

Miles Community College 2018 Annual Security and Fire Safety Report

Campus Security Report and Annual Fire Safety Report and Emergency Procedures for Calendar Year 2017

Compiled by the Dean of Student Engagement and Auxiliary Services
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About the Report

How the crime statistics in this report are compiled:

The crime statistics in this report have been compiled by the Dean of Student Engagement. This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The statistics include all crimes reported to MCC officials. College officials have made a true-faith effort in contacting the local dispatch center for Custer County, which includes all reports from the Miles City Police Department and Custer County Sheriff's Department and has included all relevant crime statistics. The reported in this annual security report include crimes reported which have occurred on campus (Workforce Readiness Center, Regan Baseball Building, Pioneer Village, Centra, Lucas Hall, VoTech, and the main campus buildings and property); at non-campus properties owned, controlled, or utilized through written agreement by the College and used for educational purposes (Ag Advancement Center, Denton Field, Tedesco Field, and Lohman Arena); and on public property such as streets and sidewalks immediately adjacent to the main Miles Community College campus at 2715 Dickinson Street. Miles Community College does not have any off-campus student organizations.

The Clery Act requires that the following "Clery crimes" be reported:

- Criminal Offenses: murder and non-negligent manslaughter; negligent manslaughter; sexual assault, including rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson.
- Hate Crimes: Any of the criminal offenses listed above and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were motivated by bias.
- Violence Against Women's Act Offenses: domestic violence, dating violence, and stalking (2014 was the first calendar year reporting was required).
- Arrests and Referrals for Disciplinary Action: weapons (carrying, possessing, etc. law violations), drug abuse violations, and liquor law violations.

How the crime report is disseminated:

The Clery Act stipulates that Miles Community College notifies all current and prospective students, faculty, and staff of the availability of this report no later than October 1, 2018. The report can be retrieved from Miles Community College's website at <http://www.milesc.edu/AboutUs/CampusCrimeReports/default.htm>. No later than October 1, 2018, an e-mail notification providing the URL address for the report will be sent to all current students, faculty, and staff at Miles Community College. Printed copies of the report are available upon request from the Dean of Student Engagement and Auxiliary Services in the Student Services Office or by calling 406.874.6226. Prospective students can access the report through the "Campus Crime Reports" link on the Future Students webpage. Prospective employees may contact the Dean of Administrative Services for a copy of the report at 406.874.6100 or visit Miles Community College's website to access the report online.

Disclosure of Reported Crimes and Crime Statistics for Calendar Years 2015, 2016, 2017

In 2014, rape and fondling replaced the two categories of sex offenses (forcible and non-forcible) throughout the crime statistic data below. Rape is defined per the FBI definition as: "Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." Incest and statutory rape have become independent categories of their own throughout the crime statistic data.

Criminal Offenses Reporting Table					
Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Rape	2015	1	1	0	0
	2016	1	1	0	0
	2017	1	1	0	0
Fondling	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Incest	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Robbery	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Aggravated Assault	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Burglary	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arson	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

VAWA Offenses Reporting Table					
Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Domestic Violence	2015	0	0	0	0
	2016	0	0	0	0
	2017	1	1	0	0
Dating Violence	2015	0	0	0	0
	2016	2	2	0	0
	2017	1	1	0	0
Stalking	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

Arrests and Disciplinary Referrals Reporting Table					
Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Arrests: Drug Abuse Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2015	3	3	0	0
	2016	5	5	0	0
	2017	1	1	0	0

Arrests: Liquor Law Violations	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	13	13	0	0
	2016	11	11	0	0
	2017	8	8	0	0

Hate Crimes:

There were no hate crimes reported to Miles Community College or the Miles City Police Department in calendar years 2015, 2016 or 2017.

Unfounded Crimes:

There were no crimes occurring on campus, in on-campus student housing facilities, on or in non-campus property or buildings, and on public property that were unfounded by law enforcement authorities in 2015, 2016, or 2017. To be counted as an unfounded crime, the reported crime would need to be investigated by law enforcement authorities and found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime. If Miles Community College found that a reported crime was unfounded by law enforcement officials, the crime would be removed from the Annual Safety Report.

How to Report Criminal Offenses:

To report that a crime has taken place on or off campus, the Miles City Police Department should be contacted. The phone number for the Miles City Dispatch Center is 406.232.3411. For emergencies, dial 9-1-1. In addition to calling the police department, the following staff at Miles Community College can also be contacted to report a crime:

Dean of Student Engagement and Auxiliary Services	406.874.6226, Student Services
Dean of Administrative Services, Title IX Coordinator	406.874.6292, President's Office
Coordinator of Student Life and College Housing	406.874.6480, Pioneer Hall
Residence Assistants (RAs)	Pioneer Village

Voluntary crime reporting can be made to the Dean of Student Engagement and Auxiliary Services or the Dean of Administrative Services/Title IX Coordinator either in person or via Miles Community College's campus safety website page: <https://www.milesc.edu/AboutUs/CampusSafety/>. Reports can be submitted on the campus safety website by clicking on either the "Report Harassment or Sexual Assault" button or the "Report a Student Conduct Code Violation" or "Report a Disruptive or Concerning Student Behavior". These reports are routed via Maxient software to the Dean of Student Engagement and Auxiliary Services, the Dean of Administrative Services/Title IX Coordinator, the Dean of Enrollment Management, and the Behavioral Intervention Team and can be initiated either anonymously or not.

Miles Community College does not employ licensed mental health counselors or pastoral counselors who are excluded by law from mandatory reporting responsibilities when acting within the scope of their license. Thus, all employees at Miles Community College are required to report crimes or incidents in which they have knowledge.

Importance of Reporting Criminal Activity:

Miles Community College does not have its own campus security officers. Therefore students, faculty, staff, and guests are strongly encouraged to report all criminal and suspicious activity to both the Miles City Police Department and College officials in a timely manner.

Prompt reporting of criminal activity enables College officials and local law enforcement officials to more effectively protect the safety of the entire community. Reporting criminal activity also ensures inclusion in the annual crime statistics and aids in providing timely warning notices to campus. All reports of criminal activity will be investigated. No matter how insignificant the incident may seem, the information students, faculty, staff, and guests provide can be helpful in an investigation. Voluntary, confidential crime reporting can be made to the Dean of Student Engagement and Auxiliary Services or the Dean of Administrative Services/Title IX Coordinator. The confidential report is to comply with a student's wish to keep the matter confidential while still taking the steps to ensure the safety of the student and others. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail and the Rave Alert Emergency System.

Campus Security and Access:

During business hours, Miles Community College (excluding Pioneer Hall and The Lodges) is open to the public. During non-business hours, access to the College facilities is by key only. Pioneer Hall is locked at all times and can only be accessed with a key. All residents in Pioneer Hall are issued a key that allows them access to the lobby and their individual rooms. All residents of The Lodges are issued a key for their individual rooms in The Lodges. The Centra workout facility has separate business hours than the main campus and is locked after business hours. The maintenance staff ensures that the main campus building is locked after hours. The maintenance staff also ensures that lighting on campus is working and that pathways are kept clear during the winter.

Campus Security Personnel:

Miles Community College does not employ campus police. Criminal incidents are referred to the Miles City Police Department. Within Pioneer Hall and The Lodges, residence life staff may issue alcohol violations and ask for identification from people entering into Pioneer Hall and The Lodges. Miles Community College does not have an official memorandum of understanding written with the Miles City Police Department, however the Miles City Police Department works very closely with Miles Community College and responds quickly to all requests made to them. The Miles City Police Department does have the authority to issue citations and make arrests on Miles Community College's campus for crimes that are committed.

Emergency Notification and Timely Warning Reports to Campus Community:

Consistent with the requirements of the Clery Act, the Dean of Administrative Services/Title IX Coordinator or designee will "immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency". The warning will

be issued through the college's Rave Alert service that notifies all subscribers of the situation. Warnings will also be issued through campus e-mail to all students, faculty, and staff. Students, faculty, staff, parents, community members and any other constituents are encouraged to sign up for Rave Alerts at the following link on MCC's campus safety page: <https://www.milesc.edu/AboutUs/CampusSafety/RaveAlert/>. Other designees who are trained on emergency notifications and timely warning notifications are the, IT Director, and Maintenance Director (co-chair of Campus Safety Committee), and the Dean of Student Engagement and Auxiliary Services.

Security Awareness and Crime Prevention:

Miles Community College posts Emergency Procedure booklets in all of its classrooms, community rooms, staff and faculty offices, and residence halls. Once a year, the campus's Safety Committee presents information about the safety procedures within the Emergency Procedure booklets. The Custer Network Against Domestic Abuse & Sexual Assault (CNADA) provides sexual assault awareness to students on Miles Community College's campus at least once a semester. Safety procedures are addressed with new employees during New Employee Orientation. Students who live on campus are required to attend a mandatory residence hall meeting at the beginning of the school year where rape prevention awareness is addressed as well as information on who to contact in an emergency (residence life staff and/or Miles City Police Department). Miles Community College does not have any officially recognized student organizations with off-campus locations that are monitored by the College (such as fraternity or sorority houses). The Montana University System has also entered into a contract with EverFi, which is a company that hosts online training for sexual assault prevention and bystander intervention called Haven. Since Fall 2014, all incoming students at Miles Community College have been provided log-in information and resources through the Haven program.

Primary Prevention and Awareness and Ongoing Prevention and Awareness Efforts:

- **Campus Security Authorities/Mandatory Reporter Training for Clery and Title IX:** All faculty, staff, and resident assistants complete mandatory reporter training in the fall prior to the fall semester beginning. This training is provided by the Dean of Administrative Services/Title IX Coordinator and any Deputy Title IX Coordinators. All employees of Miles Community College are considered Campus Security Authorities (CSAs) and must report any crimes or incidents to either the Dean of Administrative Services/Title IX Coordinator. Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and as such may not be able to maintain confidentiality. There may be instances where MCC officials must act regardless of the wishes of the complainant or reporter. Nevertheless, in such cases, MCC officials will take care to protect identities to the extent allowed by the circumstances and law. Counselors contracted with by Miles Community College and CNADA advocates are not considered mandatory reporters.
- **Primary Prevention and Awareness Programming for all incoming students and new employees:** All new employees attend a New Employee Orientation facilitated by the Dean of Administrative Services/Title IX Coordinator. During the full-day orientation, new employees are exposed to MCC's Discrimination, Harassment, Sexual Misconduct, Stalking, Domestic Violence and Retaliation Policy. This policy is also reviewed on the employee's first day with the College.

All new employees are required to complete web training in the following areas: Preventing Sexual Harassment – A Guide for Employees, Code of Ethics, Diversity for All Employees, and FERPA training. Beginning in Fall 2016, all MCC faculty and staff (and new hires subsequent to Fall 2016) are required to complete the HR/employee module provided in EverFi. This module was similar to the student version, Haven, and focused on reporting requirements, MCC's policy, and definitions of sexual assault, stalking, consent, domestic violence, and dating violence. All incoming students are provided with EverFi's Haven web-based product which is a two-part training program focusing on prevention and awareness programming as it relates to dating violence, domestic violence, sexual assault, and stalking.

- **Ongoing Prevention and Awareness Campaigns for Students and Employees:** Miles Community College partners with CNADA and other community agencies, such as OneHealth, to provide ongoing prevention and awareness campaigns for students and employees. CNADA conducts awareness campaigns on campus that entail providing information to campus through bulletin boards and activities to promote awareness of sexual assault and domestic violence. Since 2015, Miles Community College began partnering with OneHealth and Planned Parenthood of Miles City to conduct awareness campaigns throughout the academic year. Some focus on domestic violence, healthy sexual relationships, and other topics. Employees are provided on-going awareness training through beginning of semester meetings and web-based training throughout the year.
- **Substance Abuse Prevention:** Miles Community College provides alcohol and substance abuse prevention programming to both students and employees. Within the residence halls, the alcohol sanctioning system was updated for Fall 2016. Instead of fining students for alcohol violations, students will now be required to attend a Choices assessment with a OneHealth nurse on the first violation. Second violations of alcohol will require students to see an addiction counselor at OneHealth. Free counseling services are available for all students and employees who have alcohol and/or substance abuse issues. Students who have concerns about their alcohol or substance use should contact the Dean of Student Engagement and Auxiliary Services to receive counseling services. Employees should contact Miles Community College's Dean of Administrative Services for resources. The Montana University System has also entered into a contract with EverFi, which is a company that hosts online training called AlcoholEdu. All new students at Miles Community College are sent the information for completing AlcoholEdu.

Alcohol:

It is illegal in Montana for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell or provide alcohol to a person under the age of 21. Miles Community College prohibits the possession or consumption of alcoholic beverages on campus, or in any college facility, except as specially authorized by Miles Community College Board Policy 900.10. Students, organizations, or groups violating alcohol policies or laws may be subject to disciplinary actions by Miles Community College and/or the Miles City Police Department.

<https://content.milesccl.edu/DownloadFiles/StudentHandbook.pdf>

Illegal Drugs:

The use, possession, or distribution of illegal drugs is strictly prohibited at Miles Community College. The possession, sale, manufacture or distribution of any controlled substance is illegal in Montana with the exception of the Montana-issued medical marijuana card. Miles Community College prohibits the use of marijuana on campus regardless of the presence of a state-issued medical marijuana card. Violators of illegal drug use, possession, or distribution will be turned over to the Miles City Police Department and are subject to Miles Community College's disciplinary actions.

<https://content.milesccl.edu/DownloadFiles/StudentHandbook.pdf>

Missing Person:

The Residence Life Staff, upon notification of a missing student, shall conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who he or she may be with, where he or she may be, vehicle description, and the physical and mental well-being of the individual shall be obtained.

All students who live in on campus housing complete an emergency data card that provides emergency contact information and missing person contact information.

The Residence Life Staff shall:

- Call the missing student's cell phone and send a text message.
- Conduct a quick but thorough search of the campus buildings and parking lots using the student's class schedule.
- Interview roommates and known friends.
- Check any surveillance video to determine the last time the student may have been seen.
- Look at social networking sites such as Facebook for any activity.
- Issue an I.D. card photograph to assist in the identification of the missing student.
- Check with faculty members to see when the student was in class or if they have had contact with the missing student.
- Check the Café to see when the last time the student's I.D. card was scanned.
- Attempt to locate the student's vehicle on campus.

After the Residence Life Staff has conducted the search with negative results, the Residence Life Staff shall notify the Dean of Student Engagement and Auxiliary Services, who shall then notify the local law enforcement agency.

Miles Community College shall implement the following notification procedure for a missing student who resides in the residence halls:

- Any reports of missing students shall be referred immediately to the Residence Life Staff, who shall conduct an investigation as herein outlined. After the Residence Life Staff determines that the student has been missing for more than 24 hours, the Dean of Student Success and Auxiliary Services shall contact the individual identified by the student, or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.
- The Dean of Engagement and Auxiliary Services shall inform the College President and local authorities as deemed appropriate.

- A school-wide email alert shall be sent to faculty, staff, and students with the missing student's picture attached.

In all cases of a missing student, local law enforcement agencies shall provide information to the media to solicit public assistance in the search for any missing student. The local law enforcement agencies shall consult with the Dean of Student Engagement and Auxiliary Services. Any media requests to the College shall be directed to the Dean of Administrative Services/Title IX Coordinator. Other offices may lead communications including the President, Vice President of Academic Affairs, Dean of Student Engagement and Auxiliary Services, the Dean of Enrollment Management, and the Athletic Director.

Sexual Assault:

If an assault occurs, students should report the incident to the Dean of Administrative Services/Title IX Coordinator, contact the Miles City Police Department, and the Dean of Student Engagement and Auxiliary Services as soon as possible. Reports can be made in-person or through the web-based reporting feature on Miles Community College's campus safety page of its website at <https://www.milesc.edu/AboutUs/CampusSafety/>. The Dean of Administrative Services/Title IX Coordinator and Dean of Student Engagement and Auxiliary Services will assist the student in notifying appropriate law enforcement authorities if the student requests the assistance of these personnel. Victims should not disturb any physical evidence. Victims should not wash, clean up or use the restroom, which can destroy powerful evidence. Information shared will remain confidential and will not require the individual to file a police report unless so desired.

Miles Community College contracts with area counselors who, upon the request of assault victims, can receive three free counseling services. The Dean of Student Engagement and Auxiliary Services and other members of the Behavioral Intervention Team can authorize counseling visits.

Miles Community College will make reasonable accommodations to the accused and/or the accuser's academic schedules or to the residence hall living accommodations so that the individuals can avoid on-going contact with the person(s) who have been implicated in the assault.

If the accused is a student, employee, or otherwise officially affiliated with the College, the victim will be advised of their right to pursue disciplinary action against the assailant. The student may pursue disciplinary action whether or not the student chooses to file a criminal complaint. Both the accuser and accused will be informed by the Dean of Student Engagement and Auxiliary Services of any disciplinary action imposed.

In sexual assault investigations, the preponderance of evidence will be the standard used to determine whether or not there has been a violation of policy.

All reports and complaints of violations of MCC's Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking Policy are considered in accordance with MCC's Discrimination Grievance Procedure. The procedures include the following:

- A prompt, fair, and impartial investigation and resolution adhering to the principles of due process of such reports and complaints;
- A process conducted by officials who receive annual training on the issues related to sexual misconduct, domestic violence, and stalking, including how to conduct investigations and hearings which protect the safety of victims and promotes accountability;
- A process in which the accusing party and the accused have the same opportunities to participate in the process, including the right to be accompanied by an adviser and the right to any appeal.

Policy violations are established with the evidence shows that it is more likely than not the proscribed conduct occurred (referred to as a “preponderance of the evidence standard”). The outcome of the process, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed to both the accusing party and the accused. A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their rights under the Discrimination Grievance Procedure.

Sanctions:

If a student is found to have violated the Discrimination Policy and, thus, the Student Conduct Code, Miles Community College may impose sanctions against the student. These sanctions may include counseling, education, or other sanctions up to and including suspension or expulsion from MCC. Please review the MCC Student Conduct Code for further information regarding sanctions at <https://content.milesc.edu/DownloadFiles/StudentHandbook.pdf>. If an employee is found to have violated the Discrimination Policy, sanctions may be imposed in accordance to the applicable MCC Board of Trustees Policy and the Master Faculty Agreement.

Description of Safe and Positive Options for Bystander Intervention:

MCC stresses that preventing crime is a shared responsibility. Everyone in the campus community should play an active role in making the college environment safe and secure from criminal activity. Bystanders play a critical role in the prevention of sexual and relationship violence. MCC wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders might not always know what to do if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document.

Risk Reduction:

The following risk reduction strategies have been included from the Rape, Abuse & Incest National Network (RAINN) website located at <https://rainn.org/get-information/sexual-assault-prevention>. These are some of the ways students can utilize tactics to reduce their risk of sexual assault.

- **Walk with purpose:** Even if you don't know where you are going, act like you do.
- **Be secure:** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the residence hall, report this to a member of the residence life staff.
- **Stay alert:** when you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Avoid isolated areas:** It's more difficult to get help if no one is around.
- **Prevent isolation:** Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- **Be careful about posting your location:** Many social media sites, like Facebook, use geolocation to publicly share your location.
- **Keep an eye on your friends:** If you are going out in a group, plan to arrive together and leave together. If you decide to leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.
- **Have a backup plan:** Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable. Keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave.
- **Know what you're drinking:** Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
- **Trust your instincts:** If you feel unsafe, uncomfortable, or worried for any reason, don't ignore these feelings. Go with your gut. Get somewhere safe and find someone you trust or call law enforcement.
- **Don't leave a drink unattended:** That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- **Don't accept drinks from people you don't know or trust:** If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, what it being poured, and carry it yourself.
- **Check in with yourself:** Whether you drink regularly or not, check in with yourself periodically to register how you feel.
- **It's okay to lie:** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave

a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

- **Be true to yourself:** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you.
- **Have a code word:** Having a code word with friends and family enables you to not feel uncomfortable and allows you to call them and communicate your discomfort without the person you are with knowing what you are communicating. Your friends or family can then come and get you or make up an excuse for you to leave.

Sex Offenders:

Montana's registry for sexual offenders can be found at the following web address:

<https://doj.mt.gov/svor/>.

Please see below for Miles Community College's policy regarding discrimination, harassment, sexual misconduct, domestic violence, and stalking.

600.13 Discrimination, Harassment, Sexual Misconduct, Domestic Violence, and Stalking

State and federal laws and regulations prohibit certain kinds of discrimination in employment and in educational services. This policy is intended to comply with the following laws and regulations: Titles IV, VI, and VII of the Civil Rights Act of 1964; 34 C.F.R. pt. 100; Title IX; 28 C.F.R. pt. 54 and 34 C.F.R. pt. 106; Section 504 of the Rehabilitation Act; 34 C.F.R. pt. 104; Age Discrimination Act of 1975; 34 C.F.R. pt. 110; and Titles I and II of the Americans with Disabilities Act; 28 C.F.R. pt. 35; Montana Human Rights Act and Governmental Code of Fair Practices, Title 49, Montana Code Annotated.

In addition, Title IX of the Education Amendments of 1972 and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by Miles Community College.

Revised on: 1/16/1989, 4/27/2009, 9/26/2011, 3/24/14

600.13.1 Policy Statement

The college is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the college. Acts of discrimination,

harassment, sexual misconduct, domestic violence, stalking, and retaliation shall be addressed consistent with this policy.

Adopted on 3/24/14

600.13.2 Definitions of Discriminatory Conduct

The following are common definitions of terms used throughout this policy:

- A. **Discrimination** is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a college program. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- B. **Harassment** is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones, social media, or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.
- C. **Sexual Harassment** can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual misconduct. Sexual harassment, including sexual misconduct, can involve persons of the same or opposite sex.

Consistent with the law, this policy prohibits two types of sexual harassment:

- 1. **Tangible Employment or Educational Action**
This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a college program is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a college program. Generally, this type of

sexual harassment will involve agents or employees with some authority from the college.

2. **Hostile Environment**

A *Hostile Environment* based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities ; or
- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance.

A hostile environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment creates a hostile environment, the harassment shall be considered not only from the perspective of the individual who feels harassed, but also from the perspective of a reasonable person in a similar situation. Also, the following factors shall be considered:

- The degree to which the conduct affected one or more students' education or individual's employment;
- The nature, scope, frequency, duration, and location of incident or incidents;
- The identity, number, and relationships of persons involved;
- The perspective of a "reasonable person" in the same situation as the person harassed; and
- The nature of higher education.

