



RPCC ALL-HAZARDS EMERGENCY RESPONSE PLAN

MAY 23, 2023

Crime Prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. It is impossible to list specific measures that will protect you from every threatening situation that may arise. Instead, we hope to provide useful strategies & safety tips so you will think "crime prevention" daily

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SAFETY POLICY STATEMENT

River Parishes Community College (RPCC) uses the **National Incident Management System (NIMS)**, a set of federal principles that identifies steps for improved coordination of federal, state, local and private-sector resources in responding to incidents. Accordingly, as required by NIMS, the college utilizes the **Incident Command System (ICS)**, a standardized approach for on-scene emergency and hazard management. These procedures when implemented can reduce the risk of injury or loss of life to *employees, students, and visitors* in the event of an emergency at the college.

The **Crisis Management Team (CMT)** at RPCC is charged with executing the college's emergency response plan and evacuation procedures to manage events or incidents planned and unplanned at RPCC locations. When such incidents occur, CMT members make appropriate recommendations to the Chancellor (or designee) for action. CMT members are required to receive NIMS and ICS Training to conform to expectations essential of individuals preparing, responding, and leading recovery efforts.

Each employee is obligated to immediately report any potentially unsafe condition, event, or work practice to the proper authority and take effective temporary action to minimize risk to employees, students, and other constituents of the College. Any student or employee who fails to adhere to the guidelines, policies and procedures as outlined in the *RPCC All Hazards Emergency Response Plan* or individuals that willfully or repeatedly violate workplace safety rules may be subject to disciplinary action. Disciplinary action may include verbal or written reprimands, suspension, demotions, termination of employment, and/or criminal charges for action violating the Louisiana Revised Statutes.

This Plan was developed after identifying hazards, assessing vulnerabilities and potential impacts at the College. Identified hazards prevention, deterrence, and risk mitigation has been included in the Plan. Moreover, a business impact analysis has been developed, identifying time sensitive critical processes, such as the financial and operational procedures that may result from a disruption in college operations.

A fundamental objective of the College is to provide a comprehensive Emergency Response Plan with specific emergency protocols for our constituents; nonetheless, employees, students, and visitors of the College *must* accept personal responsibility for their own safety and well-being by reporting hazardous conditions or incidents that pose an immediate or on- going threat to the health or safety of the College.

Safety is everyone's responsibility!



Billy M. Doncer
Director of Facilities

1.0 BASIC PLAN OVERVIEW & PURPOSE

The purpose of the RPCC All Hazards Emergency Response Plan is to provide guidance to the Campus Community on the colleges' response to a variety of emergencies that may occur on or near campus. An emergency (*minor, major, or disaster*) can occur at any time and without warning. The All-Hazards Plan is also a management tool used to facilitate preparedness, coordinated emergency response with first responders (law enforcement, fire, and emergency medical services), and recovery efforts at RPCC locations.

1.1 LIST OF ASSUMPTIONS

The following assumptions are applied throughout this plan:

- ✓ Emergencies at RPCC Locations may occur at any time of year, any day and at any time, with/without warnings.
- ✓ Emergencies at RPCC Locations may be caused by an accident, a natural disaster, or criminal behavior by an employee, student, or outside individual or group.
- ✓ RPCC locations are positioned in both urban and rural areas and located within the vicinity of first responders equipped to oversee emergencies, including police, emergency medical services, and fire departments.
- ✓ RPCC relies upon local law enforcement and other emergency responders to assist in preparedness and response activities for events on or around the campus.
- ✓ Local law enforcement and first responders in the applicable authority will assist RPCC constituents (*faculty, staff, students, visitors*) and handle emergencies occurring at RPCC locations.

In such cases, RPCC constituents are governed by the direction and commands provided by local law enforcement and other first responders according to established policies and procedures governed by the respective authority and responding Agencies.

1.2 CONCEPT OF OPERATIONS

The All-Hazards Emergency Response Plan includes the College's efforts to prepare, respond and recover from any campus emergency. This Plan will be activated when any minor, major, or the Crisis Management Team has declared disaster. The Emergency Response Plan will serve as the general framework for intelligence collection, information dissemination, and a programmed response.

All College emergency operations are guided and the key response principles, roles and structures are organized within the framework of the National Incident Management System (**NIMS**) model. NIMS uses a core set of concepts, principles, procedures, processes, standards, and terminology that may all be integrated with school emergency management practices. Incident Command System (**ICS**) is a standardized on-scene emergency management construct specifically designed to prove for the adoption of an integrated organizational structure that reflects the complexity and demands of a single or multiple incidents without being hindered by jurisdictional boundaries.

A. NIMS defines several important roles including, but not limited:

- **Incident Commander:** The incident Commander has the overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as the post event assessment. Command Staff and General Staff report directly to the Incident Commander. These positions are established to assign responsibility for key activities. The Incident Commander and Command Staff operate out of one Emergency Operations Center (EOC).
- **Public Information Officer:** The Public Information Officer communicates up-to-date and accurate information on the status of the situation to the College community, media, public, and key agencies.
- **Liaison Officer(s):** The liaison officer(s) are the point(s) of contact for government representatives, nongovernment, and private entities.
- **Safety Officer:** The safety officer monitors and evaluates all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.

- **Additional Incident Command Staff:** Based on the nature of the emergency, College personnel may be called to operate out of the EOC and report to the incident Commander.

1.3 NIMS/ICS & RPCC's CRISIS MANAGEMENT TEAM (CMT)

The U.S. Departments of Homeland Security and Education recommend all key personnel involved in school emergency management and incident response take the **NIMS/ICS** training courses and support the implementation of NIMS. **ICS** is the systematic tool for the command, control, and coordination of an emergency response and allows agencies to work together using common terminology and operating procedures for controlling personnel, facilities, equipment, and communications at an incident scene.

RPCC's Crisis Management Team (CMT) has implemented the National Incident Management System (NIMS) and the Incident Management System (ICS) as the official incident management system for emergencies at RPCC locations. This comprehensive approach strengthens preparedness for all constituents and includes identifying key personnel to review organizational aspects of planning and training to increase survivability of faculty, staff, and students should we encounter volatile situations on campus or in the community.

1.4 RPCC'S INCIDENT COMMAND STRUCTURE

Homeland Security Presidential Directive (HSPD-5): **Management of Domestic Incidents** is a federal mandate that specifically *requires "School Districts"* under the definition of local governments to utilize and implement NIMS/ICS in their planning and response. The purpose is to provide a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The U.S. Department of Homeland Security and Education specifically instructs emergency management teams in Higher Education Institution (HEIs) to determine which personnel need to receive training based on their role(s) in the overall school or HEI emergency management program. These individuals (**key personnel**) will receive training based on their roles and responsibilities in the overall emergency

management program as well as the specific responsibilities related to emergency preparedness, incident management, or response.

1.5 ABOUT THE RPCC EMERGENCY RESPONSE PLAN

The College’s Crisis Management Team, in coordination with local, regional, and state emergency preparedness/response efforts, has developed RPCC’s All-Hazard Emergency Response Plan. These procedures are reviewed, evaluated, and revised (if necessary) annually.

In addition to risk assessment, our overall goal is to provide instruction on ways the college can reduce and minimize the impact of violent situations, specifically involving an active shooter. This requires a top-down commitment to ensure the right resources are allocated to prevention and appropriate intervention programs on behalf of the institution. The Chancellor of River Parishes Community College has approved this plan for the institution; accordingly, it has been made available to all faculty, staff, and students through CANVAS (RPCC’s Learning Management System) and posted in various areas of the college’s facilities.

1.6 RPCC’S CRISIS MANAGEMENT TEAM (CMT) MEMBERS & KEY PERSONNEL

The Crisis Management Team is led by the Chief of Police and comprised of essential personnel at RPCC locations. *The Chancellor of the College and Executive Director of Public Relations & Marketing will be centrally involved in each response for emergencies impacting RPCC locations.*

PRIMARY/ CORE GROUP

- Chancellor
- Executive Director of Public Relations & Marketing
- Vice Chancellor for Academic/Student Affairs
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Workforce Development
- Vice Chancellor for Institutional Advancement
- Chief Human Resources Officer
- Chief Information Officer
- Chief of Police
- Assistant Chief of Police
- Assistant Director of Public Relations & Marketing
- Police Sergeant
- Manager of Environmental Health, Safety, and Risk Management

- Executive Director of Facility Services
- Executive Director of Enrollment Management & Student Services
- Assistant Director of Facility Services
- Facility Services Operations/Events Manager
- Maintenance Foreman
- Custodial Services Manager

KEY PERSONNEL & ADDITIONAL STAFF SUPPORT:

- RPCC Plaquemine Site Administrator
- RPCC Reserve Site Administrator
- RPCC St. Charles Site Administrator
- RPCC Gonzales Sheriff's Office Radio Dispatcher(s)
- RPCC Gonzales Director of Facilities
- Safety Personnel (Sheriff's Office, Police Department, Fire Department)
- Environmental Safety personnel
- Supporting Staff -Office of the Chancellor
- Supporting Staff -Office of the Vice Chancellors

1.7 DISSEMINATION OF INFORMATION

RPCC will immediately, without delay notify faculty, staff, students, and the RPCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents. RPCC's Emergency Mass Notification System, RPCC SmartNotice, is a multi-faceted network designed to provide instant information to the campus community regarding emergency and weather-related situations. One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- LoLA Employee Home Page
- River Parishes Community College's SmartNotice
- Emergency Text Messaging
- Voice Messages
- Campus Email
- News Media
- RPCC's Social Media outlets on: Facebook, Twitter, WordPress, etc.

1.8 ACCOMMODATIONS FOR DISABILITIES

River Parishes Community College adheres to federal laws and standards regarding the availability of services to the disabled. The institution utilizes a variety of means to offer those with disabilities access to emergency resources and to ensure their inclusion in the institution's emergency response and evacuation procedures.

Some examples of how the college makes its emergency services available to the disabled include:

- Wheelchair-accessible and push-button emergency phones and call boxes.
- Readily accessible Automatic External Defibrillators (A.E.D.'s) in Campus buildings.
- **RPCC Electronic** Emergency Alerts (desk/mobile phone, PDA, text message, voice messages, etc.).
- Handicapped parking and access ramps.

In the event an evacuation is warranted, the Office of Environmental Safety, Building Safety Captains, Site Administrators, Instructors trained in the usage of SmarNotice, and/or other CMT members will assist disabled students on multi-floor buildings to ground level to accompany others to the specified location(s) and provide additional assistance, as necessary.

2.0 EMERGENCIES DEFINED

An emergency is defined as any state requiring immediate action to prevent dire consequences, *usually* immediate threat to life, limb, or property. Law enforcement must be contacted in **ALL** emergencies. Although immediate action is required for all emergencies, all emergencies may not impact the operations of the College, student body, employees, and/or visitors at all RPCC locations. To minimize response time and implement the proper course of action when responding to an emergency at RPCC locations, emergencies have been classified into three levels described below.

- **Minor Emergency**-Any incident, potential or actual, which does not pose any serious safety threat and will not seriously affect normal College operations. *(Examples: medical emergency involving a student/employee, flooding contained in a specific building or area of the campus, etc.)*
- **Major Emergency**- Any incident, potential or actual, which poses a serious safety threat to persons or property & likely to disrupt the normal operations of the College. External resources may be required (local law enforcement, EMS, etc.), including major efforts from supporting units of the college. *(Examples: explosives*

or toxic substance, tornado, active shooter situation, etc.)

- **Disaster**- Any event or occurrence, which has taken place and has caused serious bodily harm to individual or impaired or halted the normal operation of the College. A coordinated effort of all campus-wide resources is required to effectively control the situation. External emergency services will be essential. *(Examples: aircraft down on campus, acts of terrorist, active shooter situation, etc.)*

2.1 RIVER PARISHES COMMUNITY COLLEGE & NON-CONTIGUOUS SITE LOCATIONS

RPCC Gonzales Campus

925 W. Edenbourne Pkwy
Gonzales, LA 70737

NON-CONTIGUOUS COLLEGE SITES

RESERVE SITE

181 Regala Park Road
Reserve, LA 70084

ST. CHARLES SITE

13145 HWY 90
Boutte, LA 70039

WESTSIDE SITE

25250 Tenant Road
Plaquemine, LA 70764

DONALDSONVILLE SITE

100 Tiger Dr.
Donaldsonville, LA 70346

Although hours of operation may vary at RPCC locations, **ALL emergencies should be immediately reported by dialing 911 to reach local law enforcement and first responders. This includes, but not limited to reporting crime, fire, hazardous conditions and/or suspicious behavior.*

3.0 SPECIFIC EMERGENCY INCIDENTS & PROTOCOL FOR RPCC CONSTITUENTS

SCOPE & APPLICABILITY

This Policy applies to all RPCC **faculty, employees, students, and visitors** at all RPCC locations.

PURPOSE

- To provide safety procedures, protocol, and guidance to **faculty, employees, students, and visitors for** specific emergency related incidents at RPCC locations.
- To minimize the loss of life and injury to RPCC constituents when responding to various emergencies at all RPCC locations.

PROCEDURE

Emergency Incidents listed below shall provide specific safety procedures for faculty, employees, students, and visitors for emergencies at RPCC Locations.

- | | |
|--|--|
| 3.1 Emergency Situations | 3.10 Hostage Situation |
| 3.2 Emergency Transportation & Messages | 3.11 Criminal Activity/Threats of Violence |
| 3.3 Fire/Explosion/ Alarms & Procedures | 3.12 Medical Emergencies & Procedures |
| 3.4 Bomb Threats & Procedures/Suspicious Packages | 3.13 Elevator Emergency |
| 3.5 Hurricane/Tornado Procedures | 3.14 Utility Problems & Failure |
| 3.6 Crisis Behaviors | 3.15 Hazardous Material Incidents |
| 3.7 Behavioral Intervention Team | 3.16 Inclement Weather & Emergency School Closure |
| 3.8 Illnesses on Campus/Communicable Diseases | 3.17 Emergency Lockdown Procedures & Drills
<i>(Hold & Secure/Lockdown/Shelter in Place)</i> |
| 3.9 Active Shooter | 3.18 Building/Campus Evacuation Procedures |

3.1 EMERGENCY SITUATIONS FOR RPCC CONSTITUENTS

Steps to Take in Emergency Situations: Remain **CALM** and **SPEAK CLEARLY!**

A. Contact the Gonzales Sheriff’s Department (911 or 225-621-8322).

B. RPCC SmartNotice (RPCC’s Emergency Mass Notification System)

In the event of an emergency or incidents reported that pose an immediate or on-going threat to the health or safety of the RPCC Community, an alert is immediately disseminated to our faculty, staff, and students. (Email, text messaging, voice messages, office desk phone, cell phone, etc.).

C. UTILIZE EMERGENCY EQUIPMENT & RESOURCES

- **Emergency Buttons/Levers** located inside classrooms and campus hallways/buildings.
- **Local Law Enforcement at RPCC & Non- Contiguous College Sites/Security Guards:** Faculty, staff, students, and visitors are also encouraged to locate any uniformed police officer or security guard patrolling RPCC locations for emergencies.

D. Provide the Following Information:

1. Your name and present location.
2. The nature of the situation- including whether weapons are present.
3. The names and/or descriptions of the individual(s) involved in the incident.
4. Any injuries
5. Write down as many facts as you can provide about the incident; *A Dispatcher will respond and the appropriate resources will be dispatched (police, fire, Emergency Medical Services, etc.) to provide further assistance. The responding agency will investigate the incident, document the incident/complete a report, and follow-up as needed.*

E. Persons with Disabilities Guidelines:

The institution utilizes a variety of means to offer those with disabilities access to emergency resources and to ensure their inclusion in the institution’s emergency response and evacuation procedures.

1. Definitions

- **Disabled**—refers to a temporary or permanent disability that would delay or impede the ability of an individual to evacuate the building in an emergency (such as, but not limited to, individuals requiring the use of a wheelchair, cane, crutches, prosthetic device, or those with sensory impairments).
- **Areas of Rescue Assistance**—an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instruction or assistance during emergency evacuation.

2. Pre-Planning & Coordinated Arrangements

RPCC constituents with disabilities may require assistance during an emergency lockdown. This will take prior planning and knowledge of who may need assistance and what type of assistance is important. Emergencies can occur at any time and without warning. As a result, a **Building/Campus Evacuation, Lockdown, Hold & Secure, or Shelter-In-Place** may be declared at any time.

To assist the College and local emergency response agencies in facilitating a timely, effective, and coordinated response involving persons with disabilities, the college recommends the following below:

- **Students, Staff, & Visitors with Disabilities:** Contact representatives in Disability Services at **225.216.8643** in advance and request help in lining up one or two assistants to help in an emergency.
- Students, and employees who attend class or work in more than one building, may need to make prearrangements for each location. Be sure to keep your volunteer assistants up to date on your needs in an emergency.

F. Documentation and Follow-up: RPCC dispatched law enforcement shall document and follow-up along with local law enforcement and first responders, Crisis Management Team & Supporting Staff Members. The Office of Environmental Safety will document and follow-up in situations involving accidents/incidents.

G. RPCC's Crisis Management Team will respond in accordance with the National Incident Management System (NIMS) and proceed with the appropriate actions, as necessary. *The Chancellor may appoint a designee to act with the authority of the Chancellor in executing emergency procedures.*

3.2 EMERGENCY TRANSPORTATION AND MESSAGES

A. Ambulance: If an ambulance is needed, we encourage RPCC constituents to use the campus phones, if possible...otherwise, dial 911 to reach local law enforcement). Provide clear information to the responding officer. Law enforcement and/or emergency responders will direct emergency personnel to the correct location.

***Please Note:**

- The college does not assume the cost for the use of ambulance transportation.
- The college will not assume responsibility for the consequences resulting from a decision to refuse ambulance transport.
- Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility (e.g., friend, family member, etc.).

The Office of Environmental Safety, RPCC dispatched emergency personnel, and RPCC employees are prohibited from providing emergency transportation services.

B. Emergency Messaging / Text Messaging

RPCC will immediately, without delay, notify faculty, staff, students, and the RPCC Community when incidents pose an immediate or on-going threat to the health or safety of our constituents.

One or more of the following communication tools below will be used to notify students, faculty, staff, and visitors of emergency situations:

- RPCC Webpage *SmartNotice*
- Text messaging
- Voice Messages
- Campus Email
- news Media
- RPCC's Social Media outlets on: Facebook, Twitter, etc.

3.3 FIRE/EXPLOSION/ ALARMS & PROCEDURES

If you hear a fire alarm, you must leave the building immediately.
NEVER assume it is a false alert or a drill... ALWAYS evacuate!

A. PROCEDURES

If there is smoke, fire, activated alarm, or an explosion in a building, follow the procedures below.

1. Stay CALM and SPEAK CLEARLY. If possible, dial 911 and remove anyone from immediate danger.
2. Immediately evacuate the area . . . activate the red fire alarm box when exiting.
3. If you are in a multi-story building, do not use the elevator; exit via the stairway. Cooperate with all staff members, supporting personnel, and other authorities. Do not re-enter the building until you are given permission to do so by a police officer, fire fighter, or approved staff member.

B. WHEN EVACUATION FROM A FIRE:

1. Proceed to the nearest safe exit in an orderly fashion.
2. Close all doors including interior offices (do NOT lock doors).
3. If smoke is present, stay below the smoke. If smoke is heavy, get down and crawl until in clear area or inside the stairwell.
4. Once outside, proceed to an area at least 50-300 feet from the building.
5. Remain at least 50- 300 feet away, account for all persons within your department or your work area.
6. Do not return into the building until the Fire Department or designated representative has given the "all clear" to re-enter the building.
7. **NEVER use elevators as an escape route. Use stairways ONLY.**

8. DO NOT attempt to enter smoke filled or “hot” rooms.**C. IF YOU ARE TRAPPED IN A BUILDING OR ROOM:**

1. Call RPCC Director of Facilities (225-734-8535/225-284-3485) or dial 911 from a cell phone if available and provide your location.
2. Move towards the window and if needed, stay as close to the floor as possible.
3. If possible, hang or wave clothing or other item at the window to get attention.
4. Do not break windows unless instructed to do so, or if your life is in immediate danger.
5. *If your clothing catches on fire: **STOP, DROP, AND ROLL.***

D. EVACUATION IS MANDATORY UNLESS PRIOR NOTIFICATION OTHERWISE HAS BEEN GIVEN.

1. The Office of Environmental Safety, local law enforcement, Safety Captains, Facility Services, and other members of the Crisis Team and/or supporting staff may assist impaired and non-ambulatory individuals in their classes. Accompany any immobile individuals to the nearest stairway and notify **local law enforcement or first responders by dialing 911** of the location of the physically impaired individuals who are unable to move without assistance.
2. Do not attempt to move any individual from a wheelchair or carry a wheelchair with an individual in the chair down the stairways. Assess areas located near each stairwell for **Wheelchair stair-descent devices to assist Wheelchair-bound individuals.**

3.4 BOMB THREATS & PROCEDURES/SUSPICIOUS PACKAGES**I. BOMB THREATS**

If you receive a bomb threat, dial 911 immediately; Try to be as specific as possible when relaying information received from the caller. RPCC staff will notify Crisis Management Team Members and other first responders as appropriate for further assistance.

A. PROCEDURES

In the event a bomb threat is received, please adhere to the following steps below:

If you see a suspicious object or potential bomb on the campus, **DO NOT HANDLE THE OBJECT.** Clear the area immediately and contact RPCC Director of Facilities (225-734-8535/225-284-3485) or dial 911 for local law enforcement.

Any person receiving a phone call that a bomb or other explosive device has been placed on the campus, should attempt to keep the caller on the line if possible and ask the questions listed below:

1. When is the bomb going to explode? Attempt to obtain the LOCATION of the bomb, find out WHAT THE BOMB LOOKS LIKE, and if possible, ask the caller the REASON for the threat.
2. Where is the bomb right now?
3. What kind of bomb is it?
4. Attempt to identify BACKGROUND NOISES that may help to determine the location where the call is being made from, such as the caller's voice (gender, jargon, etc.), traffic, music, laughter, machinery, etc., and note the information
5. How can it be deactivated?
6. Note the exact time of the call.
7. If the bomb threat is received through the mail, do not further handle the envelope, letter, or package. Dial 911 from any campus phone or personal cell phone.
8. **College officials will decide on whether to evacuate the building. The decision to evacuate will be based on critical factors, such as the reported location of the explosive device, time of detonation, etc.**
9. The local law enforcement, first responders, essential personnel will conduct a detailed search. Members of assigned to area/location in question may be called to provide additional assistance due to familiarization of the perspective area.
10. **Cell phone usage is strongly discouraged (avoid usage)** when a credible threat is received that requires a response from the college until the all-clear has been given by the Incident Commander in charge at the scene.

II. SUSPICIOUS PACKAGES

A. Guidelines For Identifying & Handling Suspicious Packages on Campus & Recognizing Suspicious Mail Items:

1. Excessive postage.
2. Handwritten or poorly typed address.
3. Misspelling of name.
4. Incorrect titles or misspelled titles.
5. Title, but no name.
6. No return address.
7. Shows a city or state in the postmark that does not match the return address.
8. Misspellings of frequently used words.
9. Excessive weight.
10. Lop-sided, rigid, or uneven packaging.
11. Oily stains, discolorations, or strange odor.
12. Protruding wires or tin foil.
13. Ticking sound.

14. Excessive securing - tape or string.
15. Restrictive markings - Confidential or Personal.

B. Handling a Suspicious Unopened Mail Item:

1. Do not open any mail item that appears suspicious.
2. Isolate the suspicious mail item and place it in a plastic bag or container and seal it.
3. If you do not have a bag or container, then cover the mail item with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
4. Ensure that all persons who have touched the mail item wash their hands with Soap and water.
5. Call Campus local law enforcement immediately.
6. List all persons who were in the room or area when this suspicious mail item was recognized. Give this list to law enforcement personnel or supervisor of Mail Room.

C. Mail Item with Powder or Powdery Substance Spills Out of Mail Item:

1. **Do not try to clean up the powder.** Cover the spilled contents immediately with anything to prevent the spreading of the powder (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
2. Leave the area and close any doors, or section off the area to prevent others from entering.
3. Call local law enforcement immediately.
4. Wash your hands with soap and water to prevent spreading the powder to your face.
5. Remove any contaminated clothing as soon as possible and place them in a plastic bag or container that can be sealed. This bag or container should be given to the emergency responders for proper handling.
6. Shower with soap and water as soon as possible.
7. If possible, list all the people who were in the room or area, especially those who had actual contact with the powder. Give this list to the emergency responders.

3.5 HURRICANE PROCEDURES

For all weather-related emergencies, the Office of Environmental Health & Safety will actively monitor weather conditions and alert other CMT members. **A hurricane is defined as a** violent circulating storm, with wind speeds more than 74 M.P.H. that can result in the formation of severe weather. In such cases, safety measures may require an early dismissal, cancellation of classes, and/or closure of the College.

A. Definitions

1. **A Hurricane Watch** indicates a hurricane is near enough for everyone in the watch area to listen for subsequent advisories and be ready to take precautionary action in case hurricane warnings is issued.
2. **A Hurricane Warning** indicates when one or more of the following **below** dangerous effects of a hurricane are expected in a specific coastal area in 24 hours or less. Winds will be 74 MPH faster, and/or water of dangerously elevated levels will occur.

3. **Hurricane**- A violent circulating storm, with wind speeds more than 74 M.P.H. that can result in the formation of severe weather and cause the dismissal of classes and/or closure of the college.
4. **Severe Local Storms**- Hazardous weather conditions, such as hurricanes, intense lightning, and thunderstorms, heavy rain and flooding and damaging winds that are usually for short periods of time with sufficient intensity to threaten life or property.
5. **Tornado**- A violent, destructive windstorm (typically characterized by a long, funnel-shaped cloud) that can result in the sudden development of severe weather that requires sheltering-in-place, dismissal of classes, and/or closure of the college.

B. Procedures

Hurricane season begins **June 1st** and ends **November 30th** every year. In the event RPCC constituents are required to evacuate the campus, RPCC will Immediately send an alert to notify faculty, staff, and students as soon as possible. Additionally, the following steps below shall be followed:

1. Law enforcement personnel and designated Campus Administrators will assist RPCC's Crisis Management Team and Facilities Services personnel to perform a safe and secure campus shutdown.
2. Remain off-campus until an "all-clear" has been issued. One or more of the channels below, indicating that it is safe to return to RPCC Campuses and/or Locations will communicate "All Clear" messages.
3. All Clear Channels:
 - The Office of the Chancellor/Chancellor or designee
 - Executive Director, Public Relations & Marketing
 - News Media
 - RPCC's Webpage Postings
 - **RPCC SmartNotice**
 - Emergency Text Message
 - Voice Messages
 - Campus Email
 - RPCC's Social Media outlets on: Facebook, Twitter, Word Press, etc.

II. TORNADO PROCEDURES

For all weather-related emergencies, the Office of Environmental Health & Safety will actively monitor weather conditions and alert other CMT members.

A tornado is defined as a violent, destructive windstorm (*typically characterized by a long, funnel-shaped cloud*) that can result in the sudden development of severe weather. In such cases, safety measures will require faculty, staff, students, and visitors to ***shelter-in-place*** until the threat is over.

A. Definitions

1. **A Tornado Watch** issued by weather services indicates that conditions are favorable for the formation of a tornado.
2. **A Tornado Warning** indicates an actual tornado has been officially reported or indicated on radar.

B. Procedures

1. If a tornado is spotted or heard near RPCC locations, all individuals should move to the interior of the building away from windows and observe the procedures and appropriate campus and site-specific emergency plan.
2. **Tornado WATCH Procedures**-CMT members will shelter-in-place and continue to monitor emergency weather outlets (National Weather Service, etc.).
 - **All individuals** should immediately locate the nearest building for entry.
 - Close Windows.
 - Review Tornado drill procedures and location of safe areas.
3. **Tornado WARNING Procedures**- **All individuals** should immediately move to safe areas.
 - Close classroom doors.
 - Teachers will take class rosters.
 - ← All individuals should enter a “tuck” position.
 - ← Teachers take attendance.
 - ← Remain in safe area until warning expires, or emergency personnel have issued an all-clear signal.
4. Local law enforcement and emergency and designated Campus Administrators will assist individuals to designated areas of campus buildings (when safe to do so).
5. RPCC staff will immediately assist individuals on campus (when safe to do so) move indoors.
6. When a message/announcement to **shelter-in-place** is made, all individuals are instructed to quickly move away from windows, move to the center of the building, and proceed to the nearest designated **EMERGENCY SAFE ZONE** indicated by the logo illustrated below.
7. Remain at the designated location (shelter-in-place) until directed by law enforcement personnel, Campus Administrators, or others in authority or of the college instructing that it is safe to leave.

Emergency Safe Zones are best suited for SHELTER IN PLACE Situations and SHOULD NOT be utilized for active shootings/shooter.



3.6 CRISIS BEHAVIORS

The legal, psychological, behavioral, and public safety concerns of assessing and managing crisis behaviors relies upon collaboration and partnerships in the community. The promising practice model utilizes a community policing approach to campus threat assessment and is based on information about campus crime and violence and their causes.

The entire process starts with the faculty, employees, students, or visitors who witness the crisis behavior or the **PRECURSORS** that exist before the crisis starts with an individual. Warning signs may include disrespect to instructors/teachers, repeated and persistent negative acts towards one or more individuals in the work environment, or individuals that causes hurt feelings and distresses, disturbs, and/or offends others. Early intervention is a key component of resolving the crisis at the preliminary stages to decrease the probability of a significant injury or loss of life.

1. When speaking with the involved person or reporting this type of behavior to law enforcement, remain **CALM** and **SPEAK CLEARLY**.
2. Utilize emergency communication equipment, such as installed on desk/office phones, or dial 911 to contact local law enforcement.
3. Before reporting crisis behaviors, organize your thoughts by focusing on basic information, such as (1) WHO is involved (2) how many (3) WHAT exactly is happening (4) any WEAPONS (5) Are there INJURIES (or could injuries occur), etc.

A. PROCEDURES FOR IDENTIFYING CRISIS BEHAVIORS

1. Look for the following when trying to determine if the observed behavior is a crisis or potential crisis.

a. INAPPROPRIATE BEHAVIOR ON CAMPUS: is best defined by the observer the behavior. If you feel the behavior threatens or could threaten the stability and continuance of normal college (or college-sponsored) activities, immediately report it by dialing 911 to reach local law enforcement at Non-Contiguous Site College Sites. This would include behaviors that may cause personal injury or property damage.

