College Violence Prevention Plan

(Effective August 1, 2017)
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APPROVAL

Annually, the Campus Violence Prevention Committee will review, update, and modify as necessary the College Violence Prevention Plan. The plan will be forwarded to the Emergency Management Planning Committee and the Vice President of Business Services for review, concurrence and approval recommendation. The recommended plan will then be forwarded to the College President for final approval. After College approval, the plan will be forwarded to the counties where the College has campuses for their emergency management agencies to review and comment. Signatures will be obtained on the original written plan, and the written plan with original signatures will be retained for seven years.

The College Violence Prevention Plan will be posted online for members of the College community and the public at large to view. Each year the newly approved plan will replace all previous plans.

Effective Date: August 1, 2017

Annual Reviewers:

Keith A. Gehrand, Safety & Emergency Services Analyst
Heartland Community College
Primary Point of Contact

James E. Hubbard, Executive Director of Facilities
Heartland Community College
Chairman, Campus Violence Prevention Committee

Douglas E. Minter, Vice President of Business Services
Heartland Community College

Bob Clark, Director
McLean County Emergency Management Agency

Daniel Fulscher, Director
Logan County Emergency Management Agency

Charles Schopp, Director
Livingston County Emergency Management Agency

Robert D. Widmer, President
Heartland Community College
FOREWORD

The safety and security of students, employees, and visitors to the College campuses is one of the highest priorities for Heartland Community College. In compliance with the Illinois Campus Security Enhancement Act (110 ILCS 12/20), the following College Violence Prevention Plan (CVPP) is provided. The CVPP was developed utilizing a framework involving a number of representatives from across the College and local communities.

The CVPP will provide a general overview of existing College policies and procedures addressing violence at any Heartland Community College campus location. In addition, the CVPP provides an overview of two key teams: (1) the College Violence Prevention Committee, and (2) the Behavioral Intervention Team.

Effective August 1, 2016, the CVPP has been updated to reflect the provisions of the Violence Against Women Act - Reauthorization, and the Illinois Preventing Sexual Violence in Higher Education Act.

The College Violence Prevention Plan is available to the College community via the Internet at https://www.heartland.edu/studentLife/safety.html
This plan is approved and formally adopted as the College Violence Prevention Plan (CVPP) for Heartland Community College. The Plan details all violence prevention strategies of the College. It is designed to comply with federal and state regulations, and to provide policies and procedures for dealing with violence at the College. The Plan is dedicated to ensuring any reasonably known behavioral or mental health issue, or violent incident is addressed in accordance with established College policies and applicable sections of law.

The CVPP shall be the controlling authority for Heartland Community College violence prevention management, planning, policies, and procedures. The CVPP shall supersede any policy or procedure that conflicts with its provisions.

Approved and adopted this 1st day of August 2017

Robert D. Widmer, President
Heartland Community College
RECORD OF CHANGES

When changes are made to the College Violence Prevention Plan (CVPP), the following procedures shall be followed:

1. The Safety and Emergency Services Analyst will issue major changes on pages that will be updated in the CVPP. New pages shall be inserted as directed. The old pages will be removed and destroyed.

2. Plan holders will be notified of changes. Plan holders will be responsible for updating their existing CVPP.

3. When any change is made, an entry shall be noted in the following log:

<table>
<thead>
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**DISTRIBUTION LIST OF CVPP RECIPIENTS**

The College Violence Prevention Plan (CVPP) will be made available to the Heartland Community College (HCC) community via the College website at [https://www.heartland.edu/studentLife/safety.html](https://www.heartland.edu/studentLife/safety.html). Copies of the CVPP will be distributed to the following individuals. The copies may be either printed or electronic.

<table>
<thead>
<tr>
<th>CVPP Recipient (HCC)</th>
<th>Date Issued</th>
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<tr>
<td>VP of Business Services</td>
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<td>VP of Continuing Education and Advancement</td>
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<td>Chief Information Officer</td>
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<td>Coordinator of Safety and Security Services</td>
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<td>Safety &amp; Emergency Services Analyst</td>
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<td>Director of Fitness and Recreation Center</td>
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<td>Executive Director of Human Resources</td>
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<th>Full or Partial CVPP</th>
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<tr>
<td>McLean County Emergency Management Agency</td>
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COLLEGE VIOLENCE PREVENTION PLAN

I. Introduction

The safety and security of the College’s students, employees, and visitors is a major priority for Heartland Community College. To this end and in compliance with the Illinois Campus Security Enhancement Act, the College will develop and annually review its College Violence Prevention Plan (CVPP). The College desires to have a plan that involves all aspects of the College community and all three campuses.

