immediately to their supervisor.

Worker's Compensation

No matter how minor an injury seems, report it to your supervisor immediately! Within 48 hours, your supervisor must complete the First Report of Injury and you must complete the **INCIDENT REPORT FORM**. Also, if you contribute to the cause of the injury or illness or if it is determined that the injury was due to willful misconduct or negligence on your part, your benefits may be reduced or totally denied.

After notifying your supervisor, and if the injury is not life threatening but medical treatment is required, contact the Human Resources office to receive an Employee Authorization Form.

If an injury is life threatening, call 911, and inform them of your location and the nature of the injury. All emergency assistance will be coordinated through a member of the CMT or supervisor or employee trained in First Aid and CPR and medical emergency personnel will be dispatched immediately to the scene.

BOMB THREATS

All bomb threats should be considered as real and appropriate action taken. The first consideration should be for the safety of the students and employees of Northwest Indian College, then facilities and property. Doing the right thing at the right time can minimize the risk factor as well as work disruption.

The person receiving the threatening phone call should make every attempt to keep the caller on the line as long as possible. Most phones today have the caller I.D. feature. Note the number that the call is being made from and jot it down, if possible. If someone else is in the office at the time the call is received, get him or her to call the local police department at 911. Call this number first, then the Tribal Police number, while the caller is still on the line. Give the police the phone number the call is being received on. The Police Department will then make any necessary attempts they can to trace the call. Do not be afraid to ask pertinent questions, even go so far as to ask for his or her name and address. Always remain calm and business like and always listen for background noises, which may help pinpoint the location that the call is being made from.

The Bomb Threat Telephone Report (pg. _____) is a checklist of certain things to ask the caller and also things to listen for, as well as, procedures to follow.

FIRE

If you discover a fire:

1. REMAIN CALM and evaluate the situation. If in your judgment, the fire is too large to contain, initiate building evacuation and call **911** or have someone call for you. Remember to report the campus address and building number
2. Activate fire alarm. (You should know where the nearest red fire pull box is located. Most building pull boxes are located near the exits.)
3. Notify a member of the **CMT** to report fire or **dial 69** on the college phone system for an all call intercom notice.
4. Use a fire extinguisher only on small (wastebasket-sized) fires, and only if it is safe to do so. Never attempt to fight a fire larger than the size of a wastebasket. Even a small fire can generate enough smoke to cause serious injury. Use the appropriate type of extinguisher, and work with someone else. Never attempt to fight a fire by yourself. Always stay between the fire and the exit.

Fire Extinguisher Instructions

- P** **PULL safety pin from handle.**
- A** **AIM at the base of the fires.**
- S** **SQUEEZE the trigger handle.**
- S** **SWEEP from side to side.**

If the fire grows larger, alert others, and GET OUT.

1. Move everyone away from area of fire, close (but do not lock) all doors as you move in order to slow down spread of fire.
2. Walk; do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
3. Do not use elevator.
4. On stairways, use handrails and keep to right.
5. Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
6. Assist people with disabilities (refer to section on Disabled Persons).
7. If you are caught in heavy smoke, drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose and use blouse, shirt or jacket as filter. Assist those leaving the building to move to safe areas away from falling debris.
8. If you have relocated away from the building, do not return until you are notified that it is safe to do so.

9. If your clothing catches fire, **DO NOT RUN. STOP...DROP...ROLL.**
10. **ALL ALARMS SHOULD BE TAKEN SERIOUSLY**
11. If you hear a fire alarm, evacuate, unless told otherwise.
12. If Trapped by Fire in Classroom or Office: Place cloth material around/under door to prevent smoke from entering.
13. **RETREAT** - close as many doors as possible between you and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)

Prepare in Advance

Thoroughly familiarize yourself now with all possible routes you could take to exit your building during a fire. Identify and practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs. Avoid creating fire hazards. Do not store things in corridors, overload electrical circuits, put up flammable decorations, use candles or prop open doors.

Report any problems with: Fire Alarms, Utility Failures, and Gas Leaks. When there is a possible gas leak within any building on campus, it should be reported immediately to Facilities Manager at extension #4292 or a member of the Campus Safety Committee. Personnel specifically trained in gas shut-off procedures will respond immediately. As a precaution, avoid lighting matches or turning on lights.

Facilities personnel will recommend response procedures once they have confirmed the leak. Building occupants should evacuate if they have confirmed the leak. Building occupants should evacuate if recommended by Facilities Manager or Crisis Management Team. Windows should be opened to allow ventilation.

LOCK DOWN – ENVIRONMENTAL and CHEMICAL EMERGENCIES

Lock Down-Higher Grounds

(Danger of environmental/chemical emergency)

1. Encourage people outside to come inside quickly. Wait 3 minutes before locking exterior doors.
2. Post Lock Down signs on doors.
3. Notify everyone in the building to close and lock all windows, doors, and sources of outside air (such as Air pump furnaces and fireplace dampers).
4. Usher people to an interior room on the highest floor of the building.
5. Do NOT use the elevator.
6. For each room, verify that all electrical equipment, water faucets, local gas valves, lights, and locally controlled ventilation systems are turned off.
7. Move into an interior room on the highest floor of the building and wait for further instructions.
8. Do not open doors to anyone.

Chemical Spill

Any chemical spill should be reported to the Crisis Management Team.

Minor or Small Chemical Spill

- Notify persons in the immediate area
- Leave the hazardous area.
- If possible, turn off ignition sources, and establish or maintain exhaust ventilation
- If possible, close doors and windows

Major Chemical Spill

- Notify persons in the area
- Evacuate the room, area or building
- Close doors on the way out, if possible

- Call 911:
 1. Location of the spill
 2. Chemicals involved
 3. Quantity if known
 4. Extent of the problem
 5. Your name
 6. Phone number from which you are calling and your location
 7. Have people at various points, from road to building, to guide the emergency vehicles to the location

Complete incident reports to document information necessary to handle the crisis situation.

Do not attempt to clean up a spill until a professional assessment has been done and the protective equipment is available. Offensive odors from ventilation systems should be reported to the Crisis Management Team.

If necessary, be prepared to evacuate the building. Following evacuation, stay up wind of the spill, evacuation of the campus may be necessary. Extinguish all sources of ignition. All laboratory personnel should be prepared to assist in assessment of spills within their area following a major earthquake. Steps should be taken now to restrain all chemical containers and gas cylinders against the effects of earthquake shaking.

Severe Weather Conditions

The College generally will remain open during severe weather conditions.

The decision to close the College will be made by the College President or designee.

Radio and TV stations will be notified of the closure. A list of these stations will be publicized annually in appropriate College publications.

When possible, notification of College closure for the entire day, including weekend classes will be released to radio and television stations by 6:00 a.m.; evening closures will be made by no later than 4:00 p.m. Notification will be sent to the Campus Safety Authority and all campus divisions and departments.

Severe Weather Watch

A watch is an indication of where and when the probabilities are highest that severe weather could occur. A watch is a statement that severe weather conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

Severe Weather Warning

When a severe weather warning occurs, the National Weather Service alerts all weather stations and local authorities.

In case of severe weather:

There are no alarm systems on campus. If a warning is issued, and if time permits, building occupants will be notified by broadcast e-mail, Broadcast voice mail, and by Campus Safety Authority or designee in the classrooms.

Move quickly in an orderly fashion to the weather safe zones; interior walls of lower floors, interior areas such as restrooms, halls. Stay away from all windows and exterior doors. All individuals have the responsibility to become familiar with the safe areas. Do not attempt to leave the building until danger has passed.

(All instructors should inform their students at the beginning of each term of the weather-safe zone areas from that particular room or area in which they are teaching.)

In advance of an emergency, persons with disabilities who may need assistance during an emergency should arrange with volunteers from their class (es) for assistance to weather-safe zone areas.) If you are aware of an individual needing assistance, please respond with your own safety in mind.

EARTHQUAKE EMERGENCY

During an Earthquake

- **STAY CALM. THINK OF CONSEQUENCES.**
- Take "quake-safe" action at the first indication of ground-shaking.
- Stay where you are located.
- Protect yourself: Drop to the floor. Cover yourself. Hold on to your shelter.
- Be aware of objects that might fall. Move away from windows and heavy objects.
- Don't enter or exit a building during shaking due to danger from falling debris.

Inside:

- Place your head between your knees to protect your face from flying glass or objects.
- Crouch under a table or desk away from windows and hold on.
- Physically locate yourself in an innermost corner of the room away from windows.
- Avoid bracing yourself in an inner doorway because of possible injury from the moving door.
- Don't use elevators during a quake.

Outside:

- Move as far as possible from buildings which will likely pelt you with broken glass or debris.
- Move away from utility poles, power lines and trees.

In a vehicle:

- Drive away from underpasses and overpasses. Avoid buildings and utility wires.
- Stay in the vehicle until the shaking stops.
- When shaking stops, proceed cautiously. Avoid damaged bridges and elevated structures.

In a classroom or laboratory:

- Turn off gas burners. Extinguish open flames. Beware of hazardous chemicals present in the room.
- Faculty remain in control of the class and keep students inside until the shaking has stopped, unless an identified hazard such as fire or toxic fumes exists.

In an auditorium:

- Crouch in the aisles of the auditorium or large lecture hall. Cover your head and neck.
- Stay calm and urge others to stay calm.

After an Earthquake:

- **STAY CALM. THINK OF CONSEQUENCES.**
- Recognize that if you are inside, the electricity and lights are probably out.
- Don't move a seriously injured person unless he or she is in danger of further injury.
- Be prepared for additional, likely milder, earthquake shocks. They may cause additional damage.
- Don't use a telephone except for a true emergency.
- Turn the radio to KGMI 790 AM, KPUG 1170 AM, KAFE 104.3 FM for instructions and information.
- Check for fires and fire hazards. Don't use candles around natural gas breaks.
- Report gas, water, and sewer breaks to the Facilities Manager or a member of the CMT.
- Don't use any elevator unless it has been checked. Wear shoes to avoid injury from broken glass.
- Don't eat or drink from open containers because they may contain broken glass.
- Don't drink from taps unless you have been told the lines are safe.
- Don't flush toilets unless the Facilities Manager or CMT have given an all-clear notice that sewage lines are intact.
- Watch for downed power lines.

DRUG AND ALCOHOL POLICIES AND PROCEDURES

Northwest Indian College acknowledges all employees and students as role models representing the College and is therefore committed to maintaining the Lummi campus and all tribal sites served as environments that are free of alcohol and drugs.

To ensure the safety and well being of all employees, students, and members of tribal communities, Northwest Indian College endorses a drug and alcohol free workplace and campus(s) in support of academic excellence, work performance and quality of life, as well as the future well being of all members in the communities the college serves.

The Northwest Indian College policy for a drug and alcohol free workplace encompasses these principles:

The safety and well-being of all employees, students, and members of tribal communities, Northwest Indian College endorses a drug and alcohol free workplace/ campus unlawful possession, manufacture, use or distribution of illicit drugs or alcohol by students or employees on Northwest Indian College property or as part of college activities is prohibited. Any violation of tribal, local, state, or federal law regarding the unlawful possession, manufacture, use or distribution of illicit drugs or alcohol may result in referral for prosecution and imposition of penalties.

The college will impose sanctions consistent with tribal, local, state and federal law and adopted regulations on students and employees found to have violated this policy. Such sanctions may include recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with these laws.

The College adheres to a “zero-tolerance”. *Zero-tolerance* is providing the employee one opportunity for rehabilitation; should the employee choose to use alcohol/drugs after the initial intervention, the employee will be terminated. Drug and alcohol issues are not part of the grievance process. “No-Tolerance” applies to any College employee who works with or serves a minor (under age 18) at any time. *No-tolerance* is defined as: immediate dismissal from employment should the employee’s behavior/symptoms be the direct effect of alcohol and/or other drugs (including those not currently prescribed by a physician).