D. **Sexual Misconduct** includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and dating violence.¹

Sexual Assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

¹ While sexual assault and other sexual misconduct is often considered a subset of "sexual harassment," for purposes of this policy and the consequences that may result from violating this policy, the terms are distinct.

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual intercourse without consent, including acts commonly referred to as “rape.”

E. **Consent** is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes impairment or incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

F. **Inducing incapacitation for sexual purposes** includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as “consent” is defined in this policy) to sexual contact.

G. **Sexual Exploitation/coercion** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;

- Going beyond the bounds of consent (such as letting others hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted disease, such as HIV to another;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Possessing, distributing, viewing or forcing others to view illegal pornography.

H. **Dating Violence** is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:

- Battering that causes bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction.

I. **Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death. To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of stalking, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

J. **Domestic Violence** is an act of partner or family member assault (as defined in Section 45-2-206 Montana Code Annotated) A person "commits . . . partner or family member assault if the person:

- a. purposely or knowingly causes bodily injury to a partner or family member;
- b. negligently causes bodily injury to a partner or family member with a weapon; or
- c. purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member."

“Partners” are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. “Family member” means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

To the extent applicable as provided in 600.13.4 Off Campus Conduct, allegations of domestic violence, regardless of whether they are based on discrimination, shall be addressed and considered in accordance with this Policy and the Discrimination Grievance Procedure.

Adopted on 3/24/14

600.13.3 Disability Discrimination

The College is committed to eliminating disability-based discrimination against persons with disabilities and making reasonable accommodation for any known disability that interferes with an applicant's ability to compete in a selection process, an employee's ability to perform the essential functions of a job, a student's ability to meet the essential requirements of an academic program, or a person's ability to benefit from a college service or participate in a college sponsored or hosted event. Applicants, employees, students or participants with a disability seeking an accommodation should contact the appropriate person identified below:

Students or student applicants:

Coordinator of Student Life and College Housing,
Center for Academic Success,
Room 208
Phone (406) 874-6100 or (800) 541-9281

Employees, employment applicants or participants:

Dean of Administrative Services/Title IX Coordinator,
Office 218
Phone (406) 874-6292
HumanResources@milescc.edu

Adopted on 3/24/14

600.13.4. Off Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and shall be evaluated to determine whether it violates this policy or student code of conduct, e.g., if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Responsible Official (RO).

Adopted on 3/24/14

600.13.5 Applicability

This policy prohibits discrimination and harassment of employees by the employer and between members of the Miles Community College community more generally: for example, between an instructor and a student, between two students, or between a student and an

applicant or campus guest. The policy applies in all college programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, housing, clubs, organizations, and employment.

Adopted on 3/24/14

600.13.6 Reporting Violations of This Policy

All reports or any concerns about conduct that may violate this policy and retaliation should be reported to official responsible for receiving reports of discrimination referred to throughout this Policy as the Responsible Official (“RO”).

The MCC Responsible Official (ROs) is:

Title IX Coordinator

Office 218

Phone: (406) 874-6292

TitleIX@milesc.edu

Deputy Title IX Coordinator

Student Services Office

Phone: (406) 874-6226 or (406) 874-6211

Guidance concerning means and methods of reporting, criminal reporting, confidentiality and anonymous reporting are found in the Discrimination Grievance Procedure.

Upon receiving a report, the RO shall follow the procedures described in the Discrimination Grievance Procedure.

Please do not wait to report conduct of concern until harassment becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a hostile environment. The RO can take proactive steps to prevent harassment from continuing and perhaps escalating and to protect or otherwise assist the person harassed. For example, in the case of a student experiencing harassment, the Vice President of Student Success, or designee, can arrange for no-contact orders, counseling and changes in class schedules, living arrangements, class requirements, and testing schedules as needed. The RO can also provide expertise and advice to help identify conduct that might be a warning sign of or constitute sexual harassment or hostile environment harassment prohibited by this policy and address concerns appropriately.

Adopted on 3/24/14

600.13.7. Mandatory Employee Reporting of Sexual Harassment and Sexual Misconduct Involving Students

To enable the college to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students proactively, all employees must promptly (normally within 24 hours) report information they have about alleged or possible sexual harassment and sexual misconduct involving students to the RO. Employees, such as licensed health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

Adopted on 3/24/14

600.13.8 Sanctions and Corrective Action

Violations of this policy shall be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy shall depend upon the facts and circumstances of each particular situation.

In determining the severity of sanctions or corrective actions, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct are relevant. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action up to and including the discharge of employees and the expulsion of students, in accordance with applicable college policies and procedures and collective bargaining agreements.

Adopted on 3/24/14

600.13.9 Amnesty for Drug or Alcohol Possession and Consumption Violations

The college strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who provide information about sex-based discrimination, sexual harassment, sexual misconduct, domestic violence, or stalking involving students shall not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

Adopted on 3/24/14

600.13.10 Free Speech and Academic Freedom

This policy shall not be construed or applied to restrict academic freedom at the college, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

In addressing all complaints and reports under this policy, the college shall take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees.²

Adopted on 3/24/14

600.13.11 External Complaints

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion

² For more information about free speech requirements in the context of sexual harassment complaints, please see U.S. Department of Education, Office for Civil Rights, 2001 Revised Sexual Harassment Guidance at <http://www2.ed.gov/about/offices/list/ocr/docs/shguide.html> at section XI.

with EOS of the U.S. Justice Department. Contact information for the Office for Civil Rights is as follows:

U.S. Department of Education Office for Civil Rights

Seattle Office

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

OCR.Seattle@ed.gov

Voice: 206-607-1600

Fax: 206-607-1601

TDD: 206-607-1647

As an employee or student, if you filed a complaint with the RO and believe the college's response was inadequate, or you otherwise believe you have been discriminated against by the college on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status (housing only), or political beliefs, or retaliation, you may file a complaint with the Montana Human Rights Bureau.

Contact Information is as follows:

Montana Human Rights Commission

1625 11th Ave.

PO Box 1728

Helena, MT 59624-1728

Voice: 406-444-2884

Toll free: 800-542-0807

<http://erd.dli.mt.gov/human-rights-bureau.html>

Adopted on 3/24/14

600.13.12 Discrimination, Harassment, and Title IX Training

To educate staff and faculty on the importance of non-discrimination and the prevention of sexual harassment in the work environment and classroom, the college requires all employees (faculty, administrators, and staff members) to:

- complete discrimination and harassment prevention training on a biennial basis; and
- complete Title IX on-line training.

New employees must complete the training within 45 days of employment. Temporary employees and student employees are required to complete the training program only at the discretion of the RO or Human Resources and/or in conjunction with the department of hire.

Supervisors shall support the employee in providing a reasonable amount of work time for the employee to complete the training program. Training programs can be selected from resources such as online programs, presentations or self-study options as determined and pre-approved by the responsible college officials.

The college requires primary prevention, risk reduction and awareness training programs for all incoming students and new employees concerning sexual misconduct, domestic violence and stalking. The college shall maintain ongoing primary prevention, risk reduction, and awareness campaigns concerning sexual misconduct, domestic violence, and stalking for students and employees.

Adopted on 3/24/14

600.14 Retaliation

Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Retaliation against an individual for taking any of the actions in support of this policy is prohibited. It is central to the values of the college that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

Adopted on 3/24/14

**Organizational changes occurred in 2018 that changed position titles for the following—*

Director of Human Resources/Compliance/Title IX Coordinator is now Dean of Administrative Services/Title IX Coordinator.