The potential for violence is present everywhere in our nation, and it is prudent for the College to identify and attempt to mitigate any potential violence to the College community. All persons on the College campuses, regardless of their affiliation or course of study, should be able to pursue their intended purposes in an environment free from violence or harassment.

This plan outlines processes used by Heartland Community College and local resources to prevent violence on College property. This plan has been developed with local and countywide organizations, and the procedures are our standards for a response. This plan serves as a foundation for emergency management, violence prevention, and outlines the implementation of Heartland Community College’s Violence Prevention Committee and Behavioral Intervention Team.

II. College Violence Prevention Committee

Heartland Community College recognizes the importance of an environment free from violence, harassment, or intimidation while acknowledging the diversity of its students, employees, and visitors. The College Violence Prevention Committee (CVPC) was established to create and maintain the CVPP for the protection of College students, employees and visitors. Membership of the CVPC includes representatives from a wide variety of departments at the College. The College also maintains memberships on local, county and statewide organizations related to violence prevention and assistance to victims.

The CVPC is directed to review the CVPP annually, and provide modifications as necessary. The revised CVPP will be reviewed by the College’s Emergency Management Planning Committee (EMPC), and additional changes will be
made as necessary. Once endorsed by the EMPC, the plan will be submitted to the Vice President of Business Services who will, in turn, forward the recommended revised plan to the College President for final approval. After approval, the plan will be sent electronically to the emergency management agencies of Livingston, Logan, and McLean County for their review, comment, and signature.

Employees may view a copy of the policy related to the College Violence Prevention Committee at file:///Z:/GeneralOrganizationalInformation/Policies/CampusViolencePreventionCommitteePolicy.pdf

Students who wish to view a copy of the policy related to the College Violence Prevention Committee may contact the Safety and Emergency Services Analyst at 309-268-8454.

III. College Behavioral Intervention Team

The College has established a Behavioral Intervention Team (BIT) to serve as the College Threat Assessment Team as required by law. The BIT is responsible for addressing alarming or concerning behaviors brought to the attention of College officials by others. The BIT is to review the alarms or concerns, gather facts, develop and implement a course of action, and monitor progress. The overall goal of the BIT is to identify potential violence or injuries to the individual or others, and implement actions to prevent them. The actions of the BIT are not intended to be adversarial or punitive in nature, but to be helpful. Police intervention, student discipline, mental health assessment and treatment, or employee discipline are not replaced by BIT actions.

There are two levels of BIT intervention. The first is the Core-BIT which performs an initial review of any concerns. The Core-BIT will decide if immediate actions are needed, and if more information is necessary to fully assess the potential for violence or injuries. If more information is needed, then the second level of BIT can be formed. The Expanded-BIT is a more encompassing team consisting of additional College and off-campus resources as necessary.

The additional College resources will typically be associated with the area of alarm or concern, and are typically College employees. Off-campus resources consist of law enforcement, mental health, and other local service agencies.
These Expanded-BIT members will only be contacted as needed, and will not serve as permanent members of the BIT.

The Core-BIT will meet quarterly and more frequently when deemed necessary. Core-BIT members will participate in training to assist them in carrying out their assigned duties.

Both the on-campus and off-campus Expanded-BIT members will receive training when appropriate and applicable.

There are several methods for making a report to the BIT:

2. Contact the Safety and Emergency Services Analyst at 309-268-8454.
4. In those cases where there is no apparent immediate urgency to make a report, e-mail BIT.reports@heartland.edu. (Please be aware that this e-mail is only monitored Monday through Friday, 8am to 4pm. Messages received at the BIT e-mail address will be acknowledged the next regular business day during the hours it is monitored.)

To review the Behavioral Intervention Team policy, employees may go to: file:///Z:/GeneralOrganizationalInformation/Policies/BehavioralInterventionTeamPolicy.pdf

Students and members of the general public may request a copy of the Behavioral Intervention Team policy by contacting the Safety and Emergency Services Analyst at 309-268-8454.

More information on BIT and warning signs can be found at: https://www.heartland.edu/studentLife/safety.html
IV. **College Policies related to the College Violence Prevention Plan**

The College has established policies on preventing or mitigating potential harm to members of the College community. These policies are listed as shown below and can be found at the end of this plan.

- College Violence Prevention Committee Policy
- College Violence Prevention Policy
- Behavioral Intervention Team Policy
- Harassment Policy
- Policy and Procedures for Preventing and Responding to Sexual Misconduct and Sexual Violence.