· SPECIFIC EXAMPLES includes, but not limited to:

- Disrespect to instructors/teachers
- Possession of a weapon*
- Verbal aggression
- Physical attack, or threat
- Possession of alcohol
- Possession of illegal drugs
- Criminal activity
- Intentional harm, or threat

2. Medical Emergencies: A physical condition which may require the attention of a medical professional including, but not limited to:

- Bleeding
- Serious physical injury
- Seizures
- Fainting
- Loss of consciousness
- Nausea/vomiting
- Slurred speech
- Burns
- Disorientation
- Obstructed airway/Stop breathing

**For all medical emergencies on campus, always contact RPCC staff/faculty and dial 911 using the campus phones if possible. Coordination of emergency response may be needed, and failure to contact the local law enforcement and emergency responders may adversely affect the person that you are trying to help.*

3. Psychological Emergencies: A temporary inability to cope with life, usually accompanied by a high degree of emotional upset:

- Uncontrollable crying / Verbal written communication that suicide is being considered.
- Complete withdrawal from others / Unusual statements, notes, or written threats.
- Extreme apathy/anxiety; Mood swings.
- Threats of harm to self or others; Obsession with violence.

**If a person considering committing suicide is off campus, or such event occurs after the normal hours of operation of the college, please dial 911 to reach local law enforcement in your area for immediate assistance.*

****Special Note:** If a weapon is brought onto campus, immediately notify law enforcement officers whenever there is a safe opportunity. Local law enforcement has been trained to respond to such incidents. Protect yourself first and move to a safe location. If possible, alert others in the immediate area to do the same. Provide the dispatcher with your name, location, phone number, and a description of the situation. Report any injuries. A decision to run away or hide will depend on the situation. Emergency information will be sent from the text messaging system or other communications technology. Remain calm, listen, and wait for instructions.*

3.7 BEHAVIORIAL INTERVENTION TEAM (BIT)/THREAT ASSESSMENT

RPCC's Behavioral Intervention Team (BIT) serves as the centralized coordinated body for discussion and action regarding students exhibiting behaviors that indicate distress, cause a disturbance in the community, and/or present a danger to oneself or others.

A. Definitions

1. Threat – An incident, statement, action, or activity that places an individual or the College in a position of incurring some type of harm.
2. Response – An appropriate intervention or reaction to a threat or perceived threat.
 - ✓ Each response shall be case specific based on the type and level of threat.
 - ✓ A response may or may not be disciplinary in nature.
 - ✓ A response given to the threatened shall be designed to eliminate or reduce the likelihood that the threat will be carried out.
 - ✓ A response given to others shall be designed to appropriately inform those involved of the status of the investigation and threat management.
3. Person of concern – can be a member of any RPCC constituency (faculty, staff, or student) dealing with an emotional, psychological, or physical crisis that may interfere with his or her ability to continue attending classes or working at the College.

B. Purpose

The purpose of the Behavior Intervention Team is to serve as coordinating body for intervention and provision of preventative measures on campus to reduce the risk of student incidents. Members will intake and assess information, act when necessary, and track details about behavior concerns noted on campus. The Team's goal is to successfully engage, support, and minimize the concerns associated with students in distress, and promote student and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point.

C. BIT Assessment Process

While there is no single set of warning signs that will reliably predict individual behavior or campus violence, the assessment process looks for behavioral evidence that an individual is planning or preparing to act out inappropriately or carry out some type of threat. Assessment is designed to distinguish between threatening and non-threatening cases to ensure the safety of the individual of concern and any others potentially involved as well as to resolve the conditions that initiated the inappropriate behavior. Assessment assists in early identification of situations that may pose a threat

to others, creates a baseline of information against which to assess future behavior, and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

1. Information Gathering

- a. Once a report has been received by the BIT, the Chair will utilize the National Association of Behavioral Intervention Team Association (NaBITA) Threat Assessment Tool to assess whether there is an immediate risk/reason for concern. If so, the team will be called to meet immediately. If not, the case will be reviewed at the next regularly scheduled meeting.
- b. The assessment process may include any of the following data gathering processes:
 - Interviews with all available parties with information about the situation.
 - Interviews with the person alleged to have displayed inappropriate/concerning behavior.
 - Assessment by counselor and/ or mental health professional.
 - Interview with any identified potential targets of inappropriate/ concerning behavior.
 - Contacting a student's parents or family members.
 - Review of student's academic and disciplinary history.
 - Legal/criminal background check.

2. Levels of Risk

To assess level of risk, the BIT will utilize the NaBITA Threat Assessment Tool. Below is a summary of various risk levels:

- ✓ **Mild Risk** – There is no threat to the individual of concern or others. At this level, the situation can be resolved by addressing the disruptive or concerning behavior. Counseling and follow-up support may be recommended. In this situation, the individual can acknowledge the inappropriateness of the behavior and engage in behavior to make amends with the other party. These individuals may be experiencing mental health concerns, but their conduct is not in violation with the College's conduct policies.
- ✓ **Moderate/Elevated Risk** - At this level, there may be a threat to self or others that could be conducted although there is no evidence that the student has taken preparatory steps. These individuals may be experiencing mental health problems and/or displaying disruptive behaviors.
- ✓ **Severe/Extreme Risk** – At this level, there appears to be danger to the safety of the individual of concern or others, and immediate intervention by law enforcement and other local resources is required. Specific steps have been made to conduct a plan to harm.

3. Intervention Strategies

Based on the behavior displayed and the assessment by the BIT, the team may make any of the following recommendations for intervention. Recommendations may be made in consultation with the appropriate College department or administrator before any last action is taken.

- **Referral to College and/or Community Resources** - The BIT may refer the student to Counseling Services for intervention and connection with appropriate College and community resources.
- **Voluntary Withdrawal from Classes** – Based on discussion with a counselor or member of the BIT, the student may choose to temporarily take time away from the College to deal with other concerns. The student may re-enter the College during any future semester.
- **Referral to Code of Conduct Process** – The BIT will make this referral to the Associate Dean of Students, only when it is determined that the student behavior may be in violation of the Student Code of Conduct.
- **Mandatory Direct Threat/Safety Assessment** – The BIT may recommend that students determined to be at considerable risk for danger to self or others be required to participate in a mandatory assessment by a community mental health professional. The mental health professional will assess the direct threat, aid in gaining access to emergency care for the student as needed, assist the student in establishing ongoing treatment as needed, and provide feedback and recommendations to the BIT.
- **Involuntary Withdrawal** – The BIT may recommend those students determined to be at considerable risk for danger to others be temporarily or permanently removed from the College based on imminent safety concerns. For those allowed to return, specific conditions would need to be met before return would be approved.
- **Criminal Charges** - Students who have engaged in behavior that may be in violation of local, state, or federal law may be referred for criminal prosecution. Local law enforcement will take over the case in these circumstances.

4. Follow-up and Monitoring

In addition to any of the specific intervention strategies described previously, the BIT will determine a plan for the follow-up monitoring of each student. This may include checking with faculty and staff regarding student behavior and periodic meetings between the student and an assigned mental health professional.

5. Record Keeping

All student records that do not lead to mandatory removal from the college will be kept for a minimum of seven years. Records leading to mandatory removal will be kept indefinitely.

a. BIT records are confidential and are kept separate from the student's educational records. BIT records should include:

- Initial Report
- BIT Assessment
- Identified Plan (BIT Decisions/Recommendations)
- Action Taken
- Outcome
- Follow-up

b. Case Information and Confidentiality Procedures

Members of the team may provide each other, or faculty/staff/students involved in a particular case, or outside parties in connection with the situation, with information as is necessary to protect the health, safety, and privacy of the student or other persons and to generate a recommended course of action in accordance with applicable legal and professional standards of confidentiality, including the release of information pursuant to the Family Educational Rights and Privacy Act of 1974.

c. If the student involved in harmful, threatening, or disruptive activities is already receiving personal counseling as client of Counseling Services, information about that student may not be obtained by the team from this office without written authorization of the student in question, in accordance with federal Health Insurance Portability and Accountability Act (HIPAA) laws that govern the privacy and confidentiality of students' health and mental health information and records.

D. Behavioral Intervention Team

The BIT Team consists of campus leaders from the following areas:

- Faculty
 - Nursing and Allied Health
 - STEM
 - Technical Education
 - Liberal Arts
 - Business, Social Science and History
 - Counseling and Disability Services
 - Public Safety
 - Environmental Safety
 - Student Life
 - Judicial Affairs (Dean/Associate Dean of Students)

E. Meetings

The BIT will meet every week to address current issues or updates regarding reported behaviors of a non-immediate concern. If a report involves some aspect of immediate concern, a team meeting will be called.

F. Concerning Behaviors

A “red flag” or concerning behavior is a questionable, suspicious, or inappropriate behavior that may be presented through an appearance, speech, written works, or specific actions. Examples may include, but are not limited to:

- Threats to others or intentionally intimidating behavior.
- Indirect or direct threats in writings or verbalizations.
- Expression of suicidal thoughts or feelings of hopelessness.
- Notable change in behavior or appearance.
- Low frustration tolerance.
- Overreaction to circumstances.
- Appearance of being overly nervous, tense, or tearful.
- Abnormal or disturbing behaviors.
- Behaviors which regularly interfere with classroom environment or management.
- Notable change in academic performance – poor or inconsistent preparation.
- Impairment of thoughts – verbally or in writing.
- Overly aggressive behaviors toward others; inability to accept limits or re-direct focus.
- Poor decision making and coping skills.
- Inappropriate or strange behavior.
- Lack of resiliency.
- Writings and comments endorsing violence; unusual interest in violence.
- Lack of empathy and concern for others; inability to care.
- Anger management problems.
- Instances of causing harm to self or others.
- Repeated failure to eat or sleep.
- Marked social withdrawal.
- Possession of weapons on campus.

3.8 ILLNESSES ON CAMPUS/COMMUNICABLE DISEASES

A. Definition: Any student/employee/ with an illness, self-reported or observed, due to the flu, meningitis, or any high-risk contagion; **Communicable Disease:** An infectious disease that is spread from person to person through casual contact, exposure to body fluids, or respiratory droplets. Examples of communicable diseases include but are not limited to tuberculosis (TB), measles, German measles (rubella), hepatitis, meningitis, influenza, severe acute respiratory syndrome (SARS), norovirus, exotic pathogens (e.g., Ebola and certain strains of influenza).

B. General Guidelines and Recommendations

Each incident of communicable disease and the determination of the course of action to be taken by the College shall be addressed on an individual case by case basis. If the College has reasonable cause to believe that an employee, student, or contractor has a communicable disease, the College may request an

appropriate medical evaluation of the individual to determine what course of action, if any, should be taken. Except as otherwise noted, the identity of the employee, student, or contractor who has a communicable disease or who is suspected of having a disease shall be revealed only to those individuals who have the right to such information under the law.

C. Responsibilities

Individuals diagnosed or have reason to believe they have been infected with a communicable disease has an ethical and legal obligation to conduct themselves in accordance with such knowledge to protect themselves and others.

1. **Confidentiality Statement:** Employees and students must maintain the confidentiality of medical records and medical information pursuant to state and federal law.
2. **Environmental Health and Safety Office:** RPCC's Environmental Health and Safety Office shall participate in the development of mitigation and response strategies to communicable disease issues and coordinate College response activities in accordance with the Crisis Management Team and the College's Illnesses on Campus/Communicable Disease Plan.
3. **Employees:** Shall immediately seek medical attention and report all incidents of infectious disease to the Office of Human Resources.
4. **Students:** Shall immediately seek medical attention and report all incidents of infectious disease to Judicial Affairs (Dean of Students/ Associate Dean of Students).
5. **Employee of a Contractor or Contracted Service:** Shall immediately seek medical attention and report all incidents of infectious disease to the official of the College who is liaison with the contractor or contracted service.

D. Procedures

1. **Notification:** Individuals diagnosed with an infectious disease or have reason to believe they have been infected should seek immediate medical attention and report such information to the **Department of Public Safety at 225.925-6006** when designated college personnel is unavailable.

The following general information should be documented regarding the affected person:

- Name of individual reporting the illness.
- Contact telephone number of reporting individual.
- Address of individual reporting the illness.
- Name of the affected person.
- Affected person's address.
- Current location and condition of the affected person (if known).

2. **Confirmation:** Upon notification of confirmed cases on campus, the College's Illness on Campus/Communicable Disease Plan will be activated. CMT members (*Nursing & Allied Health; EHS; Human Resources; College personnel*) will coordinate with state/ local health authorities and adhere to guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) to protect the health and safety of students, employees, and the RPCC Community.

3. **Activation of Illnesses on Campus/Communicable Disease Plan:** Once the *College's Illnesses on Campus/ Communicable Disease Plan* is activated, all response will be coordinated by RPCC's Crisis Management Team, with guidance from local and state health departments, federal agencies, and local health care providers as necessary and appropriate. This also includes a coordinated effort with the Public Health Department in determining the content and release of information to our students, employees, and the public to ensure transparent and accurate information.
 - a. **Employee**
 1. If an employee reports a communicable disease condition to the Office of Human Resources, the employee may be excluded from the workplace until an appropriate evaluation of the employee's medical condition can be made. The evaluation is to be made by a physician and/or health department official, and testing may be required if appropriate.
 2. If an employee is found to have a communicable disease, then the Chancellor will prohibit the attendance of the employee on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the attendance of the employee is not a health risk to other employees and students at the college.

 - b. **Student**
 1. If a student reports a communicable disease condition to the Judicial Affairs (Dean of Students/Associate Dean of Students), the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation is made by a physician and/or health department official, and testing may be required if appropriate.
 2. If a student is found to have a communicable disease, Judicial Affairs (Dean of Students/Associate Dean of Students) prohibits the attendance of the student on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the college.

c. Employee of a Contractor or Contracted Service

1. If an employee of a contractor or contracted service reports a communicable disease condition to his or her supervisor, or to the official of the college who is liaison with the contractor or contracted service, the employee is excluded from the workplace until appropriate evaluation of the employee's medical condition can be made.
2. If an employee of a contractor or contracted service is found to have a communicable disease, the Chancellor prohibits the attendance of employee of a contractor or contracted service on campus or at any college activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the college.

E. State/Local Health Agencies Contacts:

- ✓ **Louisiana Office of Public Health**
800.256.2748 (24 hours/7days)

- ✓ **State Epidemiologist Dr. Raoult Ratart**
504.568.8294

- ✓ **DHH Health Officer Dr. Jimmy Guidry**
225.342.9500

- ✓ **DHH District Officer Dr. Rebekah Gee**
225.342.9500

3.9 ACTIVE SHOOTER

Each shooting incident is different, and the overriding consideration is the safety of the campus community. These procedures are only a guide, and your response must be based on your assessment of the specific situation. Research has found that many times active shooter attacks stopped because potential victims took action to stop the shooter directly or they made it more difficult for the shooter to find targets. In other words, the actions of civilians can dramatically affect the number of casualties that occur during an attack.

A. Active Shooter Defined:

An active shooter is an armed person(s) who has engaged in using deadly force on others or actively engaged in inflicting serious bodily harm (likely to cause death), while having unrestricted access to additional victims on campus.

B. Characteristics of an Active Shooter:

The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and not meant to be a comprehensive list describing all active shooters; each active shooter situation is unique.

1. Active shooters usually focus on assaulting persons with whom they come into contact. Their intention is usually an expression of hatred or rage rather than the commission of a crime.
2. An active shooter is likely to engage more than one target. Active shooters may be intent on killing several people as quickly as possible.
3. The first indication of the presence of an active shooter is when he or she begins to assault victims.
4. Active shooters often go to locations where potential victims are nearby, such as schools, theaters, concerts, or shopping malls. Active shooters may also engage multiple targets while remaining constantly mobile.
5. Tactics such as containment and negotiation normally associated with standoff incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
6. Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, vehicles, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.

7. Active shooter may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks, escape from the police is usually not a priority of the active shooter.
8. Active shooters may employ some type of diversion.
9. Active shooters may be indiscriminate in their violence, or they may seek specific victims.
10. Active shooters may be suicidal, deciding to die during their actions either at the hand of others or by self-inflicted wound.
11. Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
12. Active shooter events are dynamic and may go in and out of an “active” status; a static incident may turn into an active shooter event, or an active shooter may go “inactive” by going to a barricaded status without access to victims.

C. General Considerations:

In most cases active shooters use firearms and display no pattern or method for selection of their victims. Active shooters may use improvised explosive devices to cause additional victimization and function as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact.

1. Unfamiliar voices may be an active shooter trying to lure you from safety. do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or College official.
2. DO NOT respond to fire alarms unless: You have first-hand knowledge there is a fire in the building; or you have been advised by Police to evacuate the building.
3. Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
4. Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

D. General Response:

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If possible, MOVE AWAY from the active shooter or the first sound of gunshot(s) and/or explosion(s) immediately. Active shooter situations are dynamic and evolve rapidly, demand immediate response by campus occupants and immediate deployment of law enforcement resources to stop the shooting and prevent harm. Furthermore, research has indicated that it is more common for people to *deny* what is happening. Denial can consume critical time in acting because individuals believed the sound was something other than gunfire. To alleviate misguided/unclear sound that could be gunfire and/or explosions, we advise taking immediate action, by treating the sound as gunfire.

Although procedures may vary, given the location and assessment of the incident, we have recommended a few tips that can assist and serve as a guide should you find yourself involved in *any* active shooter situation.

1. Try to remain CALM and QUIET; **CALL 911** for local law enforcement as soon as possible. *Be aware that the 911 system may become overwhelmed.*
2. Utilize emergency equipment (red phone, call box, or blue light solar-powered outdoor call stations) if available and accessible on campus to notify RPCC Police.
3. Have an escape route and plan in mind.
4. Silence cell phones and/or pagers.
5. Turn off radios or other devices that emit sound.
6. Try to warn other faculty, staff, students, and visitors to take immediate shelter.

E. If An Active Shooter Is Outside Your Building or Inside the Building:

1. Proceed to a room that can be locked or barricaded. Barricades can be made from tables, chairs, desks, etc.
2. Turn off all light sources.
3. Close blinds.
4. Block windows.
5. Keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, thick desks, filing cabinets.
6. Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
7. Have one person quietly CALL 911 and provide the following information:
 - “This is River Parishes Community College (give your specific location) we have an active shooter on campus, gunshots fired.”
 - If you were able to see the offender(s), give a description of the person(s)’ sex, race, clothing, type of weapon(s), location last seen,

direction of travel, and identity – if known.

- ✓ If you observed any victims, give a description of the location and number of victims.
- ✓ If you observed any suspicious items (improvised explosive devices), provide the location and a description.
- ✓ If you heard any explosions, provide a description and location.
- ✓ Wait patiently until a uniformed police officer or a college official known to you provides an “all clear” signal.

F. If an Active Shooter Enters Your Office or Classroom:

1. Try not to do anything that will provoke the active shooter.
2. CALL 911 if possible and provide the information listed in the previous guideline.
3. If trapped in a room, spread out in various directions to make it difficult for the shooter to find targets.
4. If the active shooter(s) leaves the area, barricade the room, or proceed to a safer location.
5. If flight is impossible, lock all doors and windows if possible, securing yourself in your space out of the line of sight and fire.
6. Get down on the floor or under a desk and remain silent out of the line of sight of a window or door window.
7. If there is no possibility of escape or hiding and only as a last resort when your life is in imminent danger, you should make a personal choice to attempt to negotiate with or overpower the assailant(s).
8. Wait patiently until a uniformed police officer or a college official known to you provides an “all clear” signal.

G. If You Are in An Outside Area and Encounter an Active Shooter:

1. MOVE AWAY from the active shooter or the sounds of gunshot(s) and/or explosion(s).
2. Look for appropriate locations for cover/protection, i.e., brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
3. CALL 911 and provide the information listed above.

H. What to Expect from Responding Police Officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard to neutralize the threat(s) as quickly as possible to stop life threatening behavior and prevent access to potential victims. This goal may be accomplished by various means, up to and including the use of deadly force.

Additional objectives include:

1. Identifying threats such as improvised explosive devices.
2. Identifying victims to facilitate medical care, interviews, and counseling.
3. Investigation. The overall purpose of these tactics is to save lives, prevent serious injuries and create a safe environment.

I. What YOU Should Know & How to Prepare When Police Officers Respond:

It is important to follow directives from responding police officers and do exactly as instruct. The officers may be armed with rifles, shotguns, or handguns. You are likely to hear the following, commands: *raise hands and spread fingers; put down any items in your hands (i.e., bags, jackets); always keep hands visible*. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear.

As a reminder, the first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured. Therefore, we advise faculty, staff, students, and visitors to **AVOID** the following when police officers respond to active shooter incidents at RPCC locations:

- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or direction when evacuating.

J. Keeping Updated:

If an active shooter situation develops, RPCC will combine efforts with local law enforcement for additional support and resources to manage emergencies at the College. RPCC will provide the most accurate and timely information available to students, faculty, staff, and the community as soon as possible by utilizing RPCCONNECT- RPCC's Emergency Notification System used to notify constituents of the College in the event of an emergency. *Students, faculty, and staff are encouraged to stay connected and follow updates through our web page, social media, and other outlets to acquire the most up-to-date information on incident(s) that pose an immediate or on-going threat to the health or safety of all constituents.*

3.10 HOSTAGE SITUATION

A. Guidelines for Hostage Situations: If you hear or see a hostage situation:

1. Immediately remove yourself from any danger.
2. Immediately dial 911 from any phone.
3. Be prepared to give the Police the following information:
 - ✓ Location and room number of incident
 - ✓ Number of hostage takers
 - ✓ Physical description and names of hostage takers, if possible
 - ✓ Number of hostages
 - ✓ Any weapons the hostage takers may have
 - ✓ Your name
 - ✓ Your phone number

B. If you are taken hostage:

1. Remain calm, be polite, and cooperate with your captors.
2. DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
3. Speak normally. DO NOT complain, avoid being belligerent, and comply with all Orders and instructions.
4. DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
5. Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
6. Avoid getting into political or ideological discussions with the captors.
7. Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
8. If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
9. Try to stay low to the ground or behind cover from windows or doors, if possible.

C. If you are in a rescue situation:

1. DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
2. Wait for instructions and obey all instructions you are given.
3. Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
4. Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.
5. You will be taken to a safe area where proper identification and status will be determined.

3.11 CRIMINAL ACTIVITY /THREATS OF VIOLENCE

It is the policy of River Parishes Community College that *all* crimes are promptly reported to law enforcement agencies as appropriate. RPCC's All-Hazards Emergency Response Plan provides information to aid in the rapid and accurate reporting of various incidents, such as key details to report and the location of all on-campus emergency phones. Additionally, this policy is reflected in the statements posted on various informational materials (including the Annual Security Report-**ASR**, section on *Encouragement of Prompt Reporting, Reporting Crime or Emergencies*), which encourage faculty, staff, and students to immediately report all suspicious activity to law enforcement.

A. PROCEDURES

Anyone who is involved in an emergency, is the victim of a crime, or witnesses any criminal activity while on RPCC's campus should notify local law enforcement.

B. UTILIZE EMERGENCY EQUIPMENT & RESOURCES

(All calls immediately contact local law enforcement)

- ✓
- ✓ **Emergency Buttons** located inside classrooms and campus buildings.
- ✓ **Red Emergency Buttons and Levers** located inside classrooms, campus buildings & strategic locations around RPCC campuses.
- ✓ Crimes can also be reported to any of the individuals RPCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act.
- ✓ Off-campus crimes may be reported to local law enforcement or by dialing 911 for emergencies.
- ✓ Crimes should be reported promptly to River Parishes Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law enforcement CSAs are forwarded to RPCC's Department of Public Safety for appropriate action.
- ✓ Individuals who wish to file a report of criminal activity should note that while local law enforcement accepts reports made anonymously, law enforcement agencies are legally bound to investigate and take appropriate enforcement action on any criminal activity reported. Additionally, since all police reports are public records under state law, RPCC cannot hold reports of crime in confidence.

C. If you witness criminal activity, civil disturbance or violence or are a victim (Assault and/or battery, etc.) you should:

- Attempt to remove yourself from any danger.
- Notify law enforcement personnel by calling 911 immediately. Try to call from a safe location if possible.
- Notify local law enforcement of the incident.
- If possible, provide law enforcement personnel with the following information:
 - Location of crime or disturbance.
 - Nature of the incident and specifics—number of people involved, weapons, etc.
 - Any injuries.
 - Description of suspect(s) or participant(s)—height, weight, sex, race, clothing, hair, etc.
 - Direction of travel of suspects.
 - Description of any vehicles involved in the crime.
 - **DO NOT** confront the individuals yourself.
 - **AVOID** provoking or obstructing anyone participating in a disturbance.
 - **DO NOT** pursue or attempt to detain suspects.
 - If you witness suspicious activity or persons on campus, or persons who have made threats to commit a crime, contact local law enforcement immediately.

RAPE, SEXUAL VIOLENCE, RELATIONSHIP VIOLENCE, AND STALKING

River Parishes Community College is diligent in its attempt to provide a safe environment in preventing and responding to incidents of rape and sexual violence, relationship violence, and stalking. Sexual violence in any form, including but not limited to rape, relationship violence and stalking is prohibited by college policy. The College will take appropriate action to prevent, deter, and discipline behavior that violates campus policy and other regulations forbidding any form of sexual harassment or sexual assault.

Sexual violence includes a range of behavior in which an act of a sexual nature is taken against another person without her / his consent or when he or she is unable to consent. In March of 2013, the Campus Sexual Violence Elimination Act (SaVE or act) was passed as part of the Violence Against Women Reauthorization Act (VAWA). As a result, colleges and universities that participate in financial aid programs under Title IV of the Higher Education ACT of 1965 are required to expand their crime reporting obligations implement specific policies and procedures, and training related to sexual violence and intimate partner violence. Additionally, the Campus SaVE Act requires institutions to adopt primary prevention and awareness programs for all incoming students to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Also, in October of 2014 Executive Order No. BJ 2014-14 directed the Board of Regents to “coordinate uniform policies and best practices” which resulted in LCTCS Policy #2.015, Campus Sexual Misconduct Policy. Overall, RPCC seeks to reaffirm its commitment in

eliminating sexual violence and provide guidelines to support students in understanding the Sexual Violence Policy for all members of the community.

STATEMENT OF POLICY

River Parishes Community College (RPCC) is committed to providing a learning and working environment that is safe and encourages integrity and mutual respect. Additionally, RPCC provides an environment that is free of discrimination of any kind based on sex and sexual misconduct. This includes sex discrimination, sexual harassment, sexual violence, rape, dating or intimate relationship violence, domestic violence, sexual assault, stalking and or retaliation.

In accordance with Title IX and other applicable law, RPCC prohibits sex discrimination and sexual misconduct and will take appropriate action to prevent, correct, and discipline behavior that violates college policy. Any person (student, visitor, employee, vendor, etc.) found in violation of this policy will be subject to disciplinary action. Such actions can include, but are not limited to suspension, expulsion, criminal charges, and/or separation from the College. Additionally, an individual criminally charged may be subject to prosecution by the Office of the District Attorney under Louisiana Criminal Statutes.

SCOPE AND APPLICABILITY

This policy shall apply to all students, employees, vendors, and all other individuals conducting business with RPCC. This policy shall apply to any conduct that occurs on the property of any RPCC location or campus building(s) owned or controlled by the College. This includes but not limited to, RPCC classes (on site or online); RPCC sponsored events and activities; when a student or employee is representing RPCC; and/or when the conduct of a student or employee would adversely affect the image of the College.

Additionally, RPCC shall have discretion to extend authority over conduct that occurs off-campus when the conduct adversely and significantly affects the learning environment or the RPCC community and/or any applicable campus policy or code of conduct if the conduct had occurred on campus. In determining whether to extend authority, RPCC may consider, among other factors, their ability to gather information and affect a resolution. RPCC may extend authority (over off-campus conduct) if the alleged conduct by the student or employee:

- Involved violence or produced reasonable fear of physical harm; and/or
- Involved any other members of the RPCC community or any academic work, records, documents, or property of any RPCC location.

SEXUAL MISCONDUCT

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent because of age, physical or mental

incapacity, disability, under the influence of alcohol or drugs, or whose consent is coerced or obtained in a fraudulent manner. *For the purpose of this policy*, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, sexual bullying or intimidation, sex trafficking, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence and stalking.

Sexual Assault as defined by Louisiana State Law: An act of violence in which a person subjects a victim to contact of a sexual nature against the victim's will. Sexual assault covers a wide range of unwanted behaviors; however, the various forms of sexual assault are defined under Louisiana law and include (but may not be limited to rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking.

- **Non-Consensual Sexual Intercourse:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching or attempted sexual touching, without consent.
- **Sexual Violence:** Sexual violence is a term that identifies a range of behaviors in which an act of a sexual nature is taken against another person without his or her consent or when he or she is unable to consent. There are other types of gender-based misconduct such as harassment, dating violence, stalking, invasion of privacy, etc. that are not physical acts of sexual violence but are also prohibited by law and College policy. Examples of Sexual Violence include but are not limited to: (a) The unwanted touching or attempted touching of a person's breast/chest, buttocks, inner thighs, or genitalia. (b) Forced penetration of another person's oral, anal, or genital opening with a body part or any object.

Sexual violence may be committed by: (1) Physical force, violence, or threats; (2) Coercion or intimidation (3) Ignoring the objections of another person (4) Causing another's intoxication or impairment with alcohol or drugs; (5) Taking advantage of another person's intoxication, incapacitation, unconsciousness, state of intimidation, helplessness, or other inability to consent.

RPCC shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decision, and training and prevention decisions.

DEFINITIONS

- A) Bystander Intervention:** a philosophy and strategy for prevention of distinct types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. Bystander Intervention is based on the fact that people make decisions and continue behaviors based on the reactions they get from others.
- B) Coercion:** The use of explicit or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.
- C) College Title IX Administrators:** Any of the following that have been appointed or may have volunteered to serve as a Title IX representative for the college: College Title IX Coordinator, Deputy Title IX Coordinators, and/or Campus Title IX Coordinators.
- D) Complainant:** An individual whose report of sexual misconduct has not yet been investigated and validated. (The person who brings or files the complaint of any sexual misconduct or discrimination against another)
- E) Confidential Advisor:** A person who will be assigned if requested to the student or employee filing the complaint. The advisor should not have any personal involvement and shall assist and/or consult with the student or employee only. The advisor shall not function as a spokesperson. The confidential advisor primarily serves to aid a student or employee involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws.
- F) Consent:** An affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonable should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. A person who is no longer capable of giving consent automatically withdraws consent. A current or previous consensual dating or sexual relationship between the persons involved does not

itself imply consent or preclude a finding of responsibility.

G) Dating Violence (also known as Intimate Relationship Violence): The violent conduct that occurs by any person who is or has been in a social relationship of a romantic or intimate nature with the victim, according to the Louisiana (LA) Revised Statutes (RS) 46:2151. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, physical, sexual, psychological, or emotional abuse. Dating violence also includes stalking but does not include acts covered under the definition of domestic violence. In compliance with Title 34, Code of Federal Regulations (CFR) 668.41, reporting and disclosure of information, and the annual security report as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), any conduct meeting this definition will be considered an offense for the purposes of Clery Act reporting.

H) Domestic Violence (also known as Domestic Abuse): The intentional use of force or violence against another household member. For this definition, a household member is defined as:

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the authority in which the crime of violence occurred.

This includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another, LA R.S. 46.2132. In compliance with Title 34, CFR 668.41, reporting and disclosure of information, and the annual security report as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), any conduct meeting this definition will be considered an offense for the purposes of Clery Act reporting.

I) Family Violence definition in Louisiana State Law: Any assault, battery, or other physical abuse that occurs between family or household members, who reside together or who formerly resided together. La. RS 46.2121.1(2)

- J) Harassment:** Physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance, or regulation.
- K) Hostile Environment:** Conduct which results in an environment that is no longer conducive to a student's ability to learn or an employee's ability to work productively and/or effectively.
- L) Incapacitation:** When an individual, if by reason of mental or physical condition, is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Being intoxicated or under the influence of drugs or alcohol can lead to incapacitation. However, a person who is intoxicated or under the influence is not necessarily incapacitated. Other indicators that may indicate that a person may be incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.
- M) Perpetrator:** An individual found guilty of sexual misconduct or discrimination.
- N) Respondent:** An individual against whom a sexual misconduct or discrimination complaint is brought, which complaint has not yet been validated through investigation and/or adjudication.
- O) Responsible Employee:** RPCC requires all employees of the institution to report suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator, or other appropriate school designee; While all employees are mandated to report such conduct, employees that have been designated by the College and have authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee are considered "*Responsible Employees*". All employees designated by the College will be clearly identified and posted to the RPCC website and published in other documents such as the Annual Security Report for easy accessibility. Such information will contain the name(s), phone number, email address and location of each Responsible Employee. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters or as Responsible Employees.
- P) Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported any discrimination, Sexual Misconduct, or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits

Retaliation. For purposes of the Policy an attempt requires a substantial step towards committing a violation.

Q) Sex Discrimination: is conduct that limits or denies a student or an employee's right to benefit from educational or employment programs, services, or resources based on a person's gender.

R) Sexual Exploitation: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio-or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

S) Sexual Harassment: Unwelcome conduct of a sexual nature when

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; (3) such conduct has the purpose and effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited sexual harassment are referred to as "sexual misconduct."

T) Sexually Oriented Criminal Offense: Any sexual assault offense as defined in: La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

U) Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress, according to LA R.S. 14:40.2. Also, Louisiana law states that stalking shall include but not be limited to the intentional and repeated uninvited presence of a person at another person's home, workplace, or school.

Additionally, such uninvited or unwanted presence can be at any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnaping, or any other criminal act to the person, any member of the person's family, or anyone with whom the person is acquainted.

- **Harassing-** the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages, via a third party, or sending letter or pictures. *LRS 14:40.2(A).*

- **Pattern of Conduct-** a series of acts over a period, however, short, evidencing intent to inflict a continuity of emotional distress upon the person.

V) Victim is an individual who, after all due investigation and/or adjudication, has been found to be the target of any sexual misconduct or discrimination.

W) Victim Protection Orders- Violation of protective orders is the willful disobedience of a preliminary or permanent injunction or protective order issued after a court hearing, or the willful disobedience of a temporary restraining order or any protective order issued, criminal stay-away orders as provided for in Code of Criminal Procedure, if the defendant has been given notice of the temporary restraining order or protective order by service of process as required by law. (14:79)

GENERAL PROVISIONS

RPCC applies these definitions to the areas of student affairs (academic advancement, academic standing, and academic performance), human resources (employment, employee performance evaluations, and promotions), to all campuses, and to all events and activities held on RPCC's campuses or any RPCC sponsored event or activity, regardless of whether held on or off campus.

Any student or employee who believes that he/she has been subjected to discrimination, sexual harassment or sexual misconduct has a right to report the incident or conduct to the College Title IX Coordinator who shall be responsible for the coordination, implementation, and enforcement of Title IX for the college. A student or employee also has the right to report an incident or conduct to any of the Title IX administrators for the college who shall be responsible for Title IX coordination, implementation, and enforcement for the campus. Additionally, a student, who participates in any of RPCC's athletic sports programs, who believes that he/she has been subjected to discrimination, sexual harassment, or sexual misconduct has a right to report the incident to the Deputy Title IX Coordinator for athletics.

COMPLAINT PROCESS

Any student or employee who believes that he/she has been subjected to discrimination, sexual harassment, or sexual misconduct shall report the incident to any of the Title IX administrators for the college mentioned above, a student affairs administrator, or a human administrator as soon as possible after the alleged incident occurs. Any person who witnesses an incident or receives a complaint shall be responsible for notifying any of the Title IX administrators for the college.

All complaints of discrimination, sexual harassment or sexual misconduct should be reported to RPCC staff. However, a student or employee who feels that he/she is the victim of such conduct has the legal right not to report the incident to law enforcement. Also, no student or employee is required to report or make a complaint of

discrimination, sexual harassment, or sexual misconduct to the person who is or has engaged in the conduct in question.

Once a complaint has been received, the College Title IX Coordinator may recommend having interim safety measures or remedies put in place for all involved parties, including all witnesses. Such remedies may include making an alternative classroom, or workplace, or limiting contact between the parties involved until a thorough review has been completed. All parties involved shall keep information regarding the complaint private. Failure to do so by any person involved may result in disciplinary or corrective action.

INITIAL REVIEW

The College Title IX Coordinator, or any of the Title IX administrators for the college, shall conduct or supervise the initial review of the complaint. This shall be done with assistance, as needed from appropriate college administrators regarding the complaint. A review shall be conducted in a manner that is adequate, dependable, thorough, and impartial. A review or investigation shall be completed as quickly as possible, within a reasonable amount of time, but not more than sixty (60) days of the complaint being made. A student or employee who has made a complaint has the right to be assigned a confidential advisor who will serve as a liaison to the student or employee until the review has concluded and until a resolution has been rendered.

To ensure a timely and thorough review, a student or employee should provide the following information in writing as soon as possible:

- The name, position, department, and organization (if applicable) of the person(s) allegedly in violation of this policy.
- The alleged incident(s), including the date(s), location(s), and any witness(s) that may have been present.
- The alleged effect of the incident(s) on a student or employee (academic standing, grades, promotion, salary, termination, etc.).
- The name of any other students or employees who may have been subjected to the same type of conduct; and/or
- Other information that may be of importance to the review (past incidents at another school or workplace).

COMPLAINTS

There are two types of complaint procedures that a student or employee may bring forth, an informal complaint or a formal complaint. As set forth below, an informal complaint procedure is available under certain circumstances. If after the initial review the College Title IX Coordinator, or any of the Title IX administrators for the college, finds that reasonable cause exists to believe that this policy has been violated, the College Title IX Coordinator or a designee will determine whether the informal complaint procedure is appropriate. If it is not appropriate, a full investigation is

required (formal complaint procedure).

If the College Title IX Coordinator or designee determines that the informal complaint process is appropriate, the complainant and responding person shall be advised of the informal complaint procedure.

If both consent in writing, the informal complaint procedure will be followed, without further investigation, unless the informal complaint procedure is unsuccessful. Informal procedures are not appropriate for, or applied in, cases involving violence or non-consensual sexual intercourse. In both procedures, information obtained regarding the complaint will be treated as privately as possible, with only those with a need to know being informed of the complaint. The complainant and the responding student or employee have the right to one confidential advisor at any stage of the informal resolution process or formal resolution process. Any student or employee shall utilize one, and/or both of the following procedures for resolution:

Informal Complaint Procedure

A student or employee may file a complaint with the College Title IX Coordinator or any of the Title IX administrators for the college. All parties involved in the complaint must agree to the informal complaint procedure. Using this procedure, a review will be conducted, and a report will be prepared with findings. No more than sixty (60) days shall be allotted for this procedure. Once the informal complaint procedure is complete, written notification of findings and the proposed resolution shall be given to all parties. Such informal resolution can include meeting with each party to the complaint; review of any initial findings; recommending reassignment, separation or monitoring of the parties (however, no complainant shall ever be required to meet with the responding parties in an informal resolution); and any other actions deemed appropriate by the parties at the institution. At any time, a formal complaint procedure can be initiated if:

- ✓ A person filing an informal complaint chooses to discontinue and file a formal complaint.
- ✓ Any of the parties involved do not agree to the informal complaint process.
- ✓ The Title IX administrator determines that the informal complaint process is not appropriate or sufficient for the alleged incident(s); and/or
- ✓ A successful resolution has not been reached using the informal complaint process.

Any party dissatisfied with the outcome of the informal complaint procedure has the right to make a written request, within fifteen (15) calendar days of written notification of the proposed resolution, to the College Title IX Coordinator the formal resolution procedure, set forth below, be pursued.

Formal Complaint Procedure

A student or employee filing a formal complaint should do so in writing to the College Title IX Coordinator or any of the Title IX administrators for the college. A formal complaint must include the following:

- The name, position, department, and organization (if applicable) of the person(s) allegedly in violation of this policy.
- The alleged incident(s), including the date(s), location(s), and any witness(es) that may have been present.
- The alleged effect of the incident(s) on a student or employee (academic standing, grades, promotion, salary, termination, etc.).
- The name of any other students or employees who may have been subjected to the same type of conduct.
- Other information that may be of importance to the review (past incidents at another school or workplace); and
- The resolution desired.

Under the formal complaint procedure, the College Title IX Coordinator or any of the Title IX administrators for the college will conduct a formal investigation. Upon completion, a report will also be prepared with findings. The investigation will be conducted within a timeframe not to exceed sixty (60) days. Investigators may include, but are not limited to, employees from human resources or student services. The investigation may include in-person interviews with all parties involved and interviews of any direct witnesses. The investigator may also collect and review any documents or other relevant information to include but not limited to photographs, video recordings, or other social media.

All parties involved in the complaint will:

- Be provided written notice regarding the details of the alleged violation of this policy prior to the initiation of the full investigation.
- Have an opportunity to identify pertinent evidence to be considered by the investigator; and
- Have an opportunity to identify witnesses to be interviewed

The investigator will present a written investigative summary, based on a preponderance of the evidence standard, and will submit the summary to the College Title IX Coordinator, who will notify the appropriate Title IX administrators and campus offices. The complainant and the individual who is the subject of the complaint will be notified in writing of the results of the investigation. The investigation as well as information obtained because of the investigation is confidential. All parties involved shall keep information regarding the investigation, as well as the complaint, private. Failure to do so by any person involved may result in disciplinary or corrective action. Aside from the complainant and the respondent, only those with a legitimate educational interest shall further be notified of the

outcome of the investigation.

Resolution – Disciplinary or Corrective Action

Any student or employee who is found, after appropriate review and/or investigation, to have engaged in discrimination, sexual harassment and/or sexual misconduct is subject to appropriate disciplinary or corrective action. (Note: Violations of this Policy may subject an individual to civil or criminal liability under state or federal law).

For a student found to be in violation, a Title IX administrator for the college, along with a student affairs administrator, will determine the appropriate action necessary, as applicable according to the student code of conduct and/or policies governing students. Such action may include the withholding of transcripts. If a student accused of sexual misconduct or discrimination seeks to transfer to another institution during an investigation, RPCC will withhold the student's transcript until the investigation is complete and a final decision has been made. RPCC will inform the respondent of the college's obligation to withhold the transcript during the investigation. If a student is found to be guilty of sexual misconduct or discrimination upon the completion of an investigation and seeks to transfer to another institution, RPCC will communicate such a violation, when it becomes aware of the student's attempt to transfer, with the institution(s) to which the student seeks to transfer or has transferred.

For an employee found to be in violation, a Title IX administrator for the college, along with a human resources administrator, will determine the appropriate corrective action necessary, as applicable according to the faculty handbook and/or policies in place governing all employees.

RPCC will not tolerate any type of retaliation, direct or indirect, against any student or employee who, in good faith, files a complaint of or responds to questions regarding having witnessed prohibited conduct outlined in this policy. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Cooperation with Law Enforcement

RPCC will cooperate with law enforcement. In doing so, RPCC may temporarily suspend its investigation if law enforcement's is in the process of conducting its own investigation. If suspended, RPCC will promptly resume its investigation once law enforcement has finished gathering facts needed.

In further effort to cooperate, RPCC will make a diligent effort to enter a Memorandum of Understanding (MOU) with local law enforcement and criminal justice agencies. Such MOU's will be updated every two years and may include:

- ✓ Delineation and sharing protocols of investigative responsibilities.
- ✓ Protocols for investigations, including standards for notification and communication and measures to promote evidence preservation.
- ✓ Agreed-upon training and requirements on issues related to sexually-

oriented criminal offenses for the purpose of sharing information and coordinating training to the extent possible.

- A method of sharing general information about sexually oriented criminal offenses occurring within the authority of the parties to the MOU to improve campus safety; or
- Assurances that local law enforcement completes a sexual assault program required by state law La. R.S. 17: 1805(H); 40:2405.8(A); (C)(I).

REPORTING OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is a federal law that requires colleges that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. RPCC will adhere to all requirements of the Clery Act and Section 304 of the Violence against Women Reauthorization Act of 2013 (VA W A), which extends the Clery Act to include dating violence, domestic violence, and stalking.

REPORTING OPTIONS

A victim of sexual violence has the right to pursue criminal charges through the local law enforcement in which the incident occurred and/or to pursue disciplinary action through River Parishes Community College if the accused is a RPCC student.

If you are a victim of a sexual assault at RPCC, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. RPCC strongly recommends victims of sexual assault to report the incident as soon as possible to local law enforcement from any campus phone line or cell phone. Doing so maximizes the successful collection of physical evidence to achieve a successful prosecution of the perpetrator. Remember suspects of sexual assaults repeat their behavior until stopped.

Reporting however remains a personal decision, but at minimum the survivor should take advantage of the numerous resources available and assistance with classes. Additional reporting options include the ***Dean of Students or Campus Judicial System, Counseling and Disability Services, Campus Security Authorities (CSA's), and the Office of Human Resources.***

Reporting such crimes can help prevent it from happening again to you or others. In most cases, the strength of the case could be affected by the length of time the survivor waits before pressing charges. Persons who make a complaint and those who are responding to complaints have the following rights:

- The option to notify law enforcement.
- The option to have another member of the College community present during interviews that are part of a college-initiated investigation.
- To be notified of counseling and support services available.

- To be notified of options to change academic, living, or work arrangements. Anyone who participates in an emergency, is the victim of a crime, or witnesses any criminal activity while on RPCC's campus should notify local law enforcement as soon as possible by dialing 911

Students can also personally notify any local law enforcement officers patrolling on-campus, or any of the individuals RPCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act. Off-campus crimes may be reported to the local law enforcement agency by dialing 911. Due to various RPCC locations the police authority will vary, however the 911 operators will dispatch accordingly.