Vice President of Student Success has been substituted with Dean of Student Engagement and Auxiliary Services and Dean of Enrollment Management with most duties in this report relating to the Dean of Student Engagement and Auxiliary Services.

The following is MCC's emergency procedures flip-chart and is currently under review by the Campus Safety Committee (9/1/2018).



**To receive MCC's Emergency Alert Notices and Updates,
register for Rave Alert at
<https://www.getrave.com/login/milescs>**

EMERGENCY PROCEDURES

9+911

CUSTER COUNTY SHERIFF DEPARTMENT

9+874-3320

MILES CITY POLICE DEPARTMENT DISPATCH

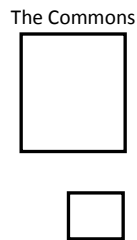
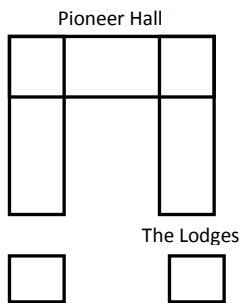
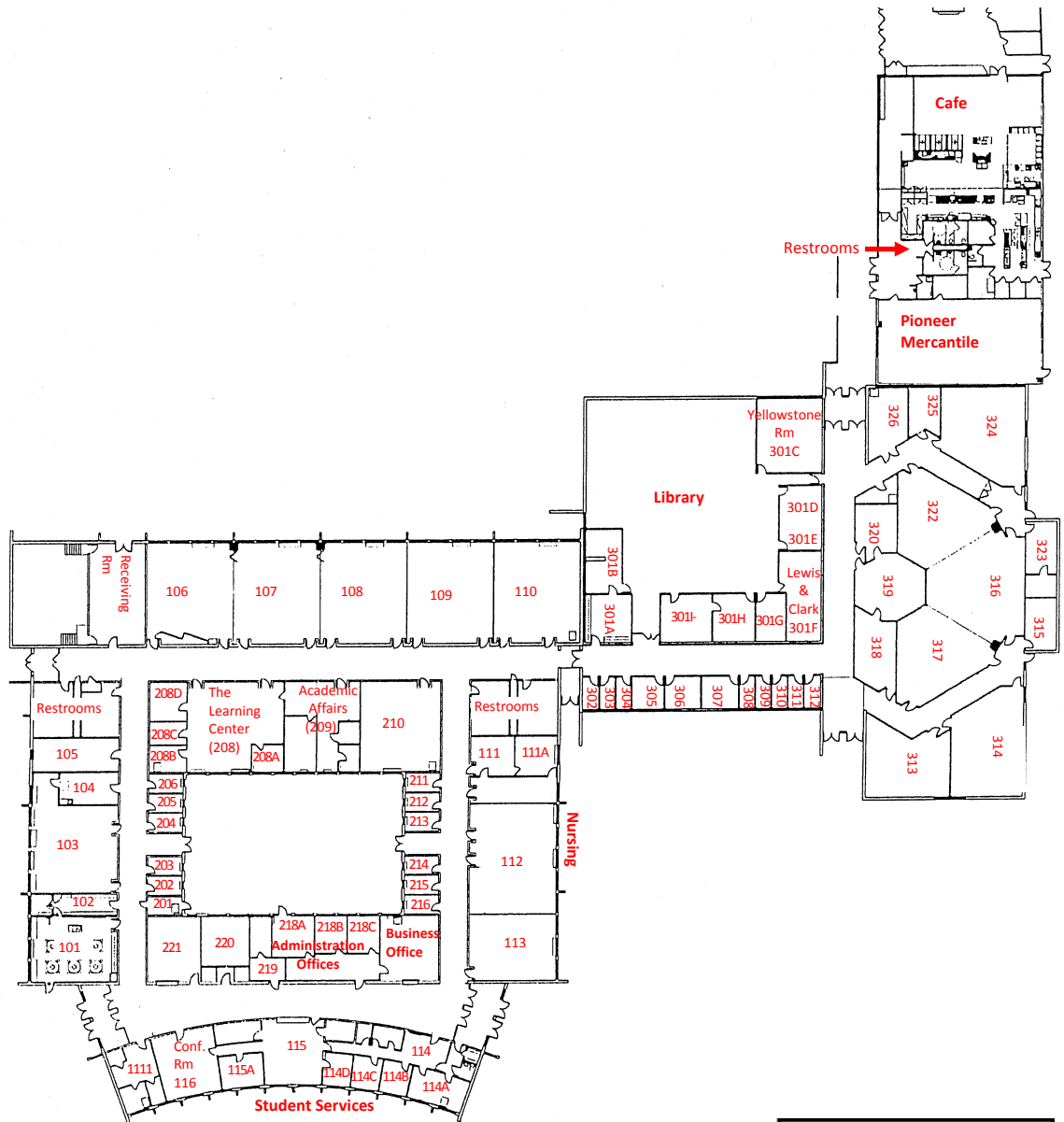
9+232-3411

MILES CITY FIRE DEPARTMENT

9+234-2235

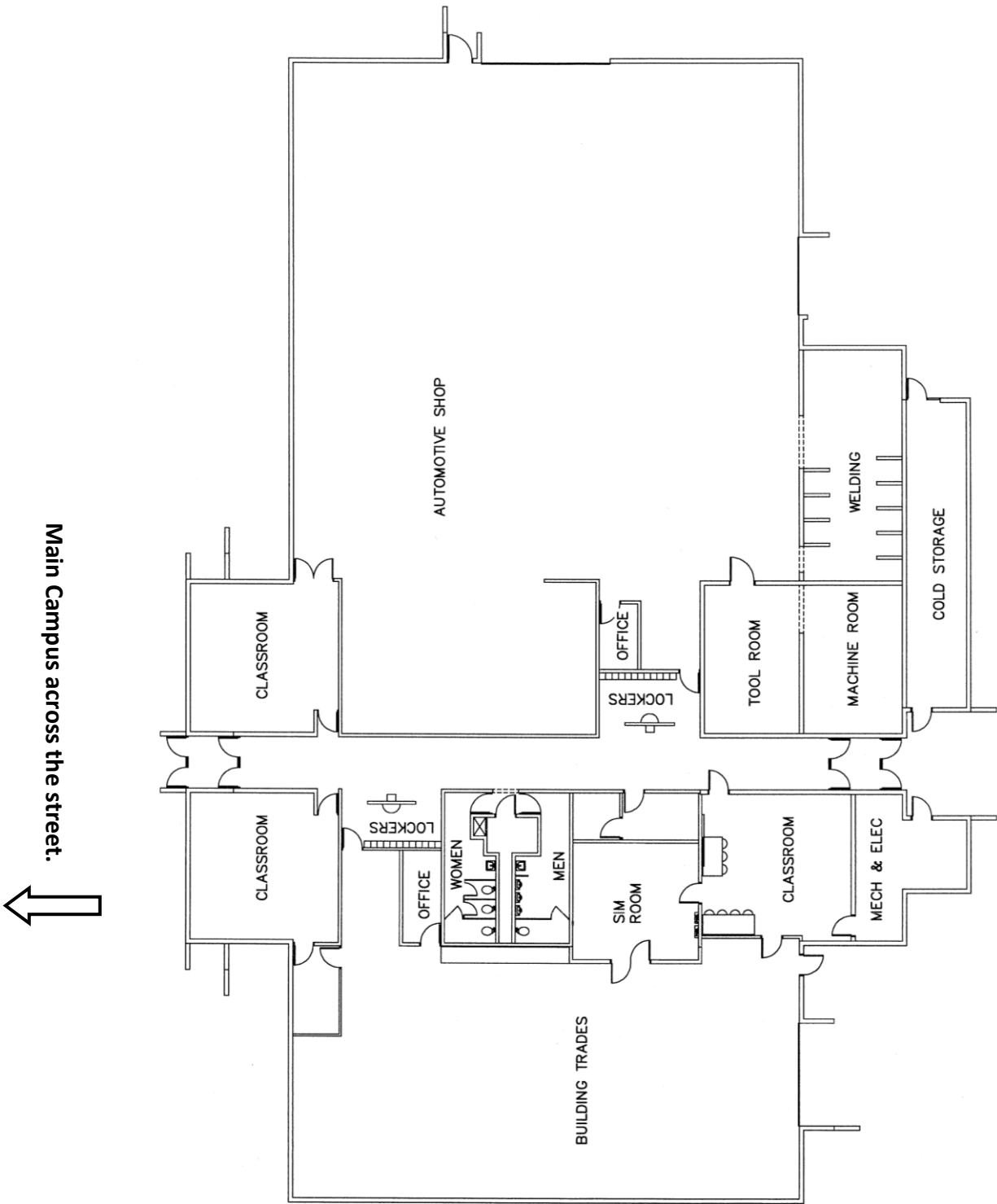
**Dial 9 when using any MCC office or classroom
phone to access outside phone line.**

**Workforce
Readiness
Center**



Vo-Tech Building
(See next page for
complete map.)

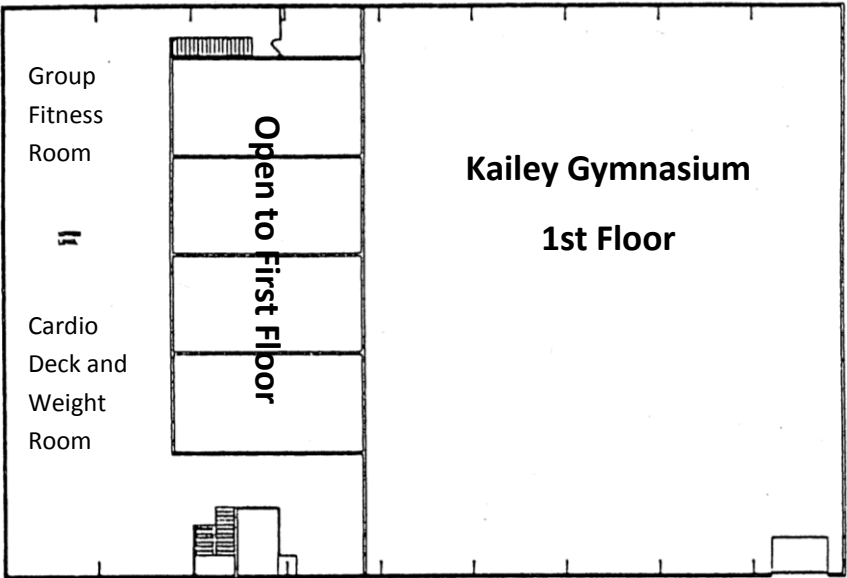
Campus Map



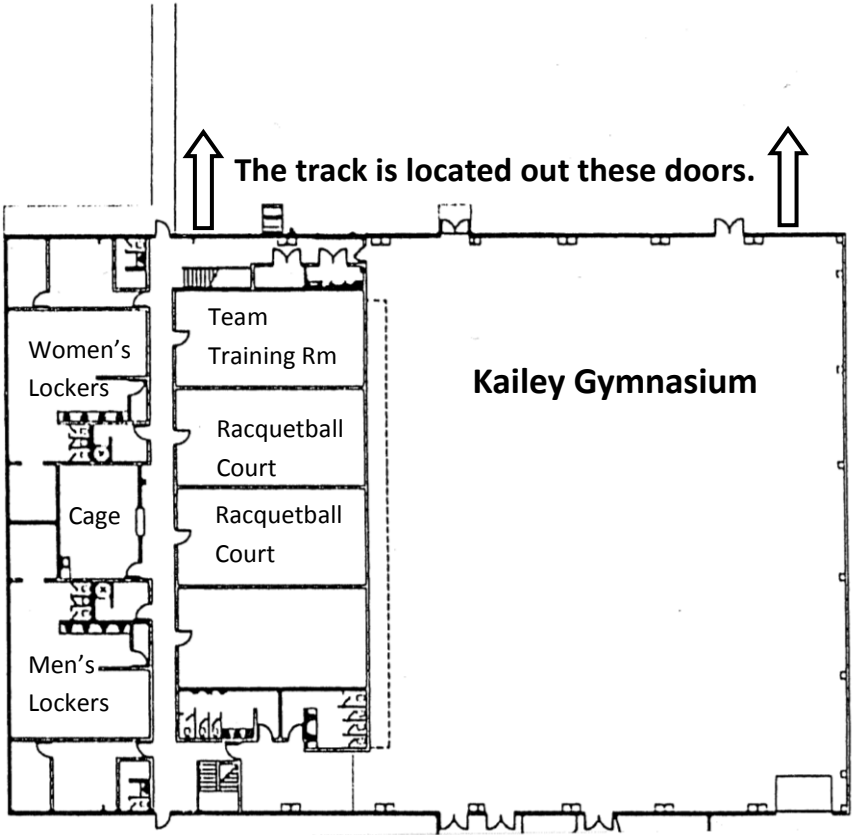
Vo-Tech Building

Campus Map

Centra 2nd Floor



Centra 1st Floor



Campus Map

Medical Emergency – Code Blue

Medical Emergency:

An acute injury or illness that poses an immediate risk to a person's life or long term health.

IS IT HAPPENING TO ME?

- Apply first aid.
- First Aid Kits Located:
 - Engineering (Maintenance Office next to Room 106)
 - Centra Desk
 - Café
 - Vo-Tech
 - Heavy Equipment Bay
 - Automotive
 - Pioneer Hall – RA Office
- AED – Automatic External Defibrillator – Wall beside Faculty Lounge across from Student Services and on wall next to the Centra desk.
- If appropriate, call: 911 (9+911 if using a campus office phone). Have someone wait outside to guide ambulance.
- Notify Supervisor; Facilities Director, 874-6172(office) or 951-0762(cell); and Dean of Student Engagement and Auxiliary Services, 874-6226(office).
- Write summary of incident within 24 hours utilizing the First Report of Injury—Student and give to Dean of Student Engagement and Auxiliary Services.

IS IT ON CAMPUS?

Evaluate if help is needed:

If Yes: Assist as needed.

If No: Stay clear of the area.

Weather/Natural Disaster Emergency – Code Brown

Subscribe to Rave Alert to receive campus alerts about weather and other emergencies.

IS IT HAPPENING TO ME?

- Go to: IS IT ON CAMPUS?

IS IT ON CAMPUS?

- In the event of inclement weather or hazardous conditions at the college:
 - The College President (or designee) makes a determination based on available information to maintain, cancel, or modify existing schedule of services.
 - Once the determination has been made, the decision is forwarded to the Dean of Administrative Services who will make an announcement through mass email, Rave Alert, notice on the college website, and PSAs on local radio stations.
 - Once the weather emergency is over, an all clear message will be sent out via the same notifications mentioned above.

If it is a Tornado Warning:

- If you are inside when notification is sent:
 - Go to the nearest safe area (safe areas would be a basement, if available, or rooms or areas with no outside windows, doors, or exterior walls).
- If you are outside when notification is sent:
 - Go to nearest building immediately. Once inside go to the nearest safe area in that building.
- If you are off campus when notification is sent:
 - Do not come to campus until there is an all clear message sent.
 - Take immediate cover wherever it is you find yourself.

If it is an Earthquake:

- If you are inside when notification is sent:
 - DROP to the ground (before the earthquake drops you!),
 - Take COVER by getting under a sturdy desk or table. If there isn't a sturdy desk or table available, drop to the ground in an inside corner of the building and cover your head, and
 - HOLD ON until the shaking stops.
- If you are outside when notification is sent:
 - Move to a clear area if you can safely do so; avoid power lines, tress, signs, buildings, vehicles, and other hazards. Continue to DROP, COVER, and HOLD ON to anything that is sturdy until the earthquake is over.

Chemical Spill – Code Orange

IS IT HAPPENING TO ME?

- Go to: IS IT ON CAMPUS?

IS IT ON CAMPUS?

- Isolate and secure the spill area.
- Warn others in the immediate area.
- Call the Facilities Director (Office: 874-6172; Cell: 951-0762) and give the location and type of material spilled. When calling, be specific about the nature of the involved material and exact location of spill.
- If medical assistance is needed, call 911 (9+911 if using a campus office phone) and give the location and type of material spilled. When calling, be specific about the nature of the involved material and exact location of spill.
- Evacuate the building, if required, and go to designated evacuation zone that will be broadcasted through Rave Alert notification. The primary evacuation point is the Community Track but could change depending on wind conditions and type of chemical involved in the spill.
- Obtain a Material Safety Data Sheet (MSDS) for the material involved. A MSDS is a document created by a manufacturer or distributor of a chemical that provides information about the contents, characteristics, physical hazards, and health hazards associated with the chemical.
- If you or anyone else has come in contact with the spilled material, remove any contaminated clothing immediately and flush all areas of skin exposed to the chemical with generous amounts of water unless the chemical is one that will react with water.
 - Eye wash station and emergency showers are located in the science labs (Rooms 101 & 103).
 - Eye wash stations are also located in the Vo-Tech Building.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and provide names to authorized personnel.
- Under no circumstances should you attempt to confine or clean up any hazardous spills if there is danger of exposure to the hazardous chemicals.

Criminal Behavior – Code Green

Criminal:

Behavior that leads to and includes an unlawful act.

IS IT HAPPENING TO ME?

- **Do not confront the person.**
- **Let them have whatever they want.**
- **Once they leave, secure yourself if possible.**
- **Call 911 (9+911 if using a campus office phone).**
- **Activate the page system:**
 - **To activate the page system, press the far LEFT button on the SECOND row of the speed dial button on your phone or dial 1010.**
 - **State who and where the situation is occurring.**
- **Do not leave your area until the police or a safety coordinator indicates all clear.**

IS IT ON CAMPUS?

- **Do not confront the situation.**
- **Secure yourself if possible.**
- **Call 911 (9+911 if using a campus office phone).**
- **Activate the page system on campus:**
 - **To activate the page system, press the far LEFT button on the SECOND row of the speed dial button on your phone or dial 1010.**
 - **State who and where the situation is occurring.**
- **Do not leave your area until the police or a safety coordinator indicates all clear.**

Civil Disturbance – Code Green

Civil Disturbance Definition

- Civil disturbance is any incident that disrupts a community where intervention is required to maintain public safety. Examples are demonstrations, marches, picketing, rallies, meetings, riots, strikes, public nuisances, and criminal activities that do not abide by Board of Trustee Policy, 500.13 Freedom of Expression.

IS IT HAPPENING TO ME?

- Determine if you feel the disturbance is peaceful or if you feel there is a violent or threatening intent.
 - If you feel it is a peaceful disturbance or has the potential to become threatening or violent, report disturbance to campus administration immediately:
 - President's Office – 874-6165(office)
 - Dean of Student Engagement and Auxiliary Services – 874-6226(office)
 - Dean of Administrative Services/Title IX Coordinator– 874-6292
 - VP of Academic Affairs – 874-6199(office)
- If the disturbance has reached threatening or violent levels:
 - Call Police – 911 (9+911 if using a campus office phone)
 - When placing a call to police, make sure that you inform them of the following information so they can evaluate the situation and respond correctly:
 - Location of disturbance
 - When did it begin
 - How many people are involved
 - What is taking place
 - Has any violence occurred
 - Has group defined its purpose or intentions
 - Are identities of participants known
 - What is perceived level of concern by students/faculty/staff not involved in disturbance
- Report disturbance to campus administration immediately after calling 911:
 - President's Office – 874-6165(office)
 - Dean of Student Engagement – 874-6226(office)
 - Dean of Administrative Services– 874-6292
 - VP of Academic Affairs – 874-6199(office)
- Remove yourself from the area if you are feeling threatened.

IS IT ON CAMPUS?

- If you are not in the immediate vicinity of the disturbance, do not go to the disturbance.
- If the police have to get involved, we do not want to add extra people to a volatile situation.
- Do not confront any demonstrators.

Disruptive Behavior – Code Green

Disruptive: Behavior that interferes with the function of the college. Any disruptive behavior should be reported via the online reporting form labeled “Report a Disruptive or Concerning Student Behavior” on the Campus Safety website.

IS IT HAPPENING TO ME?

- **Not Dangerous**
 - **Student** – Tell the student his/her behavior is disruptive and outside of the code of conduct. Ask him/her how the situation can be addressed calmly. If needed, ask the student to leave. Call the following for assistance:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell);
Dean of Student Engagement and Auxiliary Services – 874-6226(office)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time: Facilities Director – 951-0762(cell)
 - **Not a Student** – Let the person know you hear his/her concern but his/her behavior is starting to interfere with the functions of the college. Ask him/her how the situation can be addressed calmly. If needed, ask the person to leave. Call the following for assistance:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time: Facilities Director – 951-0762(cell)
- **Dangerous**
 - **Student or Non Student** – If possible, activate the page system on campus. State who and where you are. **DO NOT CONFRONT THE PERSON.**

IS IT ON CAMPUS?

- **Not Dangerous**
 - **Student/Employee** – Approach the situation and ask the employee if he/she needs assistance. Stand by the employee while he/she talks to the student. Call the following for assistance:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time: Facilities Director – 951-0762(cell)
 - **Not a Student with an Employee** – Approach the situation and ask the employee if he/she needs assistance. Stand by the employee while he/she asks how the situation can be addressed calmly. If needed, ask the person to leave. Call the following for assistance:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time: Facilities Director – 951-0762(cell)
- **Dangerous**
 - **Student or Non Student** – **DO NOT APPROACH THE SITUATION.** If possible, activate the page system on campus if the employee involved cannot activate page system.
 - To activate the page system, hit the far LEFT button on the SECOND row of the speed dial button on your phone or dial 1010.
 - State where the situation is and who is involved.
 - Call 911 (9+911 if using campus office phone).

Fire Procedure – Code Red

PRE-FIRE READINESS

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- Identify at least two possible evacuation routes from your classroom/office area.
- Know where the pull-alarm is in your area.
- Make sure emergency phone numbers are located on or near your telephone.

IS IT HAPPENING TO ME?

- If you see or smell smoke, call the Maintenance Department or Student Services:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time:
 - Facilities Director – 951-0762(cell)
 - Dean of Student Engagement and Auxiliary Services – 874-6226(office);
 - Dean of Administrative Services – 874-6292(office)
- If you see FLAMES, call 911 (9+911 if using a campus office phone) immediately, then begin evacuation procedures.
- Activate nearest available alarm (All main campus buildings have an audible alarm system).
- If the fire is minor, you may attempt to control it by using an available fire extinguisher.
- If the fire is major, DO NOT ATTEMPT TO CONTROL IT, EVACUATE IMMEDIATELY!
 - After evacuating, make your way to the designated evacuation zone, the Community Track.
- If there is smoke, stay as low to the floor as possible.
- If you are trapped, shout out at regular intervals to alert rescuers to your location. If a window is available, place an article of clothing in the window as a marker for rescuers.

IS IT ON CAMPUS?

- If the fire alarm sounds, EVACUATE IMMEDIATELY!
- Do not take any personal belongings with you. Do not hesitate.
- Follow the evacuation route outlined on the map posted in your classroom or office. Walk quickly to the nearest exit and alert others to do the same.
- Once evacuated from the building, move to designated evacuation zone:
 - Designated Evacuation Zone is the Community Track.
 - Be at least 500 feet away from the building.
- Make sure no one is missing from your area:
 - If anyone is missing, notify emergency personnel.
- Do not re-enter building for any reason until instructed to do so by emergency personnel.

Utility Failure—Code Yellow

IS IT HAPPENING TO ME:

- Go to: IS IT ON CAMPUS?

IS IT ON CAMPUS?

- In the event of a major utility failure occurring contact:
 - Daytime: Facilities Director – 874-6172(office) or 951-0762(cell)
 - Evening: Maintenance Staff – 951-0042(cell) or 951-2982(cell)
 - Any other time:
 - Facilities Director – 951-0762(cell)
 - Dean of Administrative Services – 874-6292(office)
- Is it a power failure?
 - Assess the situation:
 - If there is no danger, stay in your area until advised by supervisor or Facilities Director.
 - Locate a flashlight if available.
 - Do not use candles.
 - If there is danger, evacuate immediately.
 - Find flashlight or use cell phone light to evacuate.
 - Evacuate to designated evacuation zone, the Community Track area, for further instructions.
- Is it a gas leak?
 - Do not use cell phone – it has potential to ignite gas.
 - Assess the situation:
 - If you smell gas, warn others in the area and everyone leave the area immediately.
 - Call the Facilities Director (874-6172) and give your name and location of the odor.
 - If the leak is major, such as a pipeline break, call 911 (9+911 if using a campus office phone) and give the dispatcher your name, location of odor, and related information.
 - Shut off any open flames and prevent any source of ignition such as cigarettes or lighters.
 - If the gas odor emanates from outside the building, close all windows and doors and remain outside.
 - Do not turn on or off lights.
 - If evacuation is ordered, go to designated evacuation zone.
 - Designated Evacuation Zone is the community track.
 - Do not re-enter building or outside area until the all clear is given by authorized personnel.

Active Shooter Protocol – Code Silver

Disclaimer: An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for surviving an active shooter event are listed below. **REMEMBER:** Law enforcement's first priority is to confront and disable the threat.

Develop a Survival Mindset: Awareness and preparation are critical – take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if” questions and develop a plan.

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

Run: Can you safely escape?

Hide: Is there a good place to hide?

Fight: Will you defend yourself against the shooter?

IS IT OUTSIDE?

- RUN off campus in a zigzag pattern.
- Seek cover.
- Prevent others from entering the danger zone?

IS IT INSIDE AND YOU CANNOT ESCAPE?

- Get inside a room and HIDE.
- Secure the door (lock, barricade, wedge, straps, etc.). Keep secured until law enforcement arrives.
- Cover windows and turn off lights.
- Stay on the floor behind the interior barricade, offset from the door or HIDE the best that you can. For protection, use concrete walls, thick desks, filing cabinets, or anything else that would shield you from bullets.
- Silence cell phone and pagers and remain quiet.
- Place red signs in exterior windows to identify the location of injured persons.
- Call 911 (9+911 if using campus office phone) if you know the location, description, or identity of the shooter(s). If you cannot speak, leave the line open and allow the dispatcher to listen. If you can't get through to 911, call the MCPD Dispatch Center directly at 406-232-3411 (9+406-232-3411 if using campus office phone) or 406-234-6273 (9+406-234-6273 if using campus office phone) for the admin office.
- Remain calm and prepare for an evacuation.
- As a last resort, and ONLY when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by throwing objects and using improvised weapons and FIGHT.

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Active Shooter Protocol – Code Silver

(Continued)

WHEN LAW ENFORCEMENT ARRIVES

- When law enforcement reaches you, do not run at them or make sudden movements.
- Law enforcement's primary objective is to stop the active shooter as soon as possible.
- Responding officers will not necessarily know the identity of the shooter and may treat everyone they encounter as a suspect.
 - Do not scream, yell, point, or wave your arms.
 - Do not hold anything in your hands that could be mistaken for a weapon, including cell phones.
 - Show the officers your empty hands and follow their instructions.
 - Remain calm and follow the instructions of the responding officers.
 - The first officers to arrive at the scene will not stop to help injured people, their task is to proceed immediately to the shooter/threat.
 - Once the threat has been neutralized, safety corridors will be established and the building will be evacuated.

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATORS

- Building name and address.
- Location of the active shooter(s).
- Number of shooters.
- Physical description of shooter(s) including weight, height, race, gender, clothing color and style, etc.).
- Number and type of weapons held by the shooter(s) (handgun, rifle, shotgun, explosives, etc.).
- Number of potential victims at the location.

Bomb Threat – Code Black

IS IT HAPPENING TO ME?

- Do not use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- If a bomb threat is received by phone:
 - Remain Calm. Keep the caller on the line for as long as possible. DO NOT HANG UP (for tracing purposes), even if the caller does.
 - Listen carefully, be polite, and show interest. Try to ask caller the following questions:
 - Where is the bomb located (building, room, etc.)?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - Did you place the bomb?
 - Why?
 - What is your name?
 - Try to keep the caller talking to learn more information.
 - If possible, write a note to a colleague to call 911 (9+911 if using a campus office phone), as soon as the caller hangs up (Remember – do not hang up phone!), immediately call 911 (9+911 if using a campus office phone) yourself from a different phone.
 - If your phone has a display (caller ID), copy the caller's phone number and/or letters that appear on the window display.
 - Write down as much detail as you can remember from the phone call. Try to get exact words. Here are some things to record:
 - Date
 - Time
 - Time caller hung up
 - Phone number where call was received
 - Exact words of threat
 - Information about caller
 - Where is caller located? (background and level of noise)
 - Estimated age
 - Is voice familiar? If so, who does it sound like?
 - Other things to note:
 - Voice:
 - Gender
 - Accent
 - Demeanor (angry, calm, crying, etc.)
 - Type of voice (deep, lisp, loud, nasal, normal, raspy, slurred, stutter, slow, etc.)

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Bomb Threat – Code Black (Continued)

- Background Sounds:
 - Animal noises
 - House noises
 - Street noises
 - Conversation in background
 - Music
 - Motor
 - Static
 - Office machinery
- Presentation of Threat Language
 - Incoherent
 - Message read
 - Taped
 - Irrational
 - Profane
 - Well-spoken
- Immediately upon termination of the call, do not hang up, but from a different phone, contact 911 (9+911 if using a campus office phone) with information and await for instructions.
- If a bomb threat is received by handwritten note:
 - Call 911 (9+911 if using a campus office phone)
 - Handle note as minimally as possible
- If a bomb threat is received by email:
 - Call 911 (9+911 if using a campus office phone)
 - Do not delete the message
- Signs of a suspicious package:
 - No return address
 - Excessive postage
 - Stains
 - Strange odor
 - Strange sounds
 - Unexpected delivery
 - Poorly handwritten
 - Misspelled words
 - Incorrect titles
 - Foreign postage
 - Restrictive Notes
- Do not:
 - Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
 - Evacuate the building until police arrive and evaluate the threat.
 - Activate the fire alarm.
 - Touch or move a suspicious package.

IS IT ON CAMPUS?

- Follow all instructions that are given to you via the public address system.
- Do not go to the area where the bomb threat is centered.