V. **Reporting Emergencies**

The College places great emphasis on providing safe and secure campuses, and although the College works to be free from hazards, emergencies can and do occur. The College routinely conducts threat and vulnerability surveys, and tests its emergency response plans and procedures to help mitigate these hazards and emergencies.

“9-1-1” can be called at all College campuses. At all three campuses, “9-1-1” is answered 24 hours a day, 365 days a year by local first response agencies. Any individual in need of immediate police, fire, or medical assistance, should call “9-1-1” from any campus or cellular phone.

When “9-1-1” is called from any Town of Normal campus phone, it will go directly to McLean County’s consolidated communications center (Metcom). Additionally, the College Security Booth will receive a notification that a “9-1-1” call is being placed from the campus (without any details), and will respond accordingly.

Any “9-1-1” calls placed on a cellular phone anywhere in McLean County will be immediately routed to Metcom. However, emergency calls placed to “9-1-1” from a cellular phone will **not** generate a notification to the College Security Desk; this is a function only available for wired phones on the main campus.

Any “9-1-1” calls placed from any campus phone or cellular phone from the Heartland Lincoln Center or Heartland Pontiac Center will be immediately routed to Logan County 9-1-1 Center or to LivCom (Livingston County Communications), respectively. Both Centers are provided emergency
services by full-time local emergency response agencies located within minutes of the campuses.

**Safety and Security Services** for the Normal campus is located at the Security Desk in the Student Commons Building (Room 1100). Safety and Security Services is staffed by contracted security professionals who are on campus 24 hours a day, 365 days a year. Safety and Security Services will respond to complaints, calls for assistance, and medical emergencies. All Security Officers are trained in first aid, and are certified in Cardiopulmonary Resuscitation (CPR) and in the use of Automated External Defibrillators (AED).

Officers can be seen patrolling the Normal campus parking lots, making patrols inside of the buildings, or completing exterior building checks. Officers also provide periodic inspections of the emergency alarm systems maintained by the College. They may be contacted on a campus phone at extension 8300, or from off-campus or cellular phone at 309-268-8300. Safety and Security Services monitors the Normal campus’ security camera system 24 hours a day.

Students or employees, who are victims of Dating Violence, Domestic Violence, or Stalking, regardless of where the incident occurred, are able to contact College representatives for assistance. All incidents of Dating Violence, Domestic Violence, or Stalking should be reported to local law enforcement agencies. Students or employees may also contact Safety and Security Services, Dean of Student Support Services, Executive Director of Human Resources, or the Safety and Emergency Services Analyst for assistance.

Additional information on the College’s efforts to prevent incidents of Sexual Assault, Dating Violence, Domestic Violence, or Stalking may be found at: [http://www.heartland.edu/documents/policy/PolicyandProceduresforSexualMisconductandSexualViolence.pdf](http://www.heartland.edu/documents/policy/PolicyandProceduresforSexualMisconductandSexualViolence.pdf)

**Harassment complaints** are taken seriously by the College, and procedures have been established to ensure a thorough investigation of all complaints. Students with harassment complaints can report them to the Dean of Student Support Services. Employees with harassment complaints should report them to the Executive Director of Human Resources. A full text of the Policy and Procedures for Sexual Misconduct and Sexual Violence Policy, may access the policy at:

Threats or potential threats affecting the College are serious events, and Heartland has established a Behavioral Intervention Team (BIT) to assess the threat potential of students, employees or visitors that come to the attention of College officials. The BIT is responsible for receiving any potential-for-violence information from any student, employee, or visitor. An assessment of violence potential is then made by the Core-BIT. BIT looks at the concerns expressed, investigates, makes an assessment of the potential for violence, and develops a plan of action which will help facilitate services or actions to assist the person of concern. The BIT assessment is not intended to be adversarial, but rather to assist persons so they can remain productive members of the Heartland College community. More information on the BIT process can be found at https://www.heartland.edu/studentLife/safety.html

VI. Reporting of certain offenses under the Violence Against Women Act - Reauthorization.

Effective July 1, 2015, the Violence Against Women Act - Reauthorization added additional offenses for which the College can provide certain documentation and services to students. The new offenses are Domestic Violence, Dating Violence, and Stalking. These offenses can be reported to local law enforcement, Safety and Security Services officers, any Campus Security Authority, or the College Safety and Emergency Services Analyst. Counseling, and other assistance may be facilitated by a Campus Security Authority, the Student Counseling Center, or the Dean of Student Support Services, if needed after such an offense.

For additional information on incidents involving Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Harassment go to: https://www.heartland.edu/documents/policy/PolicyandProceduresforSexualMisconductandSexualViolence.pdf.

VII. Hate Crimes

The College prohibits violence of any kind on the campus. In some cases criminal acts are committed by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals. When this happens the offender has committed a hate crime which carries enhanced
penalties and consequences. The College will work with local law enforcement to investigate and prosecute hate crimes.

VIII. Violence Prevention Awareness Training

In order to generate awareness of local community services, the College provides informational seminars and materials on a variety of violence prevention topics. This includes sexual assault, workplace/school violence, defusing volatile situations, threat assessment awareness, stalking, dating violence and domestic violence. The College also works with local, state, and national organization efforts to bring additional awareness topics to the College community.

Persons wishing to find out additional information on violence awareness training should contact the Dean of Student Support Services (309-268-8249), the Student Counseling Center (309-268-8419), or the Safety and Emergency Services Analyst (309-268-8454). Additional information may be found at: https://www.heartland.edu/documents/policy/PolicyandProceduresforSexualMisconductandSexualViolence.pdf. Additional information on Harassment is available at: http://www.heartland.edu/policy/harassment.pdf.

IX. College Mental Health and Counseling Services

The College works with mental health providers in the counties of each campus. Emergency crisis intervention services can be obtained by contacting the local mental health agency. The College does not provide emergency crisis intervention services to students or employees.

The College has counseling services for enrolled students. The counselors are licensed in the State of Illinois, and provide a wide range of services. In addition, they provide informational sessions and other awareness campaigns which may be beneficial to students. Students from all three campuses are eligible to receive services from the Student Counseling Center. When necessary, the student may be referred to offices outside the College to obtain additional mental health services. The College counselors work with local mental health organizations in Livingston, Logan, and McLean Counties when necessary to provide services to the students.
Employees of the College have the option of obtaining counseling and/or mental health assistance through their medical insurance, or through the Employee Assistance Program provided through Chestnut Global Partners. Employees in crisis may obtain assistance from their local mental health provider.

Guests to the College who are in crisis will be referred to local mental health agencies for evaluation and treatment as necessary.

X. **External Counseling Services**

**STUDENTS:** When necessary or requested, College counselors will assist students in obtaining mental health services from off-campus agencies. On the Normal campus, the McLean County Center for Human Services Crisis Team can be contacted to provide immediate intervention. The Crisis Team is available free of charge to anyone in McLean County and is available 24 hours a day, 365 days a year. They may be contacted at 309-827-5351.

When external counseling is needed at the Heartland Lincoln Center or Heartland Pontiac Center, students can contact the Student Counseling Center to obtain information regarding mental health providers in both counties. Emergency crisis intervention services for Lincoln and Pontiac campuses are dependent upon the resources available from local mental health agencies. Students of the Heartland Lincoln Center can contact Logan-Mason County Mental Health Center at 217-735-1413. Students at the Heartland Pontiac Center may call the Livingston County Institute for Human Resources at 815-844-6109.

When a student mental health emergency occurs on any College campus during office hours (8am – 5pm, Mon-Fri), contact Student Counseling Services for help. After hours and on weekends, call PATH at 1-800-570-7284 (PATH).

Employees may also make a student referral to the Student Counseling Center. They can do this by completing the “Counseling Referral Form” available from the Student Counseling Center, and sending the completed form to the Director of Student Counseling Center. If the matter requires a more immediate response, employees can contact the Student Counseling Center by phone.

**EMPLOYEES:** Mental health services are available to all full-time employees through their medical insurance benefits. Employees may also obtain
counseling services through the College’s Employee Assistance Program by calling 1-800-433-7916. Assistance is also available to employees in crisis from their county mental health providers. For more information on obtaining assistance, employees may contact the Coordinator of Employee Benefits in the Human Resources Office at 309-268-8147.

Employees in immediate need of crisis intervention services should contact PATH at 1-800-570-7284, 24 hours a day or the Employee Assistance Program at 1-800-433-7916. Employees may also contact the College’s Safety and Emergency Services Analyst (309-268-8454) for information on local mental health crisis intervention services.

XI. **Additional On-Campus Resources**

a. **Code Blue call phones** are located in all parking lots on the Normal campus. Each phone is connected directly to Safety and Security Services, and can be used to summon assistance or report suspicious activities.

b. **Video cameras** are located strategically in all buildings and parking lots on the Normal campus. The cameras are monitored on a 24 hour basis, 365 days a year.

c. **Areas of Rescue Assistance** are located on most stairwell landings in all buildings on the Normal campus. The Area of Rescue Assistance is labeled and has an alarm connected to Safety and Security Services in the Student Commons Building. During an emergency or evacuation, persons needing assistance can activate the alarm, and Security Services will, in turn, dispatch assistance.

d. **Mass Notification Procedures** are established for all three College campuses. The College has working relationships with all three county emergency management agencies, and local emergency response agencies. Once the College has received credible information of a violent threat, the College will issue a Timely Notice to the College community using multiple methods of communicating to the students, employees, and visitors regarding the violent threat. The Timely Warning policy can be viewed at [http://www.heartland.edu/documents/heoa/TimelyNoticePolicy.pdf](http://www.heartland.edu/documents/heoa/TimelyNoticePolicy.pdf).

The College has a free emergency text notification system for all students and employees. Individuals may opt-in to receive emergency information. To subscribe to this service, any cell phone user may simply text “**hccalerts**”
The College has an emergency notification system consisting of public address speakers in and outside all buildings on the Normal campus. This system is checked periodically to ensure it remains in good working order. The Normal campus has electronic public displays and digital room signs that post information, as well. All three campuses have the ability to notify students and employees via e-mail and website notifications, as well as through local media outlets. All methods of mass communication can be activated 24 hours a day, 365 days a year.

After any initial warning message, students and employees should monitor the College website (http://www.heartland.edu) for updates and additional information.

e. **Victims of Certain Offenses under the Violence Against Women Act - Reauthorization** may obtain assistance in filing a report, receiving medical services, rearranging class assignments, and other services. These offenses of Domestic Violence, Dating Violence, Stalking, and Harassment can be traumatic and can affect one’s ability to function in daily activities. Student or employee victims of these crimes can contact any Campus Security Authority, Safety and Security Services officer, Safety and Emergency Services Analyst, Dean of Student Support Services, Director of the Student Counseling Center or the Executive Director of Human Resources for assistance. The crime need not have occurred on the College campus to obtain this assistance. For more information go to:


**XII. Violence Prevention Initiatives**

The College networks with external agencies to provide students and employees the safest possible campuses. The College’s consistent and long history of working with external agencies in all three counties the College is located has helped to ensure safety for the College community. The College prides itself on being a resource for these communities by participating in
county-wide drills, learning from them, and improving upon procedures and responses to make everyone safer. This approach extends to local first responders (e.g. police, fire, emergency medical services) as well as mental health resources.

The College has an equally consistent and long history of working with local resources to provide assistance to students and employees who are victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The College strives to provide awareness levels of education to students, employees, and College guests on all of these incidents. In addition, the College offers (1) awareness level instruction on risk reduction strategies on personal safety, workplace violence, school violence, and (2) response procedures for emergencies at the College and elsewhere as students and employees travel away from the College. The College works with local and regional initiatives to help ensure students and employees have access to awareness level information on the nature and scope of these incidents, plus how someone can initiate a response from the College and local resources.

XIII. Emergency Situations

The College takes its responsibility to protect students, employees, and guests on campus from violence very seriously. Everyone has a shared responsibility to be prepared to respond to violent emergencies. The College’s Safety and Emergency Services Analyst helps to prepare the College to respond and recover from these violent incidents. In addition, the College created the Emergency Management Planning Committee (EMPC) to coordinate the preparation, mitigation, response, and recovery efforts of the College. The EMPC is made up of a cross-section of representatives from many areas of the College.

The College has a number of specific College Incident Response Teams to respond to, and support the response to violent incidents affecting the College. In order to test its procedures and capabilities, the College routinely conducts drills and exercises. Frequently the College participates in drills conducted by local emergency response agencies to ensure the College is prepared to address violent events. The College works with local emergency response agencies in planning such events and practicing the College response. Whenever possible, the College will be compliant with the federal system for emergency response to violent events.
Appendix A

Members of College Violence Prevention Committee

Executive Director of Facilities (Chair)
Executive Director of Human Resources
Safety and Emergency Services Analyst
Dean of Student Support Services
Dean of Enrollment Services
Chief Information Officer
Coordinator of Safety and Security Services
Director Student Counseling Center
Director Fitness and Recreation Center
Director Disability Support Services and Tutoring
Director of Student Success
Director of Student Engagement
Associate Director of Equity, Compliance and Title IX
Student Trustee
Appendix B

College Policies

College Violence Prevention Committee Policy
College Violence Prevention Policy
Behavioral Intervention Team Policy
Harassment Policy
Policy and Procedure for Preventing and Responding to Sexual Misconduct and Sexual Violence