The College conducts “for-cause” drug testing. *For-Cause* drug testing means “reasonable suspicion” based upon objective criteria in observing the employee’s behavior and work performance.

This policy is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, P.L. 102-226. Approved by the NWIC Board of Trustees 03/29/04.

STUDENT CONDUCT POLICY (Refer to Student Handbook)

Northwest Indian College is dedicated to promoting a high standard of honor and good citizenship for the health and wellbeing of the entire campus community. Students and college personnel share the responsibility of contributing to a safe and supportive learning environment. While students are within campus facilities or participating in college sponsored activities they are expected to conduct themselves in a responsible manner. Any student who interferes with the personal rights or privileges of others or the educational process of the college; violates any provision of this section; commits any of the following personal, property, or status offenses which are prohibited: shall be subject to disciplinary action.

The following are some of the identified misconduct subject to disciplinary action:

1. Personal Offenses

NWIC CAMPUS SAFETY SECURITY MANUAL

- a. Assault, reckless endangerment, intimidation, or interference upon another person.
- b. Disorderly, abusive, or bothersome conduct. Disorderly or abusive behavior which interferes with the rights of others or which obstructs or disrupts teaching, research, or administrative functions.
- c. Failure to follow instructions. Inattentiveness, inability, or failure of student to follow instructor's directives, thereby infringing upon the rights and privileges of other students.
- d. Illegal assembly, obstruction, or disruption. Any assembly or other act which materially and substantially interferes with vehicular or pedestrian traffic, classes, hearings, meetings, the educational and administrative functions of the college, or the private rights and privileges of others.
- e. False complaint. Filing a formal complaint falsely accusing another student or college employee with violating a provision of this section.
- f. False alarms. Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of facilities.
- g. Sexual harassment. Engaging individuals in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.

2. Property Offenses

- a. Theft and robbery. Theft of the property of the college.
- b. Malicious mischief, intentional or negligent damage to or destruction of any college facility or other public or private real or personal property.
- c. Unauthorized use of college equipment and supplies. Converting of college equipment or supplies for personal gain or use without proper authority.

3. Status Offenses

- d. Cheating and plagiarism. Submitting to a faculty member any work product that the student fraudulently represents to the faculty member as the student's work product for the purpose of fulfilling any assignment or task required by the faculty member as part of the student's program of instruction.
- e. Forgery or alteration of records. Forging or tendering any records or instruments.
- f. Refusal to provide identification in appropriate circumstances. Refusal to provide positive identification (e.g., valid driver's license or tribal identification card) in appropriate circumstances to any college employee in the lawful discharge of said employee's duties.
- g. Illegal entry. Entering any administrative or other employee office or any locked or otherwise closed college facility at any time without permission of the college employee or agent in charge thereof.
- h. Smoking. Smoking is not allowed anywhere on campus except for a designated smoking area (the gazebo on the east side of the library).
- i. Controlled substances. Using, possessing, being demonstrably under the influence of~, or selling any narcotic or controlled substance, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical professional.
- j. Alcoholic beverages. Being demonstrably under the influence of any form of alcoholic beverage. Possessing or consuming any form of alcoholic beverage on college property.
- k. Weapons, explosives, and dangerous chemicals. Illegal or unauthorized use or possession of any device or substance which can be used to inflict bodily harm or to damage real or personal property.

Students committing offenses are subject to consequences including removal from a class and/or suspension from school. Any student suspended due to infractions may request a hearing to contest the violations and be considered for reinstatement.

College Functional Responsibilities

Security

- Protect life and property and control the emergency site to best of ability.
- Coordinate all activities associated with crisis.
- Emergency First Response Team (Crisis Management Team and essential emergency services).

NWIC CAMPUS SAFETY SECURITY MANUAL

- Provide for Command Post
- Maintain public order on campus.
- Record the event and action taken.

Facilities

- Monitor safety hazards.
- Assess conditions and situations for hazardous conditions.
- Advise on needs to maintain safe conditions.
- Record event and action taken for liability and risk management.
- Contact appropriate agencies when necessary.
- Contact internal resources as needed.
- Provide essential services for maintenance restoration.
- Damage control and emergency repairs.

Student Affairs

- Make arrangements for alternate accommodations if necessary.
- Contact students or families when appropriate.
- Advise faculty on situations involving students.
- Arrange counseling as needed for victims and others involved.
- Ensure that victims are aware of "Victims Service" as needed.
- Arrange memorial services if applicable.
- Facilitate refund of student fees if applicable.

Public Relations

- Handle and approve media activities if applicable.
- Designate chief spokesperson for the College as needed.
- Manage emergency closure information/notifications as needed.
- Provide clear, continual, and timely communication to campus community.
- Provide timely communication to the general public when necessary as approved by the president.

Emergency Response Team (ERT)

The Emergency Response Team (ERT) follows the directives of the designated lead member of the Crisis Management Team. The authority to activate the ERT is designated to each member of the CMT. The Emergency Response Team is made up of volunteers through out the campus community whose responsibility it is to follow the lead CMT. In the event of an emergency each member of the ERT will carry out directives of the lead CMT and to ensure that their area is in compliance. Every member of the ERT must Complete the necessary training before serving.

Members of the Emergency Response Team (ERT)

Vice President for Administration or Director of Human Resources

Vice President for Student Services

Director of Facilities

TYPES OF CRISES/EMERGENCIES IDENTIFIED

1. Medical Emergency
2. Violent Crime or Behavior (includes hostile person, harm to self or others)
3. Political Situations
4. Off Campus Incidents/Accidents Involving Students, Faculty and/or Staff
5. Environmental/Natural Disasters
6. Weapons Violations
7. Bomb Threats
8. Terrorist Attack or Threat

Reporting Emergency Criminal Activities

In emergency situations, first dial 9-1-1. Emergency calls to 9-1-1 are answered 24 hours a day, 7 days a week, 365 days every year. The local police, fire or medical emergency departments will respond immediately. The 9-1-1 calls also dispatch Tribal Law Enforcement where jurisdiction is held. Thereafter, report the criminal offense to a member of the CMT and complete an incident report form.

Reporting Non-Emergency Criminal Activities

In non-emergency situations, promptly report criminal offenses to a member of the CMT and complete an incident report form.

Reporting Criminal Activity to the Crisis Management Team

A member of the Crisis Management Team is available for *all* NWIC campus locations, for students, faculty, staff and visitors participating in campus activities. The members of the CMT have the official capacity to receive all reports relating to crime. The identity of the CMT will be listed or posted in visible areas and venues at each NWIC campus location.

Cooperation with Law Enforcement Agencies

Northwest Indian College campuses advocate and support a close cooperative working relationship with federal, state and local law enforcement agencies. This cooperation includes reinforcing all levels of law enforcement agencies, as circumstances warrant. The NWIC CMT will augment this relationship by facilitating crime reporting by members of the campus community to all appropriate law enforcement agencies.

Health Risks of Alcohol and Other Drugs

Health risks of using alcohol or other drugs include both physical and psychological effects. The health consequences of drugs depend on the frequency, duration, and the intensity of use. For all drugs, there is a risk of overdose. Overdose can result in coma, convulsions, psychosis, or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain. Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (a painful, difficult and dangerous symptom when stopping the use of drugs). Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs by pregnant woman may cause abnormalities (such as fetal alcohol syndrome, the third leading cause of birth defects) in babies.

Are You Prepared?

This handbook is intended to help staff, faculty and students respond to emergency situations that may occur on any Northwest Indian College campus property or facility. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed. NWIC is committed to the safety and security of all members of the campus community. In times of emergency, the College will provide appropriate campus-wide response to assure life safety and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook will serve as a quick reference for efficient action during emergencies, and should be kept in an easily accessible location at all times. All staff, faculty and students should take the time now to read and become familiar with the contents of this guide before an emergency occurs.

All classrooms in are equipped with in-house phones. Police can be reached by calling 911.

Avoid Victimization

Violent threats are never appropriate and should be taken seriously. Promptly report to a supervisor, member of the CMT or Police by dialing 911. Do not hesitate to call Police if something doesn't seem or feel right. Promptly report to Police, crime, accident, emergency, suspicious persons or incident or anything that just doesn't seem or feel right. Don't wait to report to disruptive and uncooperative classroom behavior, aggressive/harassing behaviors, dramatic changes in a person's behavior, unusual show of anxiety or hostility, bullying behavior to your supervisor or member of the CMT.

Don't wait to report to Police crime information involving you off-campus that can easily affect you and others at work: domestic violence, restraining orders, harassment, stalking, custody, etc. Don't wait to report acts of workplace violence to a supervisor, a member of the CMT or Police.

Report

Call a supervisor, a member of the CMT or if there is no immediate response, call 911, without delay if you or others are in imminent danger. Report all incidents to the Campus Safety Authority. No person acting in good faith who reports real or implied violent behavior will be subject to retaliation or harassment based upon his or her report. All complaints and/or incidents must be taken seriously, investigated, and appropriate action taken. It is expected that this policy will be fairly enforced and appropriate action taken. Any violation of this policy, including not reporting an incident of violent behavior, will result in immediate action.

Disciplinary Actions

Disciplinary procedures are covered under the following policies:

State Board for Community and Technical Colleges

Students Rights and Responsibilities

NWIC Personnel Policies and Procedure Manual

Faculty Did You Know?

If disruptive behavior occurs in the classroom, an instructor has the authority to ask those involved to leave the classroom for the remainder of the class period; the assistance of the Campus Police Department may be obtained. For dismissal beyond one class period, the faculty member must file a written notice with the Dean of Academic or the Vice President for Student Services. The Vice President for Student Services will provide written notice to the student that continuation or repetition of unacceptable conduct within a period of time stated in the warning may be cause for disciplinary action. These warnings are cumulative and are recorded in the Office of the Vice President for Student Services. The Vice President for Student Services may immediately suspend a student from the college when it is deemed such action is necessary to remove a student who poses a threat to the health and safety of his or her self and/or others or to the operation of the college. Such suspension is subject to review.

Students Did You Know?

Non-Academic Responsibilities

Students are expected to conduct themselves in a responsible manner and abide by the College rules and regulations during all College-sponsored events and activities. Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education.

Did You Know?

You can anonymously report crime, suspicious incidents, occurring on campus.

10 Tips for Crisis Prevention

NWIC CAMPUS SAFETY SECURITY MANUAL

1. Be empathic. Try not to be judgmental of your client's feelings. They are real - even if not based on reality - and must be attended to.
2. Clarify messages-Listen to what is really being said. Ask reflective questions, and use both silence and restatements.
3. Respect personal space. Stand at least 1 1/2 - 3 feet from the acting-out person. Encroaching on personal space tends to arouse and escalate an individual.
4. Be aware of body position. Standing eye to eye, toe to toe with the client sends a challenge message. Standing one leg length away and at an angle off to the side is less likely to escalate the individual.
5. Permit verbal venting when possible. Allow the individual to release as much energy as possible by venting verbally. If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.
6. Set and enforce reasonable limits. If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.
7. Avoid overreacting. Remain calm, rational, and professional. How you, the staff person, respond will directly affect the individual.
8. Use physical techniques as a last resort. Use the least restrictive method of intervention possible. Employing physical techniques on an individual who is only acting out verbally can escalate the situation.
9. Ignore challenge questions. When the client challenges your position, training, policy, etc.... redirect the individual's attention to the issue at hand. Answering these questions often fuels a power struggle. Keep your nonverbal cues non-threatening.
10. Be aware of your body language, movement, and tone of voice. The more an individual loses control the less he listens to your actual words. More attention is paid to your nonverbal cues.

--SAMPLE FORMS--

Incident Report Form Unusual Incident/Injury Report Form

INSTRUCTIONS: Please report any unusual incident or injury to your immediate supervisor and/or the Director of Human Resources, VP of Student Services or VP for Administration. A written report must be submitted within 7 days of the occurrence. A copy will be forwarded to the appropriate college official and retained on file for future reference. *Please write on back of form if you run out of space in any section.*

Name of Person Reporting Incident: _____

Date of Incident/Injury _____ Date Incident Reported _____

Address _____ Phone _____

Persons Involved-Name if Known	Student	Employee	Other-Write In	Age	Sex

Describe incident or injury in your own words: time, location, perpetrator, nature of incident, information leading up to incident and effect on those involved:

TYPE OF INCIDENT	<input type="checkbox"/> Drug/Alcohol Violation	<input type="checkbox"/> Violation of Rights	<input type="checkbox"/> Safety Violation	<input type="checkbox"/> Theft
<input type="checkbox"/> Medical Emergency	<input type="checkbox"/> Physical Injury	<input type="checkbox"/> Fire	<input type="checkbox"/> Chemical Accident	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Aggressive Act-Self	<input type="checkbox"/> Aggressive Act-Other	<input type="checkbox"/> Aggressive Act-Visitor	<input type="checkbox"/> Threat-Verbal	<input type="checkbox"/> Threat-Written
<input type="checkbox"/> Stalking	<input type="checkbox"/> Psychological Abuse	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Neglect
<input type="checkbox"/> Hate Crime	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Assault	<input type="checkbox"/> Rape	<input type="checkbox"/> Mental Health Issue
<input type="checkbox"/> Weapons Violation	<input type="checkbox"/> Suicide Attempt	Other (explain):		

Persons who observed the incident/injury:

NWIC CAMPUS SAFETY SECURITY MANUAL

Explain what immediate action was taken (include persons contacted/notified):

Medical Treatment Required? Yes No

If Yes, Give Nature of Treatment:

Action Taken or Planned (by whom) and anticipated results:

Supervisor Comments:

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Other agencies/individuals notified such as Parent or Guardian, Medical Services, Law Enforcement, Mental Health Services, Adult/Child Protective Services, etc.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Report submitted by:	Name and Title	Date
Report Reviewed by:	Name and Title	Date

Bomb Threat Telephone Report

Name of person receiving the call: _____

Date Received: _____ Time Received: _____

Date Police Notified: _____ Time Reported: _____

Name of Supervisor Notified: _____ Time: _____

Actual words used by caller (as close as possible):

Questions to Ask when a bomb threat is received:

When is the bomb going to explode? _____

Where is the bomb now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb here?

TRY TO DETERMINE THE FOLLOWING. (circle as appropriate)

<u>Caller's identity:</u>	Male	Female	Adult	Juvenile	Age: ____yrs		
Voice: Loud	Soft	High-Pitch	Deep	Raspy	Pleasant	Intoxicated	

Other: _____

Accent:	Local	Not Local	Foreign	Region				
Speech:	Fast	Slow	Distinct	Distorted	Stutter	Nasal	Slurred	Lisp
Language:	Excellent	Good	Fair	Poor	Foul			
Manner:	Calm	Angry	Rational	Irrational	Coherent	Incoherent	Emotional	
Noise:	Office	Factory	Bedlam	Trains	Planes			
	Animals	Music	Voices	Mixed	Street Traffic	Party		

Additional Information: _____

ACTION TO TAKE IMMEDIATELY AFTER CALL: Notify your supervisor. Talk to no one other than instructed by your supervisor. **DO NOT GET ON THE LOUDSPEAKER AND NOTIFY ALL STAFF. DO NOT NOTIFY ALL STAFF VIA E-MAIL**

Receiving Telephone Number: _____

Signature of Person Receiving Call: _____

Steps:

1. Notify 911
2. Notify supervisor and/or a member of the Crisis Management Team.
3. CMT will assess situation and contact appropriate college personnel.

Follow evacuation Procedures.