

# Red Lake Nation College

## Campus Safety and Security and Emergency Preparedness Plan

*Including Annual Campus Safety Report*



*Revised September 19, 2019*

|   |           |
|---|-----------|
| <b>Introduction</b>                                   | <b>5</b>  |
| <b>Purpose</b>  | <b>5</b>  |
| <b>Geography</b>                                      | <b>5</b>  |
| <b>Crime Statistics</b>                               | <b>5</b>  |
| Criminal Offenses                                     | 6         |
| Hate Crimes   | 7         |
| Violence Against Women Act (VAWA)                     | 8         |
| Arrests   | 9         |
| Disciplinary Actions                                  | 9         |
| Unfounded Crime                                       | 10        |
| <b>Campus Security Authorities</b>                    | <b>10</b> |
| Reporting an Emergency/Crisis                         | 10        |
| College Officials/Campus Security Authorities         | 10        |
| <b>Statistics from Local Law Enforcement Agencies</b> | <b>12</b> |
| <b>Daily Crime Log</b>                                | <b>14</b> |
| <b>Emergency Response and Evacuation Procedures</b>   | <b>15</b> |
| Declaration of Emergency                              | 15        |
| Emergency Notification                                | 15        |
| Media Communication                                   | 16        |
| <b>Timely Warnings</b>                                | <b>16</b> |
| <b>Annual Security Report</b>                         | <b>17</b> |
| Immediate Threats                                     | 17        |
| Crime Victims/Witnesses                               | 18        |
| Access to Campus Facilities                           | 18        |
| Campus Security Enforcement Authority                 | 19        |
| Primary Preventions Programs                          | 19        |
| Awareness Education Programs                          | 19        |
| Smoke-Free Campus Policy                              | 20        |
| Drug and Alcohol-Free Campus                          | 20        |
| Drug and Alcohol Abuse Prevention Program             | 21        |
| Disclosures to Victims of Crime                       | 21        |
| Emergency Response and Evacuation                     | 21        |
| Evacuating the Building                               | 21        |
| Shelter-in-Place                                      | 22        |

|  |           |
|--|-----------|
| Missing Students   | 22        |
| <b>Programming to Prevent Dating and Domestic Violence, Sexual Assault, and Stalking</b> | <b>22</b> |
| Sexual Harassment and Sexual Violence Policy   | 22        |
| Sexual and Relationship Misconduct Policy  | 23        |
| Definitions  | 23        |
| Bystander Interventions/Risk Reductions  | 25        |
| Procedures and Reporting Options   | 26        |
| Local Resources  | 26        |
| Hotlines   | 26        |
| Medical Care   | 27        |
| Confidentiality  | 27        |
| Available Assistance   | 27        |
| Disciplinary Actions   | 27        |
| Disciplinary Complaint Process   | 28        |
| Victim Rights  | 29        |
| Sex Offender Policy  | 29        |
| Sex Offenders and the Community Library  | 29        |
| <b>Student Code of Conduct</b>   | <b>31</b> |
| <b>Public Code of Conduct</b>  | <b>32</b> |
| Disciplinary Actions for Violation of Code of Conduct                                    | 33        |
| Appeal Process   | 34        |
| Trespass to Property   | 34        |
| <b>Emergency Procedures</b>  | <b>34</b> |
| Medical Emergencies  | 34        |
| Life-threatening injury or illness, or death   | 34        |
| Non-life-threatening injuries or illness   | 35        |
| Suicide  | 35        |
| Suicide Threat   | 35        |
| Suicide Attempt in School  | 35        |
| Staff Responsibilities   | 35        |
| Hazardous Material   | 36        |
| If an incident occurs at Red Lake Nation College   | 36        |
| Building Administrator Responsibilities  | 36        |
| If an Incident Occurs Near Campus  | 37        |
| Faculty Procedures   | 37        |
| Fire Emergencies   | 37        |
| In the event of fire, smoke from a fire  | 37        |

|  |    |
|--|----|
| Building Staff and Faculty Responsibilities                      | 38 |
| Faculty Procedures   | 38 |
| If you discover a fire on your floor                             | 38 |
| Once fire alarm is activated                                     | 38 |
| If Trapped in a Room   | 39 |
| If Caught in Smoke   | 39 |
| Use a Fire Extinguisher  | 39 |
| Vehicle Accidents  | 39 |
| Weather Emergencies  | 40 |
| Severe Thunderstorms   | 40 |
| Tornadoes  | 40 |
| Snow and Ice Storms  | 41 |
| Building/System Problem or Failure                               | 41 |
| Hostage/Shooter Situation  | 41 |
| Initial Instructions   | 41 |
| Information Concerning Controlling/Managing the Situation        | 41 |
| Witness to a Hostage Situation                                   | 42 |
| Taken as a Hostage   | 42 |
| Administrator Responsibilities                                   | 43 |
| Emergency Lockdown Procedure                                     | 43 |
| In all lockdown situations                                       | 43 |
| Lockdown with Warning/ Restricted Movement Procedures            | 43 |
| Lockdown with Intruder Procedures (these actions happen rapidly) | 44 |
| Bomb Threats   | 44 |
| Critical Information   | 45 |
| General Procedures   | 45 |
| Threat of Violence   | 46 |
| Weapons  | 46 |
| Staff/students believe a weapon has been brought on campus       | 47 |
| Instructors who suspect that a weapon is in the classroom        | 47 |
| If the suspect becomes threatening                               | 47 |
| Staff Administrator Responsibilities                             | 47 |
| Shooting   | 47 |
| Staff Administrators/security                                    | 48 |
| Staff and Student Procedures                                     | 48 |
| Sniper Attack (outside of building)                              | 48 |
| Chemical or Biological Threat                                    | 49 |
| General Procedures   | 49 |
| Interpersonal Emergencies  | 50 |

|  |           |
|--|-----------|
| Crime Prevention on Campus   | 50        |
| Preventing Thefts  | 50        |
| Behavior Concerns  | 51        |
| Post-Crisis Intervention Procedures  | 51        |
| Student Success Responsibilities   | 51        |
| President/Vice President of Academics and Operations/Director of Counseling,<br>Continuing Education and Extension duties: | 51        |
| <b>Campus Safety and Security and Emergency Preparedness Plan Acknowledgement</b>  | <b>52</b> |

# **Red Lake Nation College Mission Statement**

*“To provide excellent higher education that is grounded in the Ojibwe language and culture of the Red Lake Nation.”*

## **Introduction**

Emergencies, disasters, accidents, injuries, and crime can occur without warning at any time. The goal of this plan is to help us be physically and psychologically prepared to handle unexpected emergencies.

At Red Lake Nation College, we believe that the security of our campus is a responsibility shared by all members of the College community. Security awareness and crime prevention are traits that serve to protect individuals and the community as a whole. At Red Lake Nation College, students, staff, and faculty are expected to demonstrate Manaaji’idiwin (Ojibwe for respect). This includes being respectful of the thoughts and ideas of others; accepting cultural, religious and gender differences; maintaining high standards of conduct at all times; and safeguarding the dignity, individuality and the rights of others.

## **Purpose**

The purpose of this plan and annual security report is to facilitate the orderly operation of the College in a serious emergency or disaster and to assist with the expedient return to normal operations. This manual and guidelines within are the responsibility of the Campus Security Department and are kept in the Campus Security Office and on the Campus Security webpage.

## **Geography**

Campus security reporting covers the main campus building and reasonably contiguous grounds surrounding the campus building and public property, including the parking lot and road surrounding the campus building. No other buildings are owned and controlled by RLNC. No student organizations operate any noncampus buildings.

## **Crime Statistics**

Daily crime logs and the Campus Safety and Emergency Preparedness Report are maintained and housed in the office of the Campus Security Supervisor.

## Criminal Offenses

| <b>Criminal Offenses - On Campus</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|--------------------------------------|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter    | 0           | 0           | 0           |
| Negligent manslaughter               | 0           | 0           | 0           |
| Rape                                 | 0           | 0           | 0           |
| Fondling                             | 0           | 0           | 0           |
| Incest                               | 0           | 0           | 0           |
| Statutory rape                       | 0           | 0           | 0           |
| Robbery                              | 0           | 0           | 0           |
| Aggravated Assault                   | 0           | 0           | 0           |
| Burglary                             | 1           | 1           | 0           |
| Motor vehicle theft                  | 0           | 0           | 0           |
| Arson                                | 0           | 0           | 0           |

| <b>Criminal Offenses - Public Property<br/>Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter                                 | 0           | 0           | 0           |
| Negligent manslaughter  | 0           | 0           | 0           |
| Rape  | 0           | 0           | 0           |
| Fondling  | 0           | 0           | 0           |
| Incest  | 0           | 0           | 0           |
| Statutory rape  | 0           | 0           | 0           |
| Robbery   | 0           | 0           | 0           |
| Aggravated Assault  | 0           | 0           | 0           |

|                     |   |   |   |
|---------------------|---|---|---|
| Burglary            | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson               | 0 | 0 | 0 |

## Hate Crimes

| <b>Hate Crimes - On Campus</b>           | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|--|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter        | 0           | 0           | 0           |
| Rape                                     | 0           | 0           | 0           |
| Fondling                                 | 0           | 0           | 0           |
| Incest                                   | 0           | 0           | 0           |
| Statutory rape                           | 0           | 0           | 0           |
| Robbery                                  | 0           | 0           | 0           |
| Aggravated Assault                       | 0           | 0           | 0           |
| Burglary                                 | 0           | 0           | 0           |
| Motor vehicle theft                      | 0           | 0           | 0           |
| Arson                                    | 0           | 0           | 0           |
| Simple Assault                           | 0           | 0           | 0           |
| Larceny-Theft                            | 0           | 0           | 0           |
| Intimidation                             | 0           | 0           | 0           |
| Destruction/damage/vandalism of property | 0           | 0           | 0           |

| <b>Hate Crimes - Public Property Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter                       | 0           | 0           | 0           |
| Rape  | 0           | 0           | 0           |



|  |   |   |   |
|--|---|---|---|
| Fondling                                 | 0 | 0 | 0 |
| Incest                                   | 0 | 0 | 0 |
| Statutory rape                           | 0 | 0 | 0 |
| Robbery                                  | 0 | 0 | 0 |
| Aggravated Assault                       | 0 | 0 | 0 |
| Burglary                                 | 0 | 0 | 0 |
| Motor vehicle theft                      | 0 | 0 | 0 |
| Arson                                    | 0 | 0 | 0 |
| Simple Assault                           | 0 | 0 | 0 |
| Larceny-Theft                            | 0 | 0 | 0 |
| Intimidation                             | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 |

## Violence Against Women Act (VAWA)

| <b>VAWA - On Campus</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|-------------------------|-------------|-------------|-------------|
| Domestic Violence       | 0           | 0           | 0           |
| Dating Violence         | 0           | 0           | 0           |
| Stalking                | 0           | 0           | 1           |

| <b>VAWA - Public Property Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|--|-------------|-------------|-------------|
| Domestic Violence                                | 0           | 0           | 0           |
| Dating Violence                                  | 0           | 0           | 0           |
| Stalking   | 0           | 0           | 0           |

## Arrests

| <b>Arrests - On Campus</b>          | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc. | 0           | 0           | 0           |
| Drug abuse violations               | 0           | 0           | 0           |
| Liquor law violations               | 0           | 0           | 0           |

| <b>Arrests - Public Property Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc.                 | 0           | 0           | 0           |
| Drug abuse violations                               | 0           | 0           | 0           |
| Liquor law violations                               | 0           | 0           | 0           |

## Disciplinary Actions

| <b>Disciplinary Actions - On Campus</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc.     | 0           | 0           | 0           |
| Drug abuse violations                   | 0           | 0           | 0           |
| Liquor law violations                   | 0           | 0           | 0           |

| <b>Disciplinary Actions - Public Property Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|--|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc.                              | 0           | 0           | 0           |
| Drug abuse violations  | 0           | 0           | 0           |
| Liquor law violations  | 0           | 0           | 0           |

## Unfounded Crime

| <b>Unfounded Crime - On Campus</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|------------------------------------|-------------|-------------|-------------|
| Total unfounded crimes             | 0           | 1           | 0           |

| <b>Unfounded Crime - Public Property Adjacent to School</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> |
|---|-------------|-------------|-------------|
| Total unfounded crimes                                      | 0           | 0           | 0           |

## Campus Security Authorities

### Reporting an Emergency/Crisis

If emergency personnel are required (fire department, ambulance, police), immediately dial 911. Tell the dispatcher the nature of the emergency and the location. If possible, wait for emergency personnel to arrive. Reports of all emergency situations and potential crises should be forwarded to a college official in this order or priority for public notifications (College President, Vice President of Operations and Academic Affairs, Chief Financial Officer, Director of Counseling, Continuing Education and Extension, Director of Student Success, Director of Assessment and Institutional Effectiveness).

### College Officials/Campus Security Authorities

This list of college officials in addition to Campus Security Officers are also the Campus Security Authorities (CSA's):

| <b>Contact Information</b> | <b>Work Phone</b> | <b>Cell Phone</b> | <b>Email</b>                |
|----------------------------|-------------------|-------------------|-----------------------------|
| Red Lake Nation College    | (218) 679-2860    |                   |                             |
| Campus Security Officers   | Ext. 1028         | (218) 766-3397    | kevin.spears@rlnc.education |

|   |                |                |                               |
|---|----------------|----------------|-------------------------------|
| Dan King<br>President   | Ext. 1001      | (218) 209-0178 | dan.king@rlnc.education       |
| Mandy Schram<br>Vice President of<br>Operations and Academic<br>Affairs           | Ext. 1004      | (218) 239-0850 | mandy.schram@rlnc.education   |
| Tami Niswander<br>Chief Financial Officer   | Ext. 1006      | (218) 766-9462 | tami.niswander@rlnc.education |
| Nokomis Paiz<br>Director of Counseling,<br>Continuing Education, and<br>Extension | Ext. 1005      | (218) 766-0971 | nokomis.paiz@rlnc.education   |
| Shieleen Omen<br>Director of Student<br>Success                                   | Ext. 1002      | (218) 766-9914 | shieleen.omen@rlnc.education  |
| Nadine Bill<br>Director of Assessment<br>and Institutional<br>Effectiveness       | Ext. 1046      | (218) 556-5081 | nadine.bill@rlnc.education    |
| Red Lake Nation Police  | (218) 679-3313 |                |                               |
| Red Lake Fire Department  | (218) 679-3473 |                |                               |

Red Lake Nation College uses college incident reports for all crime reporting. All incident reports are forwarded to the Campus Security Supervisor for collection, review, and reporting purposes.

# Statistics from Local Law Enforcement Agencies

| OJS Monthly Reporting Format   |                                      |                                   |           |
|--|--------------------------------------|-----------------------------------|-----------|
| <b>Agency Profile Information</b>  |                                      |                                   |           |
| Agency Name  | Red Lake Department of Public Safety |                                   |           |
| District   | (Choose From Drop Down)              |                                   |           |
| Type   | (Choose From Drop Down)              |                                   |           |
| Category   |                                      |                                   |           |
| Status   | (Choose From Drop Down)              |                                   |           |
| Office Phone: (218) 679-3313   |                                      | Office Fax: (218) 679-1850        |           |
| ADDRESS PO Box 959   |                                      |                                   |           |
| HWY 1 West   |                                      |                                   |           |
| City/State/Zip: Red Lake   | MN 56671                             |                                   |           |
| Reservation(s) Served: Red Lake Band of Chippewa   |                                      |                                   |           |
| Does this agency submit crime reports?   |                                      | (Choose From Drop Down)           |           |
| yes  |                                      |                                   |           |
| <b>Staffing</b>  |                                      |                                   |           |
| <b>(Filled Positions Only)</b>   |                                      | <b>(All Authorized Positions)</b> |           |
| Total Police Officers on Board   | 12                                   | Total Police Officers Funded      | 12        |
| Total Investigators on Board   | 4                                    | Total Investigators Funded        | 4         |
| Total Telecommunications/Dispatch  | 8                                    | Total Telecommunications/         | 8         |
| Total Administrative Staff on Board  | 6                                    | Total Administrative Staff        | 6         |
| Total Other Staff on Board   | 8                                    | Total Other Staff Funded          | 8         |
| <b>Total Current Positions Filled</b>  | <b>38</b>                            | <b>Total Funded Positions</b>     | <b>38</b> |
| <b>Administration</b>  |                                      |                                   |           |
| Accounting Code  | C999-450-505-PSTF                    |                                   |           |
| Authorized Programs  | (Choose From Drop Down)              |                                   |           |
| Community Policing Implementation?   | (Choose From Drop Down)              |                                   |           |
| If Yes, you must be implementing at least one of the following activities; please check off all that apply |                                      |                                   |           |
| Crime Prevention – youth programs  |                                      | Citizen or youth police           |           |
| Police Reserves  |                                      | Foot or bike patrols              | x         |
| Community Partnerships   | x                                    | Door-to-door contacts             | x         |
| Neighborhood Watch   |                                      | Working in Schools                | x         |
| Crime Prevention – anti-violence   | x                                    | Community Cleanup                 |           |
| <b>Other (Describe):</b>   |                                      |                                   |           |
| <b>ADDITIONAL CONTACT NUMBERS</b>  |                                      |                                   |           |
|  | Description                          | Number                            |           |
| 1  | Dispatch                             | 218-679-3313                      |           |
| 2  |                                      |                                   |           |
| 3  |                                      |                                   |           |
| 4  |                                      |                                   |           |
| 5  |                                      |                                   |           |

| DEPARTMENT OF INTERIOR ANNUAL LAW ENFORCEMENT REPORT       |                     |  |                          |                 |              |                                |
|--|---------------------|--|--------------------------|-----------------|--------------|--------------------------------|
| CALENDAR YEAR 2018   |                     |  |                          |                 |              |                                |
| Part One Offenses  | Total # of Offenses | Cleared by Arrest or Exceptional Means | Offense Reported by SLEC | Alcohol Related | Drug Related | Offense Committed by Juveniles |
| Homicide-Manslaughter                                      | 4                   |  |                          |                 |              |                                |
| Manslaughter by Negligence                                 | 1                   |  |                          |                 |              |                                |
| Forcible Rape  | 4                   |  |                          |                 |              |                                |
| Attempted Forcible Rape                                    | 1                   |  |                          |                 |              |                                |
| Robbery-Firearm  |                     |  |                          |                 |              |                                |
| Robbery-Knife  |                     |  |                          |                 |              |                                |
| Robbery-Strong Arm   |                     |  |                          |                 |              |                                |
| Robbery-other dangerous weapon                             |                     |  |                          |                 |              |                                |
| Aggravated Assault-Firearm                                 | 4                   |  |                          |                 |              |                                |
| Aggravated Assault-Knife                                   | 12                  |  |                          |                 |              |                                |
| Aggravated Assault-Other                                   | 45                  |  |                          |                 |              |                                |
| Aggravated Assault-Hands                                   | 13                  |  |                          |                 |              |                                |
| Burglary - Forcible Entry                                  | 50                  |  |                          |                 |              |                                |
| Burglary - unlawful entry, no force                        | 12                  |  |                          |                 |              |                                |
| Burglary - attempted forcible entry                        | 4                   |  |                          |                 |              |                                |
| Larceny - Theft <i>not motor vehicle</i>                   | 268                 |  |                          |                 |              |                                |
| Motor Vehicle Theft - Auto                                 | 66                  |  |                          |                 |              |                                |
| Motor Vehicle Theft - <i>truck</i>                         |                     |  |                          |                 |              |                                |
| Motor Vehicle Theft - <i>other</i>                         | 8                   |  |                          |                 |              |                                |
| Arson - Structural   | 10                  |  |                          |                 |              |                                |
| Arson - Mobile   | 2                   |  |                          |                 |              |                                |
| Arson - Other  |                     |  |                          |                 |              |                                |
| <b>Totals</b>  | 504                 |  |                          |                 |              |                                |
| Law Enforcement Officers Killed or Assaulted While on Duty | Number of Incidents |  |                          |                 |              |                                |
| Law Enforcement Officers Killed on Duty                    |                     |  |                          |                 |              |                                |
| Law Enforcement Officers Assaulted on Duty                 | 13                  |  |                          |                 |              |                                |

| DEPARTMENT OF INTERIOR ANNUAL LAW ENFORCEMENT REPORT |                     |  |                          |                 |                           |                                |
|--|---------------------|--|--------------------------|-----------------|---------------------------|--------------------------------|
| CALENDAR YEAR 2018                                   |                     |  |                          |                 |                           |                                |
| Other than Part One Offenses                         | Total # of Offenses | Cleared by Arrest or Exceptional Means | Offense Reported by SLEC | Alcohol Related | Drug Related              | Offense Committed by Juveniles |
| Assaults - No Weapons Used                           | 184                 |  |                          |                 |                           |                                |
| Forgery / Counterfeiting                             | 25                  |  |                          |                 |                           |                                |
| Fraud  | 5                   |  |                          |                 |                           |                                |
| Embezzlement   | 1                   |  |                          |                 |                           |                                |
| Stolen Property - Buying, receiving                  | 15                  |  |                          |                 |                           |                                |
| Vandalism  | 6                   |  |                          |                 |                           |                                |
| Weapons - Carrying, Possessing, etc.                 | 14                  |  |                          |                 |                           |                                |
| Prostitution / Commercialize Vice                    |                     |  |                          |                 |                           |                                |
| Sex Offenses   | 24                  |  |                          |                 |                           |                                |
| Drug Abuse - Sell or Manufacture                     | 2                   |  |                          |                 |                           |                                |
| Drug Abuse - Possession                              | 203                 |  |                          |                 |                           |                                |
| Gambling   |                     |  |                          |                 |                           |                                |
| DWI  | 155                 |  |                          |                 |                           |                                |
| Liquor Laws  | 19                  |  |                          |                 |                           |                                |
| Drunkenness  |                     |  |                          |                 |                           |                                |
| Disorderly Conduct                                   | 355                 |  |                          |                 |                           |                                |
| ARPA Violations                                      |                     |  |                          |                 |                           |                                |
| All other offenses                                   | 4,508               |  |                          |                 |                           |                                |
| Suspicious Persons Reports                           | 30                  |  |                          |                 |                           |                                |
| Curfew & Loitering                                   |                     |  |                          |                 |                           |                                |
| Runaways - persons under 18                          | 72                  |  |                          |                 |                           |                                |
| Child Abuse  | 17                  |  |                          |                 |                           |                                |
| Domestic Violence                                    | 253                 |  |                          |                 |                           |                                |
| <b>Totals</b>  | <b>5,888</b>        |  |                          |                 |                           |                                |
| Other Offenses by Incident                           | Number of Incidents |  |                          |                 |                           |                                |
| Traffic (Not DWI)                                    | 3,748               |  |                          |                 |                           |                                |
| Hate / Bias Crimes                                   |                     |  |                          |                 |                           |                                |
| Illegal Alien Apprehensions/Contacts                 |                     |  |                          |                 |                           |                                |
| Kidnapping   | 1                   |  |                          |                 |                           |                                |
| Service Incidents                                    | Number of Incidents |  |                          |                 |                           |                                |
| Search and Rescue                                    | 1                   |  |                          |                 |                           |                                |
| Other Service Incidents                              | 5,969               |  |                          |                 |                           |                                |
|  |                     |  |                          |                 | <b>Total CFS - 16,124</b> |                                |

## Daily Crime Log

The Red Lake Nation College Campus Security Supervisor maintains the daily crime log in hard copy. This log is available for review by the public (by written request) and includes the nature of the crime, the date and time the crime occurred, the general location of the crime, and disposition of the complaint (if

known). All campus security officers are trained to maintain the log. The public is notified annually regarding how to request a review of the daily crime log.

## Emergency Response and Evacuation Procedures

### Declaration of Emergency

In the event of an emergency, the institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

A state of emergency will be declared and the emergency plan initiated by the College President. In the President's absence, the Vice President of Operations and Academic Affairs or Chief Financial Officer can implement this plan, determine the appropriate segment of the campus community to be notified, determine the content of the notification, and initiate the notification system.

### Emergency Notification

In the event of an actual emergency, the campus community will be notified through the emergency alert system (part of the Populi Student Information System). Students, staff, and faculty members will receive text alerts and email notifications immediately. Students, staff, and faculty members should take responsibility for updating their personal contact information in Populi.

Red Lake Nation College tests its emergency notification system annually.

#### **2018 Test - October 4, 2018 at 11:40 a.m. (unannounced)**

#### **Test of emergency notification system - text and email notifications**

Red Lake Nation College tests its evacuation procedures annually (these may be announced or unannounced).

#### **2018 Tests - 8/8/18 (unannounced)**

#### **Practice emergency evacuation procedures**

The Red Lake Nation College Security Supervisor communicates with the Red Lake Police Department and both parties work cooperatively to protect the public and provide emergency notifications in a timely manner.



## Media Communication

All staff must refer media contacts to the Red Lake Nation College President. The President, in coordination with the college administration, assumes responsibility for issuing public statements during an emergency. The President serves as the spokesperson for the College unless he/she designates a spokesperson. If the President is unavailable, the Vice President of Operations and Academic Affairs assumes those responsibilities.

### Media Checklist:

- RLNC administration relays all factual information to the RLNC President.
- The President will work with the Security Supervisor to establish a media center away from the emergency site area, and considers:
  - Media need timely and accurate information; and the college must protect the privacy of staff and students when necessary and justified.
  - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
  - Before holding a press conference, brief the participants and coordinate information.
    - Determine what information is to be conveyed and the underlying message.
    - Create key messages for target audiences: family, students, and the community.
    - Emphasize the safety of the students and staff.
  - Engage media to help distribute important public information. Explain how the emergency is being handled.
    - **RESPECT THE PRIVACY OF VICTIMS AND FAMILIES OF VICTIMS! DO NOT RELEASE NAMES TO MEDIA.**
  - Update the media regularly. **DO NOT** say, “No comment.”
  - Maintain a log of all telephone inquiries for future use.

## Timely Warnings

The purpose of this policy is to ensure the issuance of timely warnings regarding crimes posing a serious or ongoing threat to the campus community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College regarding the circumstances and delivery of warnings of serious or ongoing threats (see 20 USCA section 1092; 34 CFR 668.46(e)).

Timely warnings are provided to notify students, faculty, and staff of certain crimes under the Clery Act that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning also seeks information that may lead to the arrest and conviction of the offender.

Timely warnings are made only in response to the occurrence of certain crimes under the Clery Act. Not every instance of a Clery crime represents a continuing or serious threat to the community and therefore Timely Warning Notifications are not issued in every instance of a Clery crime on or near the campus. Other dangers to the campus community are addressed through emergency communications, such as text messages, emails, and a voice-siren system.

Timely warnings include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. Timely warnings also include other available information that the College determines will help members of the campus community to protect themselves, ranging from descriptive information about suspects to tips on deterring theft or other crimes. The content and amount of information varies depending on the nature of the threat, the amount of information available at the time, the risk of compromising law enforcement efforts, in addition to other factors. Decisions to issue a warning are made on a case-by-case basis considering the nature and circumstances of the crime and the danger posed to the community. A warning is only required when the reported crime occurred on campus, on public property bordering campus, or on property controlled by the College.

Timely warnings typically are made by the Red Lake Police Department. Timely warnings typically are made through campus-wide emails and/or text messages sent to students and employees.

## Annual Security Report

Annual Security Reports are published by October 1st every year. All students, staff, and faculty are notified via email of the exact electronic address of the report, a brief description of the report's contents, and an opportunity to request a copy. The report is also published on the Red Lake Nation College website on the Campus Security page. Information for these reports is gathered throughout the year via RLNC incident reports/daily crime logs and communication with the Red Lake Tribal Police.

## Immediate Threats

In case of a fire, medical, or police emergency, or any situation that presents an immediate threat to life and property, 911 should be called immediately. After calling 911 and providing complete information, contact a College administrator to report the incident. In order to ensure that emergency situations on campus are handled effectively, it is vital that both 911 and a campus administrator are notified in a timely manner. Situations of unusual or suspicious activity should be reported directly to a college administrator.

When calling 911, be prepared to give the following information:

- Your name, phone number, and exact location.
- The nature of the emergency, including who, what, how, when, and where.
- For a police emergency, tell the 911 operator what the immediate level of threat is and whether suspects are still present. If the suspects have left the scene, give a complete description and direction of travel if possible. Give any vehicle information. Tell the operator if any weapons were seen or used.
- For fire, tell the operator if there is visible smoke or fire, what type of building it is and if there are injuries.
- For a medical incident, give the age and condition of the victim, as well as what caused the situation (seizure, fall, car accident, etc.).
- Tell the 911 operator that you will be notifying a campus administrator (then do so after hanging up).

## Crime Victims/Witnesses

In addition to reporting emergencies to campus security and a campus administrator (after notifying 911), reports of crimes which are non-emergency in nature or delayed should also be reported to campus security and a campus administrator. At the time the crime is reported, a campus security officer will assist the victim in making a report with the Red Lake Police Department if requested.

Crimes may be reported to the Director of Counseling, Continuing Education, and Extension as well, on a confidential basis if the reporting party does not wish to pursue RLNC disciplinary action or criminal charges. However, RLNC reserves the right in compelling situations to take reasonable action in response to any crime report. Anonymous reports of rape or sexual assault can also be reported to the Director of Counseling, Continuing Education, and Extension. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide “Security Alert”, as well as inclusion in annual crime statistics.

All crime victims are encouraged to report crimes in an accurate and timely manner to campus security or any campus security authority (CSA). All bystanders are encouraged to report crime when a victim is unable to report.

## Access to Campus Facilities

All students, staff, and faculty are issued identification badges. Visitors to the college are issued visitor badges. Community members utilizing the community library and learning space are required to sign in and acknowledge the public code of conduct. They are also monitored by campus security officers. Staff and faculty members are issued keys and key fobs with varying levels of access to parts of the building. Red Lake Nation College Campus Security Officers have unrestricted access to all campus facilities.

Cameras are positioned throughout the college and monitored by campus security. Red Lake Nation College does not have any campus housing.

## Campus Security Enforcement Authority

Red Lake Nation College has a Campus Security Supervisor and officers, but they are not law enforcement officers. They only have authority over the enforcement of Red Lake Nation College policies and procedures. They do not have the authority to make arrests. Matters requiring the intervention of law enforcement are the jurisdiction of the Red Lake Tribal Police. The Red Lake Nation College Campus Security Officers work closely with the Red Lake Tribal Police Department to resolve matters quickly and effectively. RLNC Campus Security Officers work with the Red Lake Tribal Police to monitor and record incidents that occur on RLNC property or during RLNC-hosted events.

## Primary Preventions Programs

Primary Prevention programs are provided to all staff, faculty, and students annually.

| Event                             | Topic   | Date    |
|-----------------------------------|---|---------|
| Campus Safety                     | Crime prevention<br>Prevention of dating violence, domestic violence, sexual assault, and stalking<br>Sexual harassment prevention<br>Bystander intervention/risk reduction | 9/24/18 |
| Annual Mandatory Online Trainings | VAWA<br>Clery Act<br>Sexual Harassment<br>Cybersecurity<br>FERPA  | 1/3/18  |
| Alcohol and Drug Abuse Prevention | Annual notice of program  | 1/19/18 |

## Awareness Education Programs

Awareness programs are provided throughout the academic year and include the following topics.

| Event                   | Topic  | Date     |
|-------------------------|--|----------|
| Mental Health Awareness | Mental health conditions<br>Services<br>Alcohol and drug abuse | 10/1/18  |
| We Are All Criminals    | Crime, privilege, punishment, and second chances               | 10/22/18 |
| Sex Trafficking         | How to recognize and prevent human sex trafficking             | 12/3/18  |

## Smoke-Free Campus Policy

Red Lake Nation College maintains a smoke-free environment. The College follows the state of Minnesota’s Clean Indoor Act. Red Lake Nation College is committed to providing its students, employees and the general public with a safe and healthy work environment. Therefore, smoking is prohibited in all its college buildings, including the entrance and hallways of the campus buildings. Should students choose to smoke outside the building, they must stand at least 50 feet from any entrance, and are expected to dispose of smoking materials properly. Smoking that is part of an official campus activity that includes Anishinaabe traditions, such as pipe ceremonies, smudging, etc. will be allowed.

## Drug and Alcohol-Free Campus

Red Lake Nation College complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

The RLNC drug and alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling, or distributing any substances prohibited by the Red Lake Nation, the State of Minnesota and the Federal Government.

Students, faculty, or staff violating this policy must be reported to the Campus Security Supervisor and will be reported to local police and prosecuted to the full extent of the law.

Red Lake Nation College students, faculty, or staff under the influence of alcohol during classes or college events will be removed from college property. Students, faculty, or staff who violate this policy will be subject to suspension or termination from the college. Red Lake Nation College will not hesitate

in bringing charges and legal action against any student, faculty, or staff member who violates this policy. RLNC sanctions for students, faculty, or staff that violate the Drug and Alcohol Policy include:

- Suspension from the college for up to 30 days
- Possible termination of employment
- Expulsion from the college
- Possible legal action

Other possible legal sanctions:

- Alcoholic beverages, possession by a minor: Charge.
- Alcoholic beverage unlawfully delivered to a minor: Charge
- Minor furnishing money for the purchase of alcoholic beverages: Charge.
- Possession of an illegal or controlled substance: Charge.

## Drug and Alcohol Abuse Prevention Program

Red Lake Nation College distributes its drug and alcohol abuse prevention program notice on an annual basis to all students, staff, and faculty. This notice provides information about federal, state, and tribal law in relation to substance use and abuse. Additionally, it outlines the health risks associated with drug and alcohol use, counseling and rehabilitation programs, and institutional disciplinary sanctions.

**Distributed to all staff and faculty: 1/19/18**

## Disclosures to Victims of Crime

Upon written request, Red Lake Nation College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by RLNC against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim and receive the results of such disciplinary actions.

## Emergency Response and Evacuation

In the event of an emergency, determine the nearest exit to your location and the best route to follow. If time permits during the evacuation, secure your workplace and take personal items. In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a hazardous materials release, flooding, or other major incident, it may be necessary to relocate all students, faculty, and staff to a safer location.

## Evacuating the Building

1. Begin evacuation immediately upon hearing the alarm or official announcement.
2. Close office doors and turn off lights and computers.
3. Leave the building in an orderly manner (do not use elevators).
4. Assemble in designated area (Pow wow grounds). Stay at least 300 feet from the building.
5. Follow the instructions of emergency personnel. Report any individuals left in the building to them.
6. Do not re-enter the building until an “all clear” announcement is given by emergency personnel.

## Shelter-in-Place

“Shelter-in-place” is a directive to seek immediate shelter indoors following the announcement of an emergency condition. The act of sheltering in an area inside a building offers occupants an elevated level of protection. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous conditions, chemical release, or criminal acts. In some instances, it is safer to shelter in place than to evacuate the building (Examples: smoke or fire immediately outside your room; live electrical wires bar access to exit; individuals with mobility disabilities are on upper or lower floor).

## Missing Students

If the College is advised of the unusual or unexpected absence of a student, steps may be taken to gather information in order to locate the student. If a student or staff member is concerned about an absent student, they should first notify a Student Success Counselor, who will attempt to make an initial contact with the student. Because Red Lake Nation College does not have any campus housing, it may be difficult to determine if a student is actually missing or has decided to stop attending classes.

# Programming to Prevent Dating and Domestic Violence, Sexual Assault, and Stalking

Please see section on primary prevention and awareness programs as well as ongoing campaigns for the prevention and reduction of dating violence, domestic violence, sexual assault, and stalking.

## Sexual Harassment and Sexual Violence Policy

Red Lake Nation College is committed to maintaining a safe and comfortable learning environment for all students. Sexual harassment undermines the mission of the College, offends the integrity of the College community, and is strictly prohibited. All campus-related sexual harassment, sexual offenses, or acts of sexual violence including domestic violence, dating violence, sexual assault, and stalking are strictly

prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that results in interfering with an individual's educational performance, or creates an intimidating environment for a student.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action, up to and including suspension from RLNC. If you believe that you have been subjected to sexual harassment or have been the victim of sexual violence, you are asked to report your concerns immediately to security, an instructor, an administrator, or any other member of the College staff with whom you feel comfortable in filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

## Sexual and Relationship Misconduct Policy

Sexual misconduct and relationship misconduct are prohibited and will not be tolerated at Red Lake Nation College. The College will take action to foster the safety and security of the entire College community. We do this by providing prevention education and support services for those who have been affected, and by holding accountable those who violate this policy. Students found responsible for any acts under this policy are subject to disciplinary sanctions up to and including suspension or dismissal from the College.

The College encourages you to report any incident of sexual and relationship misconduct, including domestic violence, dating violence, sexual assault, and stalking. Trained professionals are available to assist you and anyone who has been impacted by these incidents.

If you are in immediate danger, get to a safe place and call the Red Lake Police Department - 911. It is important to preserve evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may use this evidence for a potential criminal investigation.

## Definitions

These definitions are descriptive of conduct which may constitute a violation and determine a finding of responsibility of the Sexual and Relationship Misconduct Policy and are defined by the Clery Act.

Accused: The person who allegedly committed acts of sexual and/or relationship misconduct.

Bystander Intervention: A violence prevention strategy to address growing concerns about sexual violence on college campuses.

Coercion: The use of force, or the threat of force, the use of a threat of immediate or future harm, or the use of physical or severe and/or pervasive emotional intimidation to cause another person to engage in or



submit to certain activities. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

Consent: Consent occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. As a general rule, a person will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, and how of a sexual interaction. The following further clarifies the definition of consent.

- A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. For example, one who is asleep cannot give consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
- An individual who is physically incapacitated from alcohol or other drugs (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent.
- A person in an alcoholic blackout state may appear to act normally. An individual in a blackout state can walk, talk, drive, etc., but will not have memories of these activities. If this person affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware - or reasonably could not have known - of the alcohol consumption or blackout, then consent may be considered to have been given.

Dating Violence and Domestic Violence: Dating violence refers to a situation in which one dating partner is physically, emotionally, or sexually abused by the other dating partner. Domestic violence is similar to dating violence but the individuals live together. This also includes non-intimate relationships such as roommates. Dating violence and domestic violence can occur between individuals of the opposite sex or of the same sex.

Incapacitation: An individual who is unable to give consent because he/she is mentally and/or physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Incapacitation impairs a person's decision-making capacity, awareness of the consequences and ability to make judgments.

Rape: 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.

Reporting Party: The person who reports to the College alleging that he/she experienced sexual or relationship misconduct.

Sexual Assault: Non-consensual touching of the sexually intimate parts of a person without that person's consent or permission that does not meet the definition of another offense under this policy.

Sexual Exploitation: Taking unjust or abusive sexual advantage of another; for the accused's own advantage or benefit; or for the benefit or advantage of anyone other than the reporting party; and that

behavior does not otherwise constitute rape, sexual assault or harassment. Examples of sexual exploitation include, but are not limited to:

- Creating images (including video or still photography) of a sexual nature via web-cam, camera, internet exposure, etc., without knowledge or consent of all persons.
- Knowingly exposing HIV or another STD to an unknowing person or to a person who has not consented to the risk.
- Inducing incapacitation with the intent to commit sexual assault - in this instance, sexual exploitation can occur regardless of whether sexual activity actually occurs.
- Voyeurism.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person and would cause a reasonable person to feel fear.

## Bystander Interventions/Risk Reductions

Red Lake Nation College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity. Consent may be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive agreement. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Consent must be clear and unambiguous for each participant at every stage of a sexual encounter.

The absence of “no” should not be understood to mean there is consent. A prior relationship does not indicate consent to future activity. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving consent.

Suggestions for bystander intervention:

1. Call the police.
2. File a report.
3. Take it up with a community leader.
4. Take a photo.
5. Make a lot of noise to bring public attention to the situation.
6. Try to talk to the harasser.
7. Attempt to distract the harasser.
8. Find other people to intervene in the situation.

Ways to reduce your risk of sexual victimization:

1. If you consume alcohol, do so in moderation.
2. Never leave your drink unattended.
3. If you date someone you do not know very well, make sure to communicate your whereabouts to a friend.

4. Always have extra money to get home. Have a plan for someone to pick you up in an emergency.
5. Go to parties and events with other people and leave together.
6. Be aware of your surroundings.
7. Do not allow yourself to be isolated with someone you do not know or trust.
8. Walk only in lighted areas after dark.
9. Keep the doors to homes and cars locked.
10. Always be aware of where your phone is located.

## Procedures and Reporting Options

1. It is important to preserve evidence. Do not shower, douche, wash clothes, brush teeth, eat or drink after an assault. The police may use this evidence for a potential criminal investigation and it may be helpful in obtaining a protection order.
2. Meet with a College staff member and file an anonymous incident report. In this type of report you can leave your name and/or the name of the accused off of the report to maintain privacy. You can receive personal assistance, support, and resources without initiating a campus inquiry or judicial action.
3. Meet with a College staff member to file an incident report. You can file an incident report to provide information for a preliminary inquiry.
4. File a criminal report with the Red Lake Police Department. You can report directly to the Red Lake Police Department by calling 911. A report made only to the Red Lake Nation College is not the same as a report made to the local police. The College process and the criminal justice process are two separate courses of action. If you wish to file a report with the Red Lake Police Department, any RLNC staff member can assist you with this. Only you as the person who experienced sexual misconduct may file the complaint report. Notifying the Red Lake Police Department will generally result in the reporting party being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution.
5. Red Lake Nation College will make every effort to protect the rights of victims by enforcing orders for protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

## Local Resources

Red Lake Women’s Shelter: (218) 679-3444

Sexual Assault Program of Beltrami, Cass, and Hubbard Counties: (218) 444-9522

Family Advocacy Center of Northern Minnesota: (218) 333-6011

## Hotlines

Sexual Assault Hotline (National Hotline): (800) 656-4673

## Medical Care

In the event of a sexual assault or rape, these tests and procedures are highly recommended as soon as possible.

- Rape kit.
- STD and HIV testing (at 3 month intervals, for up to one year after incident).
- Pregnancy concerns may be discussed with the hospital E.R. or with your primary care physician.

## Confidentiality

Personally identifiable information about crime victims is kept in a confidential incident report and is not available to the public. Personally identifiable information is removed from all publicly available records and disclosures, including Clery Act reporting. Any accommodations or protective measures granted to victims will remain confidential to the extent that maintaining such confidentiality does not impair the ability of RLNC to provide such accommodations or protective measures.

## Available Assistance

Red Lake Nation College will provide written notification to victims of sexual offenses about options for available assistance. Victims may request changes to their academic schedules or request protective measures. This assistance is available whether or not the victim chooses to report the crime to local law enforcement.

## Disciplinary Actions

Appropriate disciplinary actions will be enforced upon any student who has been found guilty of violation of regulations governing students at Red Lake Nation College. In compliance with the standards of conduct, the following sanctions are consistent with Tribal, State, and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy.

These proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result. Investigations will be conducted by campus security authorities who have received annual training related to dating violence, domestic violence, sexual assault, and stalking, as well as training regarding the manner in which to conduct an investigation and hearing process that protects the safety of

victims and promotes accountability. The accuser and the accused receive the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. RLNC will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.

Both parties will have access to the case file and evidence regarding the incident obtained by the College during the investigation. The burden of proof is on the complainant to establish that it is more likely than not that the respondent is responsible for the alleged violation (preponderance of evidence).

Disciplinary actions may include, but are not limited to:

- Reassignment to other sections of course or new work assignment
- Withdrawal from courses
- Warning
- Loss of privilege
- Restitution
- Mandatory participation in an approved drug/alcohol abuse treatment, rehabilitation and/or re-entry program
- Probation
- Suspension
- Dismissal
- Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

Red Lake Nation College makes every effort to investigate and resolve all reported incidents within 30 calendar days of receiving the initial complaint. Red Lake Nation College will provide simultaneous notification, in writing, to both the accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
- The accused and the victim may appeal the result of institutional disciplinary actions by following the Disciplinary Complaint Process.
- If the appeal results in any change to the disciplinary action, both parties will be notified in writing of the final outcome.

## Disciplinary Complaint Process

It is the intent of the College to provide students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include but are not limited to, discrimination or other areas of college policy violations. All complaints regarding disciplinary actions taken or not taken should be sent to the Vice President of Operations and Academic Affairs and should include the following:

- Name, address, and phone number of person filing the complaint
- Nature of the complaint in full detail

- Requested action

## Victim Rights

When a student or employee reports to Red Lake Nation College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, RLNC will provide them with a written explanation of their rights and options.

## Sex Offender Policy

The Campus Sex Crimes Prevention Act, which became effective on October 28, 2002, is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This Act requires colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained and makes the college responsible for providing the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending or employed by the college.

The Minnesota Bureau of Criminal Apprehension maintains a list of all sex offenders required to register in the State of Minnesota. This database is updated daily and can be found at <https://por.state.mn.us/Home.aspx>. The Red Lake Nation also maintains a sex offender list on the Tribes and Territories Sex Offender Information System located at [redlake.nsopw.gov](http://redlake.nsopw.gov). Both websites are also available on the Red Lake Nation College Campus Safety webpage at <https://www.rlnc.education/campus-safety>. The Red Lake Nation College Campus Security Office also maintains a list of names and information for all known sex offenders enrolled at or employed by the College. This sex offender list is available for the college community to view at the Red Lake Nation College Campus Security Office.

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located and in the jurisdiction where the college they attend is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five (5) days of attendance at a college by reporting in person to the Campus Security Department. Students who fail to register their status as sex offenders are in violation of the registration act and face arrest and expulsion from the college.

## Sex Offenders and the Community Library

The Red Lake Nation College is home to the Medweganoonind Library and Tribal Archives that serves both the college and the Red Lake community. The Medweganoonind Library is dedicated to serving all members of the Red Lake Nation.

Of course, we must look out for the wellbeing of all students when it comes to sex offenders, but the library will not ban registered sex offenders from using library resources, including public computers. To that end, all individuals are welcome in the library, but based on individual behavior, some individuals may be excluded due to inappropriate behavior that takes place while using the library that violates the library policies. The misconduct procedure from the Medweganoonind Library Handbook will be followed in any and all cases of inappropriate behavior from any library user.

To ensure safety and security of Red Lake Nation College students and visitors, all registered sex offenders seeking to use library services or attend community events must register with Campus Security (as students have a right to know and be notified of sex offenders on campus). Additionally, all patrons of the library or community events are to remain in the designated areas and are not to enter other areas of the campus building unrelated to the event unless approved by Campus Security. If a library patron has concerns about a potential sex offender in the library, please direct all questions and comments to the Director of Library Services and Tribal Archives.

It is the responsibility of the sex offender to know their personal restrictions. All members of the community are welcome to attend public events hosted by the college. If inappropriate behavior warrants a question about sex offender status or restrictions, a response is requested. If an individual refuses to answer, they may be asked to leave the Red Lake Nation College campus or the Red Lake Police Department may be called.

### **Procedures**

1. All registered sex offenders who enroll in courses at Red Lake Nation College, must indicate their status as a registered sex offender on their admissions application.
2. All registered sex offenders who apply for employment positions at Red Lake Nation College must indicate their status as a registered sex offender on their employment application.
3. All registered sex offenders who attend public events at the College must indicate their status as a registered sex offender to Campus Security prior to attending the event.
4. Upon enrollment of a registered sex offender, the Vice President of Operations and Academic Affairs or designee will meet with the college's Campus Security Supervisor or designee within five (5) days to review the student's class schedule and determine appropriate restrictions.
5. Upon employment of a registered sex offender, the Human Resources Director or designee will meet with the college's Campus Security Supervisor or designee prior to the employee's start date to review the employee's schedule and workplace location and determine appropriate restrictions.
6. After determining the appropriate restrictions for a particular student, employee, or community member the Campus Security Supervisor will contact the registered sex offender

student/employee/community member for a meeting to discuss the restrictions which will be in place while the student/employee/community member is on the college's campus.

7. During the meeting with the Campus Security Supervisor (or designee) and the registered sex offender student/employee/community member, the Campus Security Supervisor will provide the student/employee/community member a written letter containing the restrictions the student/employee/community member must abide by while on the college's campus and will discuss each restriction verbally with the student/employee/community member. During this meeting, the student/employee/community member will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus, and possible legal repercussions.
8. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Vice President of Operations and Academic Affairs will notify the instructor of the class of the student's status as a sex offender. The Vice President of Operations and Academic Affairs will also determine if there are other college staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the college's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.
9. The Campus Security Supervisor or designee will notify the Directors of the Oshkiimaajitahdah Child Care Program and the Ojibwe Immersion Headstart Program as well as any other college program solely serving students under the age of 18, of all registered sex offenders enrolled in or employed by Red Lake Nation College.
10. The college's Campus Security Office will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available for review by any person requesting information on registered sex offenders enrolled or employed by the college.

## Student Code of Conduct

Red Lake Nation College expects students to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies both on-campus and at college-sponsored activities off-campus. In addition, all students at Red Lake Nation College must comply with the applicable laws that govern the Red Lake Reservation. Students who do not comply with college regulations, or who commit violations of a serious nature, may be suspended or dismissed from Red Lake Nation College. Persons who are not students or employees of the college are required to abide by the Red Lake Nation College policies and student-conduct regulations while on campus property. Each student is responsible for becoming familiar with and complying with the standards of conduct at Red Lake Nation College and reporting the actions of others, including, but not limited to:

- Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a



demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises.

- Falsification, forgery, alteration or use of college documents, records, instruments of identification with intent to defraud the college, or an act of academic dishonesty (See Academic Integrity).
- Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
- Unauthorized entry or use of the college facilities or equipment.
- Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
- Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
- Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish/injure.
- Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
- Theft, or the attempted theft, of property of the College or persons of the College.
- Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
- Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
- Illegal gambling activities in violation of the law.
- Misuse of college telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.
- The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.
- Unauthorized solicitation of individuals and/or distribution of materials.
- Negligent or harmful parental/guardian supervision of children on campus.

## Public Code of Conduct

Red Lake Nation College expects all persons to conduct themselves in a manner that is conducive to learning and that is respectful to others. This applies both on-campus and at college-sponsored activities off-campus. In addition, all persons at Red Lake Nation College must comply with the applicable laws that govern the Red Lake Reservation. Individuals who do not comply with college regulations, or who commit violations of a serious nature, may be suspended from Red Lake Nation College. ***Persons who***

***are not students or employees of the college are required to abide by the Red Lake Nation College policies and student-conduct regulations while on campus property or attending campus events.***

Actions that violate standards of conduct at Red Lake Nation College include, but are not limited to:

- Obstruction/disruption of the teaching, research, administration, disciplinary procedure, or any other college duty or function, including its public service functions. The participation in a demonstration on campus, which materially and substantially disrupts or obstructs the normal functioning of the college, including unauthorized occupation of the premises.
- Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.
- Unauthorized entry or use of the college facilities or equipment.
- Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive language.
- Conduct, which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.
- Sexual abuse/harassment conduct which is sexually abusive to others or which includes, but is not limited to, sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.
- Hazing, initiation activities in all forms which include, but are not limited to, striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish/injure.
- Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.
- Theft, or the attempted theft, of property of the College or persons of the College.
- Vandalism, including, but not limited to, defacing, graffiti, trashing or attempting to damage property of the college or of another individual.
- Excessive noise or any act occurring on the college campus, which intentionally disturbs the peace and quiet of any person or group of persons.
- Illegal gambling activities in violation of the law.
- Misuse of college telephones, including, but not limited to, charging any long-distance calls, or making other telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.
- The use, sale, distribution, possession of alcohol, or any drug, including prescription medication used in an unauthorized manner is strictly prohibited and may result in disciplinary action up to, and including, expulsion.
- Unauthorized solicitation of individuals and/or distribution of materials.
- Negligent or harmful parental/guardian supervision of children on campus.

## **Disciplinary Actions for Violation of Code of Conduct**

Appropriate disciplinary actions will be enforced upon any individual who has violated the code of conduct at Red Lake Nation College. In compliance with the standards of conduct the following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of

conduct cited in this policy. Campus Safety and Security Officers will provide written notices of disciplinary action. Disciplinary actions may include, but are not limited to:

- Warning (verbal or written).
- Suspension (restricted from entering RLNC during a designated timeframe). Length of suspension may vary from a minimum of 45 days to a maximum of a calendar year depending on the severity of the circumstances.
- Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

## Appeal Process

Violators will be notified of the disciplinary action implemented. If the individual is suspended from the college campus, a timeframe will be indicated. Once the disciplinary action has been completed, the individual may appeal to the Governance Committee to have the suspension removed. The appeal should include a summary of what led to the disciplinary action and how the individual plans to correct this behavior in the future.

## Trespass to Property

Individuals who violate Red Lake Nation College's Code of Conduct may be subject to suspension from the College for a designated period of time. The head of security may address immediate concerns of any violation to ensure the safety of everyone at RLNC. Any individual who has been suspended from Red Lake Nation College and knowingly enters or remains on the premises of Red Lake Nation College after being notified against trespass will be reported to the Red Lake Tribal Police.

## Emergency Procedures

### Medical Emergencies

#### Life-threatening injury or illness, or death

- Call 911 or local emergency responders at 679-3313. Notify Campus Security. When reporting a medical emergency, provide the following information: type of emergency, location of the victim, condition of the victim, any dangerous conditions.
- Give full attention to the victim(s).

- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- Isolate the affected student/staff member, if possible.
- Disperse onlookers and keep others from congregating in the area.
- Check breathing: clear airway if necessary. Ensure victim is in position to facilitate breathing.
- Help stop bleeding. Apply pressure on wound or elevating wound to stop or slow bleeding. Use gloves or other items to protect self/others from body fluids.
- Check for vital signs; initiate first aid, if trained to do so.
- Comfort victim(s); offer reassurance that medical attention is on the way.
- After immediate medical needs have been met, remain to provide emergency personnel with pertinent information regarding the incident.

## Non-life-threatening injuries or illness

- Notify campus security.

## Suicide

### Suicide Threat

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify Director of Counseling, Campus Security, President, and Vice President of Operations and Academic Affairs.
- Stay with the student until suicide interventionist staff arrives.
- Do not allow student to leave school without appropriate supervision.

### Suicide Attempt in School

- Notify Security, President, Vice President of Operations and Academic Affairs, Vice President of Student Success, or other appropriate staff.
- Remove objects that the suicidal person can use to inflict self-harm.
- Call 911 or local law enforcement at 679-3313, if the person needs medical attention, has a weapon, or needs to be restrained.
- Remain calm, reassure other students, and calm the suicidal person.
- Stay with the suicidal person, or area, to prevent others from witnessing a traumatic event.
- Initiate first aid.
- Do not allow the student to leave school without appropriate supervision.

## Staff Responsibilities

- Contact family or emergency contact if suicidal person is a student or staff member.
- Determine a safe and appropriate area for suicidal person to remain until emergency response team arrives.
- Call 911 or local law enforcement at 679-3313.
- Notify the President/Vice President of Operations and Academic Affairs and Director of Counseling.
- Obtain proof of psychological consultation before permitting students to return to school (Student Success Staff: Director of Counseling, Continuing Education and Extension or Student Success Counselor).
- Implement post-crisis procedures.
- Initiate a grief counseling plan, if appropriate.

## Suicide Completion

President/Vice President of Academics and Operations/Director of Counseling, Continuing Education and Extension will:

- Confirm death with law enforcement.
- Contact affected staff (face-to-face or via email as appropriate).
- Arrange for Wellness Counselors to provide counsel to students/staff.
- Identify and provide immediate support for students immediately affected.
- Convene with Campus Safety & Security Committee and Student Success to determine follow-up.

## Hazardous Material

Only trained and authorized personnel are permitted to respond to hazardous materials incidents.

## If an incident occurs at Red Lake Nation College

- Notify College President.
- Call 911 and the local hazardous materials hotline at 679-3959 to report the type and/or location of hazardous materials.
- Move students from immediate danger.
- Notify Head of Security.
- Notify Gas Company.
- Do not reenter building until given “all clear” signal from emergency responders.

## Building Administrator Responsibilities

- Determine the name of the chemical, its location, and if the chemical is spreading rapidly.
- Contain (seal off) the spill or spill area.
- Close doors.
- Do not allow school personnel to attempt to clean up the spill; trained personnel will remove it.
- Refer to Materials Safety Data Sheets and On-Site Chemical Management Plan for guidance.
- Fire department personnel in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in the contaminated area to reduce spread of contamination.
- Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
- Notify College President.
- Designate a responsible adult or administrator (most likely Head of Security) to meet with fire or law enforcement agents to give them an update and facility diagram/site plan upon arrival.
- Notify family if students are evacuated, according to college FERPA policies.
- Resume normal operations after fire department official approval.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- File required reports.

## If an Incident Occurs Near Campus

Fire or law enforcement will notify RLNC officials regarding the need for sheltering or evacuation.

## Faculty Procedures

- Evacuate class to an upwind or crosswind location.
- Bring class roster and building keys.
- Do not allow students to go elsewhere in building.
- Check for students that may be in the bathrooms.
- Remain with students until directed to do otherwise by college administration.
- Take roll call and immediately report any missing students to college administration.
- Supervise students and give factual information regarding the emergency situation.
- Do not reenter school until fire department officials authorize building is safe.

# Fire Emergencies

## In the event of fire, smoke from a fire

- Sound the building's fire alarm by pulling the nearest fire alarm station. If no pull station is close, alert security or any staff member of the college.
- The first staff person aware of the fire should contact.
- Evacuate students, staff, and tenants to the designated area.
- Follow primary fire drill routes whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located in classroom.
- If trapped by fire, go to Shelter-in-Place Procedures.

## Building Staff and Faculty Responsibilities

- Notify fire department (call 911 or Red Lake Fire Department, 679-3473) and College President.
- Insure hallway fire doors are closed to help contain the fire.
- Meet with local fire or law enforcement agents upon arrival and will give them an update and a building diagram.
- After consulting with officials, move students to relocation centers if weather is inclement or building is damaged.
- Ensure no one reenters the building until they are declared safe by fire or law enforcement personnel.
- Notify staff of termination of emergency.
- Report incident (even if it is a false alarm) to the fire department.

## Faculty Procedures

- Take class roster, building keys and any other materials you deem essential.
- Turn off the lights.
- Feel the door to determine temperature: If it's NOT hot, proceed out into the hall and close the door (do not lock it). If the door is hot, select another route out of the room.
- Prior to exiting the building, check the surrounding area outside for danger.
- Walk to designated evacuation sites.
- Account for all students; report missing students.
- Remain with students until directed to do otherwise by authorized officials.

## If you discover a fire on your floor

1. Manually activate the fire alarm system.
2. If safe to do so, immediately exit the building, closing the doors behind you.
3. Call the Red Lake Nation Police at 218-679-3313.

### Once fire alarm is activated

1. Check the door for heat to ensure it is safe to exit the room you are in.
2. Walk to the nearest exit (do not use elevators in event of fire).
3. Those who are unable to evacuate the building rapidly should move to a stairwell landing and wait for assistance from trained first responders.
4. Notify police or fire department personnel if you know someone is trapped.
5. Gather outside at a designated area (Pow wow grounds) and do not attempt to re-enter the building until instructed to do so by police or college officials.

### If Trapped in a Room

1. Place wet cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal outside but **DO NOT BREAK GLASS** unless absolutely necessary as outside smoke may be drawn into the room.

### If Caught in Smoke

1. Drop to hands and knees and crawl toward the exit.
2. Stay low to the floor, as smoke rises to the ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through your nose and use a filter such as your shirt or a towel.

### Use a Fire Extinguisher

When safe to do so, use the nearest fire extinguisher to fight small fires.

Fire Extinguisher Instructions:

1. Pull safety pin from handle.
2. Aim at the base of the fire.
3. Squeeze the trigger handle.
4. Sweep from side to side at the base of the fire.

## Vehicle Accidents

What to do at the Scene of an Automobile Accident Involving a College Vehicle:

1. Check for injuries and render aid as appropriate. Call 911 for assistance.
2. Remain calm and cooperative and not argumentative. Remember that you are representing the Red Lake Nation College.



3. Be prepared to report the accident. Gather as much information as possible at the scene including the following:
  - The other driver's name, phone number and insurance information.
  - Information about other vehicles involved (year, make, license plate numbers).
  - The names and phone numbers of any potential witnesses.
  - Road and weather conditions.
4. Do not admit fault and do not make any claims regarding the college's insurance or coverage to anyone else involved in the accident.
5. Inform the parties involved that the accident will be reported to the college's insurance provider and that a claims adjuster will contact them. Be sure to get their names, phone numbers, and insurance information.
6. Make every attempt to contact the police and file a report.

## Weather Emergencies

Classes may be cancelled due to extreme weather conditions, unsafe highway conditions, or other circumstances that would threaten the health and safety of college students and faculty. The President or Vice President of Operations and Academic Affairs will determine campus-wide cancellation of classes. Notifications will be sent through Populi and received via text message and email. Notices will also be posted on the RLNC Facebook page. Students are responsible to keep their contact information up to date in the Populi Student Information System.

## Severe Thunderstorms

Severe thunderstorms include the possibility of damaging lightning, winds, hail, and flash flooding. Students, faculty and staff should "shelter-in-place" away from windows. If lightning is heavy and frequent, computers and other electrical appliances should be turned off. Under no circumstances should floodwaters be crossed, either by foot or car.

## Tornadoes

A tornado WATCH is a forecast of the possibility of tornadoes in a large area; conditions are favorable for a tornado to develop. Normal activities should continue with the following precautions taken:

1. Upon issuance of a tornado watch through the weather monitor, public communications or police, College officials should be alerted of the situation.
2. The emergency weather monitor or local radio station should be monitored constantly by College officials.

A tornado WARNING means that a tornado has been sighted or indicated by weather radar and may be approaching. The following steps should be taken immediately:

1. Take shelter. Students, faculty, and staff should take measures to protect themselves. Move immediately to basements, center hallways or bathrooms if time permits. Stay away from windows and large, open rooms. Take cover under heavy objects if possible and hold on to it. In building hallways, sit with your back to the walls, put your head between your knees and cover with your hands to protect your head.
2. Do not bother with opening or closing windows.
3. If you are outside, seek shelter in a building if time permits. Otherwise, lie down in a ditch or low area with your hands covering the back of your head and neck.
4. Do not stay in cars.
5. Students, faculty and staff should remain in the safety area until local emergency personnel or college administrators give notice that it is clear.

## Snow and Ice Storms

Public warning is issued by the National Weather Bureau through the radio and television media when a severe snowstorm, blizzard, or ice storm is anticipated. Employees will be notified by administrative officers if contingency plans or special duties are required of them. The decision to suspend classes will be made by the Vice President of Operations and Academic Affairs in consultation with the President.

## Building/System Problem or Failure

Brief power outages are a common occurrence. In the event of an extended power outage, contact the Maintenance Worker or Campus Security.

## Hostage/Shooter Situation

Hostage incidents, campus shooters and other terroristic situations occur in college and schools across America. The following statements are guidelines for handling the situation to maximize your ability to be safe and secure. Every incident is unique and you should remain calm and use the best judgment possible in your actions for each situation.

Faculty, staff and students MUST follow directions by local authorities and administrative officers in all threatening situations.

## Initial Instructions

- If a threatening person, with or without a weapon is suspected, immediately take cover and barricade/secure yourselves and others in a locked campus location. Avoid running in open grounds areas outside of buildings.
- Notify the police (911). Relate details of the situation and the last known location of the suspected person(s).
- Notify a college officer (use call list) with the same information.

## Information Concerning Controlling/Managing the Situation

- The appropriate college personnel will declare an emergency and will work with local authorities in determining and carrying out an appropriate response. In most cases, this would include notifying personnel in other buildings and instructing personnel to remain in their current, secured location when possible. Lock doors and or barricade doors. **DO NOT ALLOW PERSONNEL TO LEAVE/ENTER THE AREA UNLESS IT CAN BE DETERMINED THAT THE ACTION DOES NOT COMPROMISE SAFETY OF ALL PERSONNEL IN THE AREA.**
- Personnel will be instructed to lock-down/barricade themselves in offices, classrooms or other rooms as possible and move to the furthest point in the room away from windows and doors. Close the blinds for concealment, cover the door window and turn off the lights.
- Personnel will be instructed to avoid use of campus phones, cell phones, etc. unless specifically requested to assist with essential campus communications.
- Securing yourself in locations with access to phones, e-mail and /or communication radios if feasible is beneficial.
- The command station for a hostage/shooter incident will be the President's office. If this area is involved in the attack, the Student Services Office will serve as the back-up command center.
- Mass email communication will be sent out apprising personnel of the ongoing situation. If feasible, personnel may be asked to respond to the e-mail messages confirming receipt and /or actions taken.

If you are in contact with a suspected shooter/perpetrator, please note the following suggestions:

- As in any emergency, try to remain calm and avoid sudden movements.
- Don't speak unless spoken to.
- Comply with instructions from the perpetrator as best you can.
- Be observant and alert.

Remain in your secured campus location until local authorities arrive to safely escort you to safety. **DO NOT LEAVE A SAFE, SECURED AREA UNLESS SPECIFICALLY INSTRUCTED OR ESCORTED BY LOCAL AUTHORITIES!**

## Witness to a Hostage Situation

- If the hostage-taker is unaware of your presence, do not intervene.
- Notify Administrative Staff or security.
- Call 911 or local law enforcement at 679-3313
- Give dispatcher details of situation; ask for assistance from the hostage negotiation team.
- Seal off the area near the hostage scene.
- Law enforcement will take control of hostage scene.
- Document all activities.

## Taken as a Hostage

- Cooperate with hostage-taker to fullest extent possible.
- Calm students, if present.
- Treat the hostage-taker with respect and as normally as possible.
- Ask permission to speak; do not argue or make suggestions.

## Administrator Responsibilities

- May initiate lockdown procedures or evacuation.
- Notify College President.
- Coordinate with law enforcement.
- Prepare news/information release, as appropriate.
- Account for all students, record injuries after hostage-taker is contained.
- Apprise staff of situation, as appropriate.
- Initiate Post-Crisis Intervention Procedures, if necessary.

## Emergency Lockdown Procedure

One method of securing the College is to implement lockdown procedures. Other threats may override lockdown, such as a confirmed fire, intruder in classroom, etc. Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance. There are two levels of lockdown:

1. Lockdown with Warning/ Restricted Movement – The College has been notified of a potential threat outside of the building. (Soft Lockdown)
2. Lockdown with Intruder – The threat is inside the building. (Immediate Lockdown)

## In all lockdown situations

- Secure room by locking and shutting the door.
- Turn off lights (if involves an intruder).
- Close windows. Cover windows that lead to the hall. Use discretion for covering outside windows.
- If the situation does not involve an intruder, have student remain in their seats.
- If the situation does involve an intruder, move students away from windows and doors.
- Keep students calm and quiet.
- Ignore College alarms.
- If the situation gets worse, use your discretion for leaving the room.
- Stay under restriction until all clear signal is given.

## Lockdown with Warning/ Restricted Movement Procedures

- Campus security will inform College faculty and College Administrators “SOFT Lockdown / restricted movement”.
- Direct all students/staff/visitors to come inside the building.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades or cover windows.
- Keep students away from windows.
- Control all movement, but continue classes.
- Stay under restriction until all clear signal is given.

## Lockdown with Intruder Procedures (these actions happen rapidly)

- Campus security will inform College faculty and College Administrators: “IMMEDIATE Lockdown/ restricted movement”.
- Direct all students/staff/visitors to nearest classroom or secured space.
- Students/staff outside the building should not enter the building.
- Lock classroom doors.
- Do not lock exterior doors.
- Move people away from windows and doors.
- Turn off lights.
- Do not respond to anyone at the door until all clear is given.
- Keep out of sight.
- Campus security will inform College faculty and College Administrators when all clear signal is given.

## Bomb Threats

There appear to be two explanations for why someone would report that a bomb is going to go off in a particular building: 1) the caller has definite knowledge or has reason to believe that an explosive or incendiary has or will be placed, and they want to minimize personal injury or property damage; or 2) the

caller wants to create an atmosphere of anxiety and panic at the organization where the device is reportedly located.

When receiving such a call, try to remember the following:

1. When the caller has communicated the threat, stay calm and do not panic. Record the time of day.
2. Keep the caller talking; the more s/he says, the more you can learn. Record every word that the caller says.
3. If the caller does not indicate the bomb's location and the time of detonation, attempt to gain this information.
4. Inform the caller that the building is occupied and the detonation of the bomb could result in the death of innocent people. Try to reason with the person.
5. Listen closely to the voice of the caller to note the following: age, sex, race, accent, speech impediment or if the caller sounds drunk, nervous, etc.
6. Pay particular attention to any strange background noises, such as street noises, motors, TV, radio programs or anything else that may assist law enforcement agencies in determining the origin of the call.
7. Notify the College President or other administrator of the call immediately after the caller hangs up. Upon further instructions from the administrator, call the emergency number (911) and be prepared to relay all pertinent information.
8. Do not discuss the call with anyone else; carefully follow additional instructions from the police/fire authorities and campus administrator. Wait at the same location for law enforcement officers to arrive so that they may talk with you.

## Critical Information

- All bomb threats are to be taken seriously until assessed.

## General Procedures

Received threat by:

### Phone

- Remain calm and do not hang up (leave the receiver off hook).
- Signal assistance to notify security and the College President.
- Activate "Caller ID" if available.
- Seek information from caller and make note of as many details as possible.

### Written Note

- Notify police, security and the President of the College.
- Preserve evidence by touching the note as little as possible.
- Place note in a paper bag if available.

- Photograph words written on walls.
- Rewrite the threat on another paper exactly as it reads and add the date, time, and unusual situations surrounding the discovery.

### **Email**

- Notify College President.
- Do not delete the message.
- Contact IT to record information.

### **Verbally**

Identify the person making the threat if the identity is unknown make note:

- Gender.
- Type and color of clothing.
- Body size.
- Distinguishing features.

Finding a suspicious object:

- Do not touch the object.
- Do not turn on/off any electrical items.
- Do not use the phone.
- Leave the area and contact the college president.

### **Evacuation**

- If a decision is made to evacuate, notify staff via text system by stating “evacuate building”.
- Do not use cell phones, radios, or fire alarm system due to risk of activating device.
- Do not mention “bomb threat”.
- Ensure adequate staff are able to assist students with special medical needs and or physical needs.
- Alter exit routes accordingly if location of the device is known.
- Leave all items behind, and undisturbed.
- Close but do not lock the classroom door.
- Proceed to the designated relocation areas.
- Take a roll call and notify college president of missing students/staff.

## **Threat of Violence**

Should you discover that there is a violent or potentially violent person in the building, take the following steps:

1. Only confront the person as a last resort to save your life.

2. Call 911 or the Red Lake Nation Police.
3. As soon as possible, provide the following information to the police:
  - Request an ambulance if anyone is injured.
  - The location of the suspect.
  - Description of the suspect including name (if known), gender, race, height, hair color, clothing description, weapons seen or indicated, what they said, whether or not they indicated a specific target, direction of travel if they left, and any other information requested.
  - Building name and location.
  - Floor and room.
  - Any hazardous materials that may be present.
4. Notify staff, faculty, and administrators of the situation.
5. Take shelter in the nearest, secure area.

## Weapons

### Staff/students believe a weapon has been brought on campus

Immediately notify campus security and a staff administrator, instructor or law enforcement; give the following information:

- Name of person suspected of bringing the weapon.
- Location of the weapon.
- Whether the suspect has threatened anyone.
- Any other details that may prevent the suspect from hurting self or others.

### Instructors who suspect that a weapon is in the classroom

- Stay calm; do not call attention to the weapon.
- Notify campus security, a staff administrator or neighboring instructor.
- Do not leave the classroom.

### If the suspect becomes threatening

- Do not try to disarm him/her.
- Back away with your hands up.
- Remain calm.

### Staff Administrator Responsibilities

- Call law enforcement at 679-3313 to report that a weapon is suspected on campus.
- Notify the President of the college.
- Ask a Staff Administrator or campus security and a law enforcement officer to participate in questioning the suspect.



- Determine the best time and place to approach the person considering the following:
- Need assistance from law enforcement.
- Type of weapon.
- Safety of persons in the area.
- State of mind of the suspect.
- Accessibility of the weapon.
- Separate suspect from the weapon; if possible.
- Document all activities related to a weapons incident and follow up with campus security.

## Shooting

These procedures apply to snipers inside or outside of the building or any other firearm threat that poses immediate danger from an intruder or participants in a demonstration. In preparation for such an emergency, contact local law enforcement to identify response methods and capabilities. Provide them with updated building diagrams.

## Staff Administrators/security

- Staff Administrator may order lockdown procedures.
- Assess the situation including shooter's location, injuries and potential for additional shooting.
- Call 911 or local law enforcement at 679-3313 give as much detail as possible about the situation.
- Secure the school: get students /staff to safe shelter.
- Notify the College President.
- Care for the injured if it is safe to do so until emergency responders arrive.
- Do not expose yourself to danger.
- Refer media to college president per media procedures.
- Initiate post-crisis procedures.

## Staff and Student Procedures

If outside:

- Get inside the building as soon as possible.
- If unable to get inside, crouch to become as compact as possible, put something between self and shooter.
- Do not gather in groups.

If inside:

- Turn off the lights, lock all doors and windows, and close the curtains.
- Do not talk.
- Stay until an "All Clear" signal is given by Staff Administrator.

- Bring students into classrooms if safe to do so.
- Take roll call and notify the Staff Administrator of any missing/ additional students/staff.

## Sniper Attack (outside of building)

- Direct students to take cover behind items.
- Do not allow students to gather in groups.
- Notify Staff administrators.
- Call 911 or local law enforcement at 679-3313.
- Ignore alarms to evacuate the building.
- Institute a lockdown for the building's occupants.
- Remove students from any rooms that are near the sniper attacks.
- Warn students and staff returning to the building to stay away.
- Wait for further direction from law enforcement.

## Chemical or Biological Threat

If a telephone threat references a chemical or biological device or package:

- Follow safety procedures in Bomb Threat and Hazardous Materials Sections.

This section addresses the receipt of a suspicious letter/package by mail/delivery service containing a chemical or biological threat.

## General Procedures

- Ensure gloves, plastic container, and plastic bags are available near mail room.
- Look for characteristics that make you suspicious of the content when sorting mail/packages such as:
  - Excessive postage or weight
  - Misspelling of common words
  - Oily stains, discoloration, or odor
  - No return address
  - A city or state in the postmark that does not match the return address
  - Package that is unanticipated or sent by an unknown party.

### **Letter/package Contains Written Threat (no suspicious substances)**

- Notify College President and the Security Supervisor.
- Call 911 or local law enforcement at 679-3313.
- Call Minnesota Duty Officer at 1-800-4222-0798, or 651-649-5451.
- Have individual who opened letter/package place it into a container or plastic bag.
- Limit access to area where letter/package was opened; do not allow it to be handled.
- Turn the letter/package over to law enforcement.
- Document all activities.

### **Letter/package Contains Suspicious Substance**

- Notify College President and Security Supervisor.
- Call 911 or local law enforcement at 679-3313.
- Separate individuals who had direct contact with letter/package; remove all other, uninvolved students and staff from the area.
- Limit access to area where letter/package was opened; do not allow it to be handled.
- Have individual who opened letter/package place it into a container or plastic bag.
- Minimize contact with the letter/package.
- Follow emergency response officials' directives regarding decontamination and change of clothing for those who had contact with letter/package.

### **Building Administration Responsibilities**

- Notify Tribal Chairperson
- Determine whether evacuation is necessary; if it occurs, staff and instructors should:
  - Take class roster and building keys.
  - Process to designated evacuation area.
  - Take roll call and notify building administrator of missing students/staff.
  - Remain with students until directed otherwise by authorized officials.
- Direct the relocation and transportation of student in collaboration with Transportation Services if warranted:
  - Red Lake Humanities Center
  - Ponemah School, Boys and Girls Club
  - Elementary Complex, Bus garage
- Notify families and Red Lake community.
- Implement post crisis procedures.

## **Interpersonal Emergencies**

### **Crime Prevention on Campus**

If you see a crime, report it to campus administration and the Red Lake Police Department.

## Preventing Thefts

- It is your responsibility to protect college and personal property from theft. Lock your door when you leave your office, classroom, or lab, even for a short time.
- Do not loan your college keys to anyone.
- Immediately report lost or stolen keys to administration.
- Keep purses, briefcases, and wallets locked inside your desk or cabinet. Do not bring large sums of money to work.
- Secure your computer; both physically and through password protection.
- Watch for suspicious activity or individuals in your area.

## Behavior Concerns

The Director of Counseling, Continuing Education and Extension offers counseling services to students. Students, faculty and staff may also voice concerns about the behavior of other individuals. The Director of Counseling, Continuing Education and Extension will seek appropriate guidance and resource referrals to address the situation.

## Post-Crisis Intervention Procedures

Assess the situation to determine the need for post-crisis interventions for staff, students, and families. Provide post-crisis briefings for staff, students, and families as appropriate and work to reestablish school and classroom routine as quickly as possible. When doing so, consider the following interventions:

- Defusing(s): Brief conversations with individuals or small groups held soon after an incident to help better understand and cope with the effects of the incident.
- Provide defusing sessions, conducted by trained individuals, for students and staff as quickly as possible after the emergency.
- Grief Counseling: Monitor and support staff/students by providing ongoing opportunities for them to talk about their fears and concerns. They may have more questions as time passes.
- Identify and monitor at-risk students.
- Provide individual crisis or grief counseling, if necessary.
- Conduct outreach to homes, if necessary.
- Provide follow-up referral for assessment and treatment if necessary.

## Student Success Responsibilities

- Send letter to students.

President/Vice President of Academics and Operations/Director of Counseling, Continuing Education and Extension duties:

- Identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.
- Effectively coordinate mental health or professionals from federal, state and non-government agencies who respond to offer post-crisis aid in crisis situations.



## Red Lake Nation College

# Campus Safety and Security and Emergency Preparedness Plan Acknowledgement

This manual has been prepared for your information and understanding of the emergency preparedness plan and procedures of Red Lake Nation College. Please read it carefully. Upon completion of your review of this manual, sign the statement below, and return it to your supervisor (or other designated individual) by the due date. A copy of this acknowledgment appears at the back of the manual for your records.

I, \_\_\_\_\_, have received and read a copy of the Red Lake Nation College Campus Safety and Security and Emergency Preparedness Plan that outlines the emergency response of Red Lake Nation College, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Campus Safety and Security and Emergency Preparedness Plan provided to me by Red Lake Nation College.

\_\_\_\_\_  
(Employee signature)

Date: \_\_\_\_\_