Local law enforcement agencies are the primary resource for investigations that occur on RPCC property, however RPCC executive staff may be asked to assist. Such incidents include, but are not limited to, murder and non-negligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny theft, arson, hostage situations, and/or campus shooters.

Campus Judicial System

A survivor may choose to pursue action through the campus judicial system if another student committed the assault. The Dean of Students is available to advise victims of their rights under the Code of Student Conduct, which is in the Gonzales main campus, commonly referred to as the "Student Center." Even if you choose not to pursue disciplinary action, you are encouraged to report your experience to the Dean of Students.

In any campus disciplinary action, disciplinary proceedings shall provide a prompt, fair, and impartial investigation, and resolution. The accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed in writing at the same time about the decision, changes to the decision, when the decision becomes final, and how to appeal.

Disciplinary sanctions can include but are not limited to suspension, expulsion, and/or separation from the College. Students that are victims of sexual assault may choose to pursue both the Campus Judicial System and criminal charges for students who are found responsible for rape or other sexual violence, relationship violence or stalking incidents.

Campus Security Authorities (CSA)

The *Clery Act* (and its accompanying guidance from the Department of Education) considers certain personnel members at colleges and universities to be *Campus Security Authorities* (CSA). In addition to all members of local law enforcement, Campus Security Authorities also include:

- Any individual or individuals who have responsibility for campus security

but who are not part of a campus police department or campus security department (e.g., an individual who is responsible for monitoring the entrance into college/university property).

- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including (but not limited to) student housing, student discipline, and campus judicial proceedings.

An **official** is further defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution. Examples of CSAs include (but are not limited to) the Dean of Students, Athletics team coaches, and faculty/staff advisors of student clubs/organizations. Pastoral counselors and professional counselors functioning within the scope of those roles are *not* considered to be CSAs.

THE OFFICE OF HUMAN RESOURCES

Incidents of rape and sexual violence, relationship violence and stalking involving employees of the college may be reported to the Office of Human Resources. Members of the Office of Human Resources may be consulted about situations, take reports/complaints, initiate investigate/proceedings, and make recommendations and/or determinations in such cases. Depending on the outcome of the investigation/proceedings, if corrective action needs to be imposed, the Office of Human Resources will advise College leadership on appropriate action.

Additionally, the Office of Human Resources collaborates with local law enforcement, Dean of Students, and other campus and community partners to conduct training programs for employees who interact with students, including student affairs staff.

Reporting Procedures

Students should immediately report incidents of sexual assault to the Gonzales Sheriff's Department. The following procedures govern the handling of report sexual assaults.

- Upon receipt of a report of sexual, the local law enforcement will complete/submit a police report to document such incident and notify the Vice Chancellor of Student Affairs. *All criminal reports involving arrest are submitted to the District Attorney's office in a timely manner to assist with the prosecution of criminal cases, as well as, adhering to all guidelines established by the U S department of Education Jeanne Clery Act.*
- The Vice Chancellor of Student Affairs will ensure students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. It is critical that a victim receive prompt medical attention. For medical and counseling services, contact the Crisis Intervention Center's 24-hour Crisis line.
- A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law

enforcement official before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained, and an investigation conducted from remaining evidence taken from a victim's person.

- After a sexual assault is reported, campus personnel will take reasonable and necessary steps to secure the crime scene and protect the victim.

Rights of the Victim

- A report of sexual assault is treated seriously, and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.
- A victim has the right to have the alleged sexual assault(s) investigated and passed on judicially by the duly constituted criminal and civil authorities of the governmental authority where the alleged incident(s) occurred, and to full and prompt cooperation/assistance of campus personnel in notifying the proper authorities and providing any relevant information.
- Campus personnel are prohibited from pressuring a victim to not report the crime(s) to civil/criminal investigating authorities, campus law enforcement personnel, or disciplinary authorities, or 2) report the crime as less than what occurred.
- RPCC offers a victim advice, assistance, or representation at campus disciplinary proceedings in the same manner as offered to the accused.
- A victim is notified of the outcome of the disciplinary proceedings.
- Campus personnel will cooperate in obtaining, securing, and maintain evidence (including medical examination documentation) required to prove the occurrence of criminal sexual assault for subsequent legal and campus disciplinary proceedings.
- RPCC personnel are to exercise the option(s) provided by state and federal laws and regulations regarding mandatory testing of a sexual assault suspect(s) for communicable diseases and in notifying a victim of the results of the testing.
- A victim is to be provided information regarding counseling.

Rights of the Accused

- The accused has the right to have the alleged sexual assault(s) investigated and passed on judicially by the duly constituted criminal and civil authorities of the governmental authority where the alleged incident(s) occurred, and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities and providing any potentially exculpatory information.
- RPCC offers the accused advice, assistance, or representation at campus disciplinary proceedings in the same manner as offered to the victim.
- The accused is notified of the outcome of the disciplinary proceedings.

- The accused will receive full and prompt cooperation from campus personnel in obtaining, securing, and maintain evidence that may disprove the occurrence of criminal sexual assault in subsequent legal and campus disciplinary proceedings.
- The accused is to be provided information regarding counseling.

Record Keeping

Records will be kept in accordance with Louisiana law and federal law. For students, records will be kept for 7 (seven) years, except in cases of suspension and expulsion, in which case the records shall be permanent. Employment actions will be filed in the employee's respective file and will be kept on file permanently in Human Resources.

Confidentiality

RPCC respect victim confidentiality and recognize the importance of empowering victims to make the decisions that are best for them. The College will honor student's requests to keep reports confidential to the extent permitted by law, and to the extent consistent with the College's obligations to investigate allegations. Students are encouraged to inquire about confidentially when seeking assistance and support from the varying offices. Under the Clery Act, federal law mandates the disclosure of certain statistics regarding sexual violence that occurs within the geographical boundaries of an institution of higher education. *Clery Act reports do not include the names of anyone involved, or any other information that identifies an individual. More information about the Clery Act mandates and reports can be found at the link below.*

Programs & Resources

Through various programs made available by the college, students are provided educational and support programs in the subject matter of sexual assault, as well as counseling, mental health, and support services for the victims of sexual assault or rape. Educational, counseling, and support programs are available through Advising and Counseling. Through the Executive Director of Student Development, assistance is available to students' offering options for or assistance in changing academic and living situations because of the threat of, or having been a victim of, sexual assault. The Dean of Students and the Office of Advising and Counseling are available to help victims identify their options following an assault and to notify the proper law enforcement authorities. In all situations involving sexual assault or rape, victims are encouraged to report the incident and seek further assistance.

Provisions for Support Services

Upon receipt of a report of sexual discrimination or sexual misconduct, RPCC will immediately provide to complainants and respondents the following: on-and off-campus resources, including but not limited to local advocacy, counseling, health, and mental health services, as applicable. Such support services will be offered regardless of whether the complainant chooses to formally report the incident.

Medical Care

The primary concern of law enforcement is your safety and well-being. Secondly, we strongly encourage victims to quickly obtain medical care from a hospital emergency room. Timing is critical in cases involving rape and sexual violence, as obtaining medical care will assist in preserving evidence that cannot be obtained later. Ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.

The treatment for rape may require an examination by a physician for injuries at a designated hospital, evaluated and treated for sexually transmitted diseases, medication to prevent pregnancy, and the documentation of evidence so you can decide whether to pursue prosecution. Counseling is also available. Victims desiring to pursue criminal charges will be referred to the Baton Rouge Stop Rape Crisis Center and the appropriate law enforcement agency in accordance with established procedure.

Counseling & Disability Services

Whether or not you report the assault or pursue prosecution, you should consult a trained counselor for help in dealing with the emotional aftermath of a rape. RPCC's Office of Counseling and Disability Services is available to victims of sexual assault. Individuals can contact the RPCC Counseling & Disability Services, located in the Magnolia Building (MidCity Campus) during regular business hours. A licensed professional counselor can assist with decisions about available options and can help in working through the healing process.

RPCC does not have any specific measures for encouraging professional/pastoral counselors; if and when they deem it appropriate, to inform individuals being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in annual crime statistics.

While local law enforcement accepts reports made anonymously, law enforcement personnel are legally bound to investigate and take appropriate enforcement action on any criminal activity reported.

Additional Resources

It is important to keep in mind the resources available off-campus, as they may need assistance after-hours. Additional resources and contact numbers are listed below.

- ✓ **The Rape Crisis Center** – Provides hospital accompaniment for forensic exam, crisis hotline support, legal advocacy assistance and individual and group counseling.
 - Office: 225.389.3456
 - Crisis Hotline: 225.383.7273 (24 hours)

- ✓ **Battered Women's Program**- Provides crisis hotline, safety planning, safe housing, and/or protective order assistance for women in abusive relationships.
 - Office: 225.389.3001 (24 hours)
 - Statewide Hotline: 1.800.541.9706

- **After-Hours Counseling Services/ 24 Hour Hotlines**
- **The Phone – Baton Rouge Crisis Intervention Center 225.924.5781**

Training

All RPCC employees involved in implementing the college's student grievance procedures, including everyone who is responsible for resolving complaints of reported sexual discrimination or sexual misconduct, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually-oriented criminal offense will receive annual training developed by the Board of Regents/Attorney General, beginning with each academic year.

Education

RPCC proactively address sexual harassment, rape and sexual violence, relationship violence (dating violence and domestic violence), and stalking by providing ongoing outreach, education, and support through college-wide collaborations. Such training (*sexual Assault, sexual harassment, rape, sexual violence, relationship violence (dating violence and domestic violence), and stalking*) may be administered during new student orientation each semester and/or new employee orientation or "onboarding" at the College. Additionally, this training may include, but not limited to:

RPCC policies and protocols include extensive information for students, faculty, staff and visitors regarding campus and community resources available to provide counseling and support and/or to investigate complaints.

Education and Training Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking.
- Defines what behavior and actions constitute consent to sexual activity in Louisiana.
- Provides safe and positive options for bystander intervention that may be conducted by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

GET INCLUSIVE ASSUALT PREVENTION PROGRAM

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials, including Sexual Trauma Awareness and Response (STAR) Organization (*a non-profit organization that offers a variety of services to victims of sexual assault, including comprehensive education to youth and adults in our community.*) Such material is available to new students/ employees during orientation.

More specifically, *Get Inclusive Assault Prevention Program for Faculty/Staff* course will address and provide the following training below:

- *Title IX and Clery Act compliant*
- *Addressing employees' dual roles*
- *Recognizing, preventing, and responding to violence in **their** lives*
- *Recognizing, preventing, and responding to violence in **students'** lives*
- *Scenario- and reflection-based learning*
- *Entire course is built around individual scenarios for each of the four main content areas*
- *Sexual assault*
- *Intimate partner violence*
- *Sexual harassment*
- *Stalking*
- *FEEL, KNOW, DO model*
- *Addressing attitudes, feelings, and perceptions in scenarios*
- *Guidance to support understanding of key information*
- *Resources, skills, and approaches for acting*

Prevention and Awareness Programming

RPCC will annually offer, and document, education and prevention programs that include, but are not limited to:

- Awareness programs that consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.
- Bystander intervention programs which consist of safe and positive options that may be conducted by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- On-going prevention and awareness campaigns which consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

- ✓ Prevention programs which consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- ✓ Risk reduction programming that consists of options designed to decrease perpetration and by stander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of “red zones” (i.e., times and places of high incidence of crimes, including sexual violence).

Retaliation

Retaliation against a person who has been subjected to sexual discrimination or sexual misconduct or is assisting in the investigation of such a complaint, who in good faith brings a complaint of sexual discrimination or sexual misconduct, is prohibited and shall be a violation of this Policy and shall constitute misconduct subject to disciplinary action or other actions, as described above. Any employee or student bringing a sexual discrimination or sexual misconduct complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

Campus Climate Surveys

To assess perceptions and behaviors of sexual misconduct on the campus, RPCC will administer the statewide campus climate survey annually as developed by the Board of Regents and will submit the results to the Louisiana Community & Technical College System Board by June 1 of each year, and to the Board of Regents by June 15 of each year. The survey will be voluntary, and student s will be given the ability to decline to participate.

Institutional Task Force

RPCC will establish a task force to address sexual discrimination and sexual misconduct. All student stakeholder groups will be invited to be represented on the task force through the student body government.

Amnesty

Any student who reports, in good faith, sexual discrimination or sexual misconduct shall not be sanctioned by RPCC for a nonviolent student code of conduct violation that is revealed during such a report.

On Campus Sexual Assaults

If you are the victim of a sexual assault that occurred on campus, contact the local law enforcement. If the perpetrator of the assault is an RPCC employee, the victim has the option of filing the complaint with both local law enforcement AND the Office of Human Resources for violation of the College's Sexual Assault/ Sexual Harassment Policy.

Off Campus Sexual Assaults

If you are the victim of a sexual assault that occurred off campus, dial 911 to contact the local law enforcement agency. Should incidents be reported to the local law enforcement agencies by dialing 911. Due to various RPCC locations/ authority may vary, as 911 operators will dispatch accordingly. The victim may press criminal charges against the perpetrator with the appropriate law enforcement agency. College officials can assist the victim in notifying these authorities if the student so chooses.

Risk Reduction Tips

- Examine societal and personal attitudes that tolerate sexual aggression.
- Know your sexual intentions and limits and communicate them firmly.
- BE aware that alcohol may affect judgment in a dating situation. Set safe boundaries in its use.
- Attend functions with friends you can trust. Go in a group and return home with the group.
- Be aware of surroundings; many acquaintance rapes occur in private dwellings under the cover of loud music.
- Listen to your instincts; if the situation feels risky, it is.
- Do not leave beverages unattended.
- Accept drinks only from bartender or waitperson.
- Consider buddy system; look out for one another. Be alert to behavior of friends who appear intoxicated and unable to make appropriate and safe decisions.

Rape Aggression Defense System (RAD)

R.A.D. is a comprehensive course for women that begin with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. The R.A.D. Systems is dedicated to teaching women defensive concepts and techniques against distinct types of assault, by utilizing easy, effective, and proven self-defense tactics.

The R.A.D. program is taught by nationally certified instructors who are dedicated to the growth and wellbeing of the women in our campus community. The course is suitable for women of all ages and abilities.

STATUTES/PENALTIES/LEGAL DEFINITIONS IN LOUISIANA

<u>OFFENSE</u>	<u>STATUTE NUMBER</u>	<u>PENALTY</u>
Simple Rape	14:43	Imprisoned with or without hard labor for not more than 25 years.
Aggravated Rape	14:42	Imprisoned for life at hard labor without benefit of Parole, probation, or suspension.
Forcible Rape	14:42.1	Imprisoned at hard labor not less than 5 years nor more than 40 years.
Sexual Battery	14:43.1	Imprisoned with or without hard labor for not more than 10 years.
Second Degree Sexual Battery	14:43.2	Imprisoned with or without hard labor for no more than 15 years
Oral Sexual Battery	14:43.3	Imprisoned with or without hard labor for not more than 10 years
Carnal Knowledge of Juvenile	14:80	Fine not more than \$5,000, Imprisoned with or without hard labor not more than 10 years or both.
Crime Against Nature	14:89	Fine not more than \$2,000. Imprisoned with or without hard labor not more than 5 years or both.

LEGAL DEFINITIONS

1. RAPE:

The act of anal, oral, or vaginal sexual intercourse with a person, male, or female, without lawful consent of that person.

2. SIMPLE RAPE:

- ✓ Rape where the victim is incapable of resisting or understanding the act because of a stupor or abnormal condition (i.e., drunk or drugged).
- ✓ The victim is of unsound mind, whether temporary or permanent, and the offender knows or should have known of the condition.

3. AGGRAVATED RAPE:

- ✓ The victim resists to the utmost but is overcome by force.
- ✓ Where there is a threat of great physical harm.
- ✓ The offender is armed with a dangerous weapon.
- ✓ When the victim is under 13 years-of-age. Lack of knowledge of victim’s age shall not be a defense.
- ✓ When there are two or more offenders.
- ✓ The victim is prevented from resisting the act because the victim suffers from a physical or mental infirmity preventing such resistance.

4. FORCIBLE RAPE:

- ✓ When the victim is prevented from resisting the act by force or threat of physical

violence and the victim has reason to believe resistance would not prevent the act.

- ✓ The victim is incapable of resisting or of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by a narcotic or anesthetic agent or other controlled dangerous substance administered by the offender and without the knowledge of the victim.

5. SEXUAL BATTERY:

- ✓ The touching of the anus or genital area of a victim by the offender using any instrumentality or any part of the body of the offender without the consent of the victim.
- ✓ The touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim without the consent of the victim.

6. SECOND DEGREE SEXUAL BATTERY:

A sexual battery where the offender intentionally inflicts serious bodily harm to the victim.

7. ORAL SEXUAL BATTERY:

The intentional engaging in the touching of the anus or genitals of the victim by the offender using the mouth or tongue or the touching of the anus or genitals of the offender by the victim using the mouth or tongue; when the victim has not yet attained 15 years of age and is at least 3 years younger than the offender. Lack of knowledge of the victim's age shall not be a defense.

8. CARNAL KNOWLEDGE OF A JUVENILE:

- ✓ A person who is 19 years of age or older has sexual intercourse, with consent, with a person who is 13 years of age or older but is less than 17 years of age.
- ✓ A person who is 17 years of age or older has sexual intercourse, with consent, with a person who is 13 years of age or older but less than 15 years of age.

9. CRIME AGAINST NATURE: The unnatural carnal copulation by a human with another of the same or opposite sex or with an animal. If you are the victim of a sexual crime, you should:

- ✓ Immediately call 911 *if possible*.
- ✓ Call a nearby relative or friend for assistance. After contacting law enforcement, you should remain calm and avoid destroying or contaminating any available evidence. It is best **NOT** to bathe, shower, brush your teeth, urinate, defecate, douche, change or launder clothing or bedding where evidence may be found. Clothing may be kept as evidence.

If you choose NOT to contact law enforcement personnel, it is still important to take care of yourself. You may consider making an appointment with a physician to be screened for sexually transmitted diseases and pregnancy. A police report is **not necessary** to receive victim services.

3.12 MEDICAL EMERGENCIES & PROCEDURES

A. GENERAL PROCEDURES

For any situation requiring emergency medical assistance on campus, call 911.

Emergency response personnel will respond to and render assistance as needed when a medical emergency has been reported or observed. EMS will be notified on a case-by-case basis; however, officers are required to contact EMS if he/she observe or witness individuals that are incoherent, non-responsive, excessive blood loss, complaints of dizziness, great bodily harm, etc.

Due to liability concerns, staff members may NOT transport students or any others to a hospital in the event of an emergency; call for an ambulance if someone is injured and/or requires immediate transportation. A taxi, Uber (or similar ride-share service), or a friend (non-staff member) may be called to transport the student if the illness or injury does not require an ambulance.

This policy is designed to protect the College staff, faculty, and student employees from potential lawsuits if an accident or injury were to occur, which might be caused in the transportation process.

Transportation of students and others is not part of the job description of any person employed by River Parishes Community College.

B. After notifying the Police, the following steps should be taken:

- Keep victim still and comfortable. DO NOT MOVE THE VICTIM.
- Talk to the victim, ask “Are you okay?” and “What is wrong?”
- Check breathing and administer CPR if necessary.
- Control serious bleeding by applying direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical identification, question victim and witnesses as to their names and phone numbers and give all information to Campus Police and Emergency Medical Services.

3.13 ELEVATOR EMERGENCY

A. If you are trapped in an elevator:

- REMAIN CALM!
- Use the emergency phone or a cell phone to notify emergency personnel.
- Do not attempt to pry open doors.
- Do not attempt to use the overhead hatch.
- Facility Services, The Office of Environmental Safety and local emergency personnel will be dispatched to attempt to restore the elevator to service.
- If the attempt to restore the elevator to service is unsuccessful, an elevator mechanic will be called immediately to take care of the problem.
- In the event of a medical emergency or if the Expected Time of Arrival of the elevator mechanic will exceed thirty minutes – an hour, local Fire-Rescue (911) will be contacted.

B. If you come across individuals who are trapped in an elevator:

- Immediately call Facility Services, The Office of Environmental Health & Safety, and/or 911.
- Try to locate the elevator car by going floor-to-floor and listening at the door for sounds such as banging, crying, or yelling.
- Talk to the person inside by yelling through the door.
- Tell them to remain calm and not to try to escape. Remain in contact with the trapped individuals and inform them of the steps being taken to get them out of the elevator.
- If safe to do so, remain with the person(s) until help arrives.

3.14 UTILITY PROBLEMS & FAILURE

(Power Failure/ Plumbing Flooding/ Water Damage Protocol/ Gas Leaks)

A. PROCEDURES

All utility problems and failures need to be reported to the Director of Facilities and local law enforcement immediately. Please follow the procedures outlined below in the event of a utility emergency.

1. POWER FAILURE

- a. Report any power failure to campus **DIRECTOR OF FACILITIES AT 225.734.8535** and local emergency responders.
- b. Loss of power to fume hoods may require the evacuation of laboratories and surrounding areas.
- c. **Any building experiencing a power outage must be considered for an evacuation**, per code requirements. Even if a building has the capability to receive power from an associated emergency generator, the generator may not be capable of supplying the building's entire needs, and its ability to provide power for any extended period may be limited. In the absence of offsite power, the emergency lighting and life safety systems in the building will have limited duration. Without offsite power, the HVAC systems will be inoperable, and the environmental conditions within the building will deteriorate to a point where the

building may become intolerable for occupancy. A power outage may be accompanied by a power surge, which can cause lighting ballasts to burn out and other electrically powered equipment to become inoperable. Accordingly, depending on the extent and anticipated duration of the power outage, it may be necessary to evacuate the building or even close the entire campus. Considering the emergency equipment limitations and in consideration of the impact of a power outage on staff, faculty and students, the process to arrive at this decision should be completed within 15 minutes as a target. Because of the importance of erring on the side of safety, it should not go beyond 30 minutes.

d. If the building's fire alarm system is triggered because of the power surge or smoke from burnt-out lighting ballasts or other equipment, evacuation of the building is **MANDATORY**. Otherwise, the decision to evacuate a building and/or close the campus because of a power outage will follow a deliberate process and will be made as follows:

1. The Vice Chancellor of Finance & Administration and the Executive Director of Facility Services must be notified of the power outage immediately by whoever first becomes aware of it or receives the report of it (other Facilities personnel or Police).
2. The Executive Director for Public Relations & Marketing and/or Vice Chancellor for Finance & Administration will notify the Chancellor or designee.
3. The Executive Director of Facilities will contact the utility company serving the affected campus (i.e., Mid City, Jackson, or Central) to obtain as much information as possible concerning the cause and extent of the outage and the anticipated time of restoration of service. Communication with utility representatives must be continuous throughout the decision-making process and as necessary until power is restored.
4. Following consultation among these parties, the decision to evacuate the affected building(s) and/or close the campus will be made by the Chancellor or designee, based on information from Facilities and the local utility company regarding the extent and duration of the power outage.
5. If so directed, law enforcement, The Office of Environmental Safety, and other Crisis Management Team Members will instruct building occupants to evacuate and leave the indicated location at once. Building occupants will be given instructions on what areas need to be evacuated and where to assemble or relocate. (See 3.18 Building/Campus Evacuation Procedures)
6. If you become trapped in an elevator during a power outage, use the emergency phone in the elevator to contact emergency response personnel. Wait for assistance. Do not panic. Help will be on its way.

7. If your building is evacuated or the campus is closed, do not reenter the building, or remain on the campus until an official announcement from the College is issued.
8. Closing of the campus will require everyone to leave except for key staff (Facilities, Police, essential personnel, etc.).

2. PLUMBING PROBLEM/FLOODING

- Cease using all electrical equipment until repairs have been made.
- If necessary, vacate the area and prevent anyone else from entering by using signs or barricades.
- AVOID standing water due to the potential for electrical shock.
- Call Facilities at 225.734.8535.

3. FLOOD/WATER DAMAGE PROTOCOL

- Once a staff member determines that there is a flood condition, (where private property and/or building damage may occur from the water), the following procedures need to be utilized:
 - Contact the Director of Facilities at 225.734.8535 (office); assign someone to contact these services if you are needed at the scene or in some other capacity.
 - Utilize the building staff to maintain crowd control.
 - Communicate with all individuals involved regarding the incident, protocol for management of the situation, and any progress of clean up and/or repair efforts. Do NOT provide any information until emergency personnel has assessed the situation and given the ok.
 - There may be a need for insurance claims if private property is lost/damaged. Never promise a student, employee, or guest that their personal belongings will be covered by insurance claims. If needed, this process will be discussed and determined by the appropriate personnel in Administration and the College's insurance carrier.

4. WATER DAMAGE CONTROL INFORMATION

Major concerns include property loss, mold, parasites, and viruses. The importance of a timely response to any form of water damage is necessary to prevent progressive material damage, amplification of microorganisms, and to minimize potential adverse health effects.

- **Water Categories:**

- clean water – water that does not pose harm to humans.
- gray water – contains significant degree of contamination.
- Black water – water contaminated with organisms and harmful to humans. Water problems must be reported immediately. The longer the water remains stagnant, the greater the chance of property damage and health risk. As

water degrades from one category to another, the damage and contamination increases.

- **Possible Sources of Water on Campus:**

- Drinking fountains
- Toilets/showers
- Humidity
- Washing machines
- Sprinklers
- Broken pipes
- Heaters

- **When Water Damage Occurs:**

- If safe to do so stop the water source, dam the water from continuing to flow and remove objects out of water's path.
- Secure the area.
- Report the problem to the Director of Facilities at 225.734.8535 (office)

5. GAS LEAKS

If you smell natural, propane or other compressed gases, you should:

- ✓ Cease all operations!
- ✓ Do not switch on the lights or any electrical equipment. Remember, electrical arcing can trigger an explosion.
- ✓ LEAVE the area immediately.
- ✓ Keep others out of the area.
- ✓ Call The Office of Environmental Health & Safety 225.216.8283; Director of Facilities at 225.734.8535 or dial 911.
- ✓ Evacuate the building if appropriate and wait for further instructions from Administrators or Crisis Management Team Members.
- ✓ Monitor wind direction and ensure the Safe Assembly Area is away from the gas fumes.
- ✓ Wait for Emergency Responders and inform them of the emergency.
- ✓ Do not reenter area until Emergency Responders have made an announcement that it is safe to do so.

3.15 HAZARDOUS MATERIAL INCIDENTS/CHEMICAL SPILL

A. Basic Guidelines on Campus

In the event of hazardous incidents involving chemical spills at RPCC locations, please follow the procedures outlined below:

- ✓ Dial 911 immediately; Notify Director of Facilities (225.734.8535)
- ✓ Local law enforcement and emergency responders will notify; Environmental Health & Safety Director; Vice Chancellor for Finance & Administration; Executive Director for Public Relations & Marketing; and the Office of the Chancellor.
- ✓ Evacuate to a safe location, taking class roster. Instructors will take attendance after evacuation.
- ✓ Seal off area of leak/spill (if possible). Close doors.
- ✓ Emergency personnel (Fire Department, Law enforcement) will determine additional shelter-in-place or evacuation requirements.
- ✓ Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- ✓ Resume normal operations when the incident has been cleared and approved by the Fire Department and local law enforcement.

OFF CAMPUS (near RPCC locations)

- ↳ Fire Department or local law enforcement will contact college officials, If RPCC receive information prior to official notification of Fire Department or Law Enforcement, CMT members will immediately alert the campus & proceed with following:
- ↳ Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until threat diminishes or relocation is necessary.
- ↳ Follow procedures for sheltering-in-place or evacuation.
- ↳ If evacuating, Instructors take class rosters and take attendance after evacuation.
- ↳ 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.
- ↳ Notify emergency contact, if student is evacuated, according to college policy and/or guidance.
- ↳ Resume normal operations when the incident has been cleared and approved by the Fire Department and local law enforcement.

B. Trained Laboratory Personnel Responsibilities & Responding to a Minor Chemical Spill.**1. Minor Chemical Spill** -A minor chemical spill is characterized by the following:

- Chemical is known.
- Does not pose an immediate or potential significant risk to safety or health, i.e., no fire, explosion, or chemical exposure hazard.
- Does not have the potential to become an emergency.
- Can be absorbed, neutralized, or otherwise controlled and cleaned up by personnel in the immediate area or by Facilities personnel.

2. Responsibilities:

- Alert people in the immediate area of spill and evacuate them, as necessary.
- Isolate the area by closing doors, etc. as necessary.
- If spilled material is flammable, remove or turn off ignition, heat sources, and unplug nearby electrical equipment.
- Establish exhaust ventilation, if possible, by turning on fume hoods; avoid breathing vapors from the spill.
- Locate the spill kit.
- Put on protective equipment, including safety goggles, suitable gloves, and long-sleeved lab coat.

- ✓ Confine and contain the spill by applying spill socks/pillows/pads or other appropriate absorbent material, first around the outside of the spill, encircling the spilled material, then absorb to the center of the spill.
- ✓ Use appropriate materials to neutralize inorganic acid and base spills.
- ✓ For solid chemical spills, cover the spill with a slightly damp paper towel to avoid creating a cloud of dust and push the material into a dustpan or other collection receptacle using the towel.
- ✓ Sweep material, used absorbents/neutralizing agents, etc. into a plastic dustpan and place into a plastic bucket or bag.
- ✓ Wet mop the spill area. Be sure to decontaminate the broom, dustpan, etc.
- ✓ Place all contaminated PPE into plastic bag.
- ✓ Store waste in designated area until waste pick-up is scheduled.
- ✓ Notify local emergency responders or law enforcement if necessary. In any event, notify the Director of Facilities (225.734.8535) after you have cleaned up the spill so that the incident can be documented.

C. Trained Laboratory Personnel Responsibilities & Responding to a Major Chemical Spill.

1. Major Chemical Spill- A major chemical spill is characterized by the following:

- ✓ Chemical is unknown.
- ✓ Chemical is highly toxic or reactive.
- ✓ Poses an immediate significant risk to health.
- ✓ Involves a fire hazard outside a fume hood or an explosion risk.
- ✓ Response and cleanup of are beyond the expertise and ability of personnel in the immediate area or Facilities personnel, and the equipment and materials for containing and cleaning up the spill are not available.

2. Responsibilities

- ✓ Attend to any injured or contaminated persons and remove them from exposure.
- ✓ Alert people in the immediate area to evacuate.
- ✓ Call 911 for local law enforcement to provide as much of the following information as possible.

3. Chemical(s) involved.

- ✓ Quantity spilled.

- Location of the spill.
- Nature and extent of any injuries or damage incurred, if any.
- Control measures taken.
- Your name and phone number (or where you will be located) and how you can be identified.
- Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people.
- If spill material is flammable, turn off ignition and heat sources if that can be done safely.
- If trained in spill cleanup and if appropriate spill response equipment and materials are available, take measures to clean up or contain the spilled material if it is safe to do so.
- If danger is believed sufficient – activate the nearest fire alarm **(unless there is a chance of explosion from the chemical spill)** and evacuate the building. If there is a possibility of explosion by activating the fire alarm, evacuate the building manually by alerting others by voice.
- Close doors to affected area.
- Notify local law enforcement.
- Meet responders.
- Security will coordinate with or notify the following:
 - Appropriate emergency response personnel (e.g., EMS, Local Law Enforcement & Fire and Rescue).
 - The Director of Facilities & Environmental Safety, who will obtain assistance from outside spill response and cleanup contractors if necessary.
 - Safety & Risk Management
 - Quantity

Additional information is also referenced and made available to faculty, staff, and students in CANVAS, RPCC's Learning Management System.

3.16 INCLEMENT WEATHER & EMERGENCY SCHOOL CLOSURE

A. PROCEDURES

In cases of inclement weather (*hurricanes, tornadoes, thunderstorms, floods, ice/freezing, or other emergencies*) at RPCC locations that pose an immediate or on-going threat to health or safety of the RPCC Community, requiring an unscheduled closure of classes and events, RPCC will immediately send an alert to notify faculty, staff, and students as soon as possible.

One or more of the following communication tools below will be utilized to notify students, faculty, staff, and visitors of emergency situations:

- **RPCC SmartNotice**, (RPCC's Emergency Mass Notification System) will be utilized to expedite the delivery process in communicating the information to faculty, staff, and students in a timely manner. (*Email, text messaging, voice messages, office desk*

phone, cell phone, etc.)

- ✓ The Executive Director for Public Relations & Marketing, in conjunction with other CMT Members will be responsible for disseminating information, such as posting to the College’s website, campus buildings, notifying radio and television media regarding the decision (*early dismissal, cancellation, closure, etc.*).
- ✓ In absence of the Chancellor, succession of duty for this determination will be the Chancellor's designee.

3.17 EMERGENCY LOCKDOWN PROCEDURES AND DRILLS

A. Emergency Lockdown

A lockdown can be issued at any time when there is a threat to faculty, staff, students, and visitors at the College. There are various levels of a lockdown, however, we will include specific terminology and information conducive for RPCC locations to better serve our faculty, staff, and students in the event of a lockdown at property owned or controlled by the College.

In general, a lockdown is issued when an imminent threat (internal or external) of violence involving one or more armed individuals is present and has caused serious bodily harm (likely to cause death) to the RPCC Community. Whether the threat is internal (*when the danger is inside of the school or campus*) or external (*occurs outside of the school building or campus*), the objective of this lockdown is to prevent the threat from entering the school or campus. Overall, our goal is to keep everyone safe until the threat is completely removed.

1. Types of Lockdown & Definitions:

- ✓ **Partial Lockdown-** The doors leading outside of the building are locked and individuals may not exit or enter the building.
- ✓ **Full Lockdown-** Campus is locked down & individuals are required to remain in their location and cannot exit or enter other areas of the campus, such as a classroom, an office space, cafeteria, building, etc.
- ✓ **Hold & Secure-** Locating an area on campus (office, closet, bathroom, etc.) during and active shooter incident or a violent encounter with the ability to secure the door or prevent other from entering the area. Hold & Secure is a premise utilized to educate faculty, staff, and students how to react to violent situations on campus.
- ✓ **Shelter in Place-** When there is not time to evacuate or when certain conditions, such as a tornado, hurricane, or chemical spill are near the campus and have rendered the area to be unsafe; usually an external health hazard where building evacuations are not recommended.

School lockdown procedures require the cooperation of the faculty, staff, and students. While every school will have their own unique set of rules in their lockdown procedure, the following are general guidelines and best practices for the following types of a lockdown.

- **PARTIAL LOCKDOWN-** This scenario involves an incident that pose serious threat to employees, students, and visitors, requiring RPCC personnel will take immediate action in securing all doors leading to the outside of the building. Individuals should remain in such location until local law enforcement, or Campus Administrators indicate that it is safe to leave the area, as individuals may not enter or exit the building.

- **FULL LOCKDOWN- This** scenario involves an incident that pose serious threat to employees, students, and visitors, requiring RPCC personnel will take immediate action in securing all doors leading to the outside of the building. Individuals should remain in such location until local law enforcement, or Campus Administrators indicate that it is safe to leave the area, as individuals may not enter or exit the building.

- **HOLD & SECURE-** In the event a “Hold & SECURE” has been ordered, **employees, students and visitors** should locate an area, such as an office, closet, bathroom, etc. with a locking mechanism, or can prevent others from entering the area. Individuals should remain in such location until local law enforcement, or Campus Administrators indicate that it is safe to leave the area. Hold & Secure is a premise utilized to educate faculty, staff, and students how to react to violent situations on campus. RPCC constituents will be directed to Hold & Secure in the event of an Active Shooter on campus or any incidents likely to cause serious bodily harm or death.

- **SHELTER IN PLACE-** In the case of inclement weather or naturally occurring conditions that can develop into emergencies, the Office of Environmental Safety will monitor weather conditions to establish the safety of our students, employees, and visitors for all RPCC locations.

C. SHELTER IN PLACE PROCEDURES

In the event of a message or announcement to “Shelter in Place,” immediately proceed to enter the nearest building to the predestinated **Emergency Safe Zone** (campus offices or classrooms, as necessary, etc.). Individuals should remain “sheltered in place” until they are directed by local law enforcement, or Campus Administrators that it is safe to leave the **Emergency Safe Zone**.

3.16) will assist RPCC constituents in locating the best accessible space on campus when instructed. In some cases, shelter-in-place may mean sheltering within campus offices or classrooms. Instructions will be provided regarding specific actions that should be taken.

If you are asked to shelter in place, immediately follow these actions:

- ✓ Stop what you are doing right away (i.e., classes, work, and business operations). Do not risk exposure by moving to another building whether by foot or by vehicle.
- ✓ Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, and copy and conference rooms without exterior windows work well.
- ✓ Avoid selecting a room with mechanical equipment like ventilation blowers or pipes. It is ideal to have a hard-wired telephone in the room(s) you select.
- ✓ Close and lock all windows, exterior doors, and any other openings to the outside, where possible. If advised there is danger of explosion, close the window shades, blinds, or curtains.
- ✓ Have the phone available if you need to report a life-threatening condition. Be mindful that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- ✓ Bring everyone into the room. Shut and lock the door(s). Be alert for RPCC updates until you are told all is safe or you are told to evacuate.
- ✓ **All individuals should proceed to predestinated EMERGENCY SAFE ZONES (See figure illustrated below).**

All personnel will remain sheltered until local law enforcement or Building Safety Captains indicate that it is safe to leave the EMERGENCY SAFE ZONES directs them. ***Emergency Safe Zones are best suited for Shelter in Place Situations and SHOULD NOT be utilized for active shootings/shooter.***



- ✓ NOTE: During the time that college personnel are sheltered, the building HVAC systems will be shut “off,” and all windows and doors closed. The Office of Facilities Services is responsible for performing these duties. RPCC has designated Emergency Safe Zones within campus buildings.

Emergency Safe Zones can be identified by the decal/logo illustrated on page 84 at the bottom of the page.

D. Faculty & Building Staff

- ✓ Before an emergency exists, assess classroom or teaching areas, and assist building occupants in understanding the requirements of a lockdown.
- ✓ Be familiar with locking mechanisms for your class and office doors and windows.
- ✓ Immediately upon receiving notice to lockdown, stop whatever you are doing and assist students to get into the lockdown mode. Close and lock yourselves in a room, behind heavy furniture, or a barrier away from windows and doors. In the event of a weather emergency (i.e., tornado), seek shelter in an interior room with no windows.
- ✓ Barricade doors and windows if necessary.
- ✓ Turn off lights, close blinds, silence radios, etc. Ensure all cell phones are on silent mode and everyone remains quiet.
- ✓ If able to do so safely, quietly call 911 to report campus, building or classroom violence.
- ✓ State your name and give the location of where the incident is occurring, state what the incident involves, and any additional information requested.
- ✓ While in lockdown modes do **not** respond to fire alarms unless you know for certain there is an actual fire.
- ✓ If you are outside move away from the location of the threat. If you can immediately and safely leave campus, do so. Otherwise seek shelter by immediately going in a building before it is locked down, or by seeking refuge behind a car, tree, building or other secure object.
- ✓ When the lockdown order is given and the area/building secure, no one will leave or enter the secure area or building without first receiving the "All clear" signal from RPCC or local police, or an appropriate College official.

E. OFFICE OF ENVIRONMENTAL SAFETY, FACILITY SERVICES, CAMPUS

ADMINISTRATORS, AND OTHER SUPPORTING STAFF WILL ASSIST WITH THE FOLLOWING IN THE EVENT OF AN EMERGENCY AND DURING LOCKDOWN DRILLS:

- ✓ Assist in all lockdowns, whether drills or emergency (non-law enforcement members will assist when it is safe to do so).
- ✓ Conduct and encourage safety meetings as necessary with building personnel to ensure tenants are knowledgeable and capable of implementing the lockdown plan.

- ✓ Prior to emergency, plan for assistance, or assist, disabled individuals during an emergency. Be cognizant of disabled visitors on Campus that may also need assistance during an emergency lockdown.
- ✓ Prior to an emergency, ensure building occupants know to take shelter in secure areas away from windows and doors.
- ✓ Monitor lockdown drills and critique actions taken by building occupants.
- ✓ Campus Administrators, Facility Services and other support staff will not place their personal safety in jeopardy in efforts to assist during and emergency lockdown.

3.18 BUILDING/CAMPUS EVACUATION PROCEDURES

A. Campus Evacuations

If you are instructed to evacuate, you should leave the indicated location at once. Evacuation requires community members to exit a building or area and in some instances the campus.

If the need exists to evacuate the campus or an area of campus, faculty, staff, students, and visitors will receive instructions (including what areas need to be evacuated & where you should assemble or relocate) from law enforcement personnel, members of RPCC's Crisis Management, Campus Administrators, and/or first responders in the community working in concert with law enforcement agencies.

If a decision to evacuate is made, Stay CALM and SPEAK CLEARLY! Listen carefully to instructions & follow procedures below.

B. Procedures

RPCC's executive staff and local law enforcement has primary responsibility for evacuating the campus facilities and grounds. When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes, therefore, please follow directions and procedures given to affect a safe and rapid evacuation by using the tips below:

- ✓ Become familiar with work areas.
- ✓ When the fire alarm is activated, prepare to evacuate immediately.
- ✓ Do not panic but walk quickly to the closest emergency exit.
- ✓ Do not use elevators.
- ✓ Walk in a single file on the right through corridors and stairwells.

- ✓ Avoid unnecessary talking and keep the lines moving.
- ✓ Individuals requiring assistance in evacuation should proceed to the stairwell entrance areas and wait for assistance.
- ✓ If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
- ✓ When approaching closed door, feel the door with the back of your hand. If cool, carefully open the door and, if safe, proceed with the evacuation.
- ✓ No one is allowed to return to the building unless authorized by law enforcement personnel.

C. Executing Emergency Evacuation Procedures for Disabled Employees/Students

- ✓ Never use elevators, chair lifts, or any other system requiring electrical power in an emergency.
- ✓ In most cases, delay exiting persons with disabilities until the exit route is clear of traffic. This is for the disabled person's safety as well as for the safety of others. For example, where a person will be carried down flights of stairs, it is much safer to wait until the stairs are free of quicker moving traffic.
- ✓ Ensure that appropriate staff members account for all individuals with disabilities immediately after notification that an emergency exists. Inform the appropriate administrator immediately of anyone for whom cannot be accounted.
- ✓ Ensure that appropriate staff members assist individuals with disabilities in moving to their predetermined Areas of Rescue Assistance, and assist them in exiting the building.
- ✓ Ensure that appropriate staff members assisting individuals with disabilities remain with them until the emergency is over.
- ✓ Upon arrival of Emergency Responders, ensure that an administrative staff member meets with them at a prearranged location with information on number, identity, and locations of individuals with disabilities who are still in the building. Also, provide a copy of the list that describes any special medical needs that students or employees may have as well as any special equipment or apparatus that may be needed.

persons from the building. In certain cases, the potential risk of injury may outweigh the benefits of conducting the drill.

- During drills (under these unusual circumstances) disabled individuals may be evacuated to the appropriate designated Areas of Rescue Assistance.

D. RPCC STAFF ROLES & RESPONSIBILITY

The RPCC executive staff has the primary responsibility for evacuating buildings and/or the campus and work in conjunction with local responders, and essential personnel of the College. Additionally, local law enforcement shall assist with the following:

1. Communication with Crisis Management Team: Upon confirmation, incidents are assessed to determine if additional resources are needed, including the activation of *RPCC SmartNotice* RPCC’s Emergency Mass Notification System used to notify students, faculty, staff, and visitors on campus in the event of an emergency. In such cases, the Crisis Management Team is immediately notified and will coordinate with local law enforcement, Media Relation, and other team members to determine the content of the emergency message. RPCCPD will communicate updates to the Incident Command Center in order ensure that decisions are based on timely and accurate information.

2. Evacuating Campus:

- If there is a need to evacuate campus, local law enforcement and RPCC staff will coordinate and direct traffic to ensure an orderly flow.
- Implement and monitor roadblocks at all Campus roadway entries as warranted during the lockdown.
- If external resources are required, RPCC executive staff will contact the local law enforcement agencies and other external support groups as needed.
- As a safety precaution, evacuation routes may be determined at the time of an incident; determination of a route is dependent upon the nature of the incident and providing a way that best helps in evacuating the building.
- Ensure that exterior doors are closed and locked upon notice of a lockdown.

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E. THE OFFICE OF ENVIRONMENTAL SAFETY/ CAMPUS ADMINISTRATORS/ FACILITY SERVICES ROLES & RESPONSIBILITY/SUPPORT STAFF

The Office of Environmental Safety, Campus Administrators, Facility Services, and other supporting staff will assist in all lockdowns, whether drills or emergency. Additionally, the Office of Environmental Safety, Campus Administrators, and Director of Facilities shall assist with the following:

- a. Aid in evacuating buildings and/or campus.
- b. Assist with disabled personnel transportation, as necessary.
- c. In the event law enforcement personnel is required to immediately engage or eliminate conduct to stop serious injuries or life-threatening behavior NON-LAW ENFORCEMENT PERSONNEL, such as *The Office of Environmental Safety, Campus Administrators, Facility Services, etc.* are prohibited from performing such duties.

F. CONSEQUENCES FOR NON-COMPLIANCE WITH LOCKDOWN PROCEDURES:

RPCC takes safety seriously. Cooperation and participation from ALL RPCC employees/students, whether in an emergency drill or a declared emergency is mandatory. Such responses may include BUILDING/CAMPUS EVACUATION; LOCKDOWN; SHELTER-IN-PLACE, etc. *All employees, students, and visitors are required to comply with all lawful orders issued by local law enforcement, Crisis Management Team & Supporting Staff Members, designated college administrative officials, and local law enforcement and other first responders serving RPCC locations.*

Please Note:

1. Criminal charges may be filed against anyone disregarding a lawful order of local law enforcement personnel during a lockdown.
2. Employees violating this Policy may be subject to discipline up to and including loss of pay, suspensions, and termination.
3. Students violating this Policy may be subject to discipline up to and including expulsion.