



2021 Annual Report

Campus Security & Fire Safety

*Jeanne Clery Act Compliance Information
& Statistics for 2020*



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Introduction

Rainy River Community College works diligently to ensure the safety and well-being of students, faculty, staff, and visitors to campus. Students and college community members are encouraged to be aware, informed, and alert regarding safety issues on campus and to share in the responsibility to prevent crime by reporting illegal and inappropriate activities. Each of us has a responsibility for our own personal safety and security.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) enacted in 1990, requires RRCC to:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. This report must provide crime statistics for the past three years and provide policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sexual offenses. This report is available at <https://www.rainyriver.edu/college-services/safety-and-security/>. All enrolled students and faculty and staff are sent an email notification of the reports purpose, availability, and location on the website.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. A crime log must be kept and made available to the public upon request. Crime logs are kept for seven years.
3. Keep crime statistics for three years detailing crimes occurring on-campus, in residential facilities, public areas on or near campus and in certain non-campus buildings such as remote classrooms. Also reported are liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
4. Disclose procedures for missing student notification for students residing in any on-campus student housing.
5. Disclose fire safety information for any on-campus student housing. A fire log open to public inspection must be maintained and used in the publication of an Annual Fire Safety Report with policy statements and statistics including location, cause, property damage and any injuries or deaths as a result of any on-campus student housing fire.
6. Submit collected crime and fire statistics to the Department of Education annually.
7. Notify prospective students and employees about the availability of this report.

RRCC currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

EDUCATING the RRCC COMMUNITY

Educational Programming on Safety and Security and the Prevention of Crime:

- RRCC encourages students and employees to be responsible for their own personal safety and security and the safety and security of others.
- RRCC residential living orientation sessions provide information in the areas of crime prevention, sexual assault awareness, personal safety, fire prevention.
- On occasion RRCC invites various speakers, including members of law enforcement, to discuss topics of safety, security and crime prevention.
- RRCC works with the local sexual assault program, Friends Against Abuse to establish opportunities of education for the college community members on sexual assault topics.
- RRCC has available, at no cost, brochures, flyers, pamphlets, and posters concerning various safety and security issues and crime prevention.
- The RRCC Advising staff can provide referrals for students in coping with alcohol and drug abuse.

- A Safe and Respectful Campus video is mandatory for all new full-time entering students. This sexual violence prevention/respectful campus video and review of RRCC sexual violence website information will be covered in all new student Transition to College courses. All new employees must complete an online course entitled Personal Empowerment Through Self-Awareness.

GEOGRAPHY

Pursuant to the Act, the Director of Operations monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from four specific geographic areas; 1) campus, 2) residence halls (subset of campus if applicable), 3) non-campus property or institution sanctioned buildings or property and 4) public property that is adjacent to campus, and are submitted on an annual basis to the U.S. Department of Education.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, and are used to classify the locations listed in the RRCC Crime Statistics.

Campus: The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

The following map indicates the reporting area for the Rainy River Community College campus. This area includes the City of International Falls Cross Country Ski Trail and Bike Path that are both adjacent to RRCC’s property. These inclusions are separated out in the crime statistics and make up the “Public Property” category.

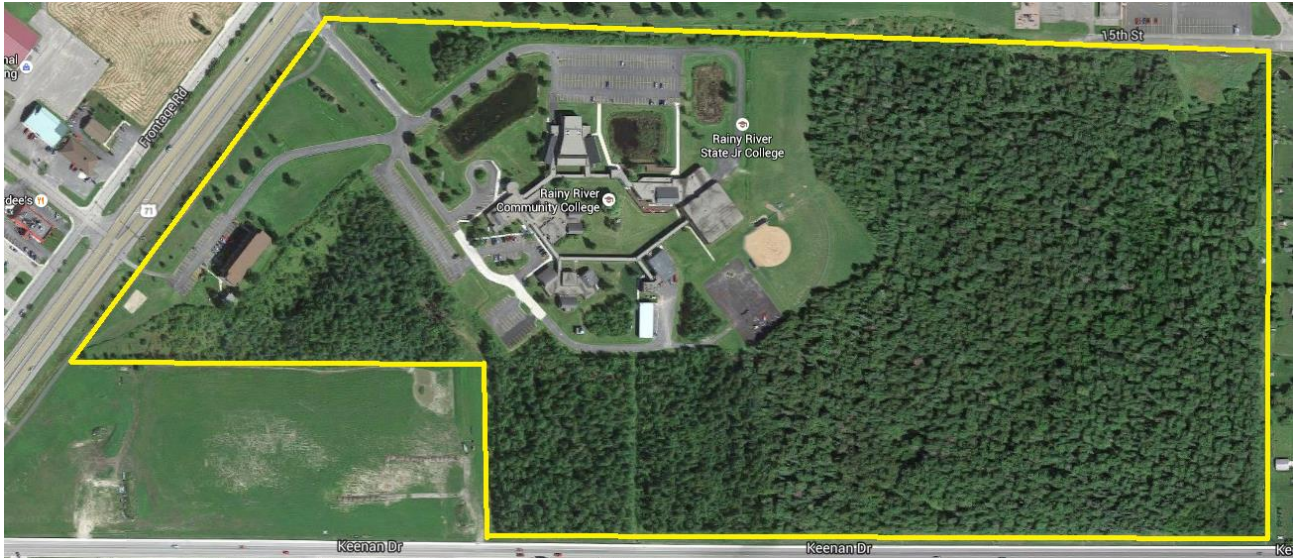
On-Campus Buildings:

Buildings – Administration, Student Services, Humanities, Student Center, Gymnasium, Maintenance, Observatory, Science, Library.	1501 Hwy 71, International Falls, MN 56649
Student Housing- Rainy Hall	1515 Hwy 71, International Falls, MN 5669

Public Property:

City of International Falls Cross Country Ski Trail	Keenan Drive and Highway 71, International Falls, MN
City of International Falls Bike Path	Highway 71, International Falls, MN

RAINY RIVER COMMUNITY COLLEGE



CRIME PREVENTION

Campus Security:

The RRCC Safety, Health and Facilities Team along with Maintenance Staff are considered Campus Security Authorities. We strive to provide the safest, most stable environment possible in which education may be pursued without the fear and presence of crime or violence. We do this by supporting and educating students, employees, and visitors in areas of personal safety and providing assistance in situations of need.

Rainy River Community College partners with the International Falls Police Department (IFPD) to respond to health, safety, and emergency situations. Members of the campus community should call 911 first in emergency situations and then contact a member of the Campus Security Authority (CSA) for assistance.

RRCC maintenance staff provides both regular patrols across campus and walking escorts to any campus community member. It is never advisable that you walk alone after dark. Please do not hesitate to request an escort to your vehicle, residence hall, or any other location on campus. You may request an escort by calling the Maintenance cell phone at (218-324-1690 or 218-324-1059 between (5p.m. - 9:30p.m.)). Escorts are available during fall and spring semester only.

RRCC encourages all students and college community members to be fully aware of the safety issues on and around campus and take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Rainy River Community College (RRCC) recognizes a team of Brad Krasaway, Tammy Wood, and Tammy Cook as the primary Clery Compliance Officers for compiling this report and annual crime statistics. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of RRCC who have significant responsibility for student and campus activities.

RRCC publishes the Annual Security Report each year by October 1. The report is distributed to all potential students on the college website and prospective employees on the job announcement via direct link to the report. All current students, faculty and staff are sent an email that briefly describes the report and also contains the exact Internet address where it can be found. Printed copies of the report are available, at no cost, upon request to the Administration Office at 218-285-2204.

See Crisis/Disaster Preparedness Plan

Personal Security Recommendations:

Protect your room or apartment:

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
- Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.
- Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Do not loan your keys to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

Protect your property:

- Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or your residence.
- Lock your door whenever you leave your room or office. Always lock your car doors.
- Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
- Protect all valuables in your room or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

Protect your automobile:

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.

Protect yourself at night:

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Call for an escort in advance (218-324-1059 or 218-324-1690) between 5 p.m.-9 p.m. Monday-Thursday.

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark. If you must travel alone at night.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment, and keep your personal or valuable items concealed and close to your body.

Help us protect you:

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them.
Suspicious activity:
 - (a) If you see any suspicious activity or people on or near campus, call the International Falls Police department immediately (911 for emergencies on campus phones or 218-283-4416 for non-

- emergencies). Do not assume that what you observe is an innocent activity or that it has already been reported.
- (b) Do not assume the person is a visitor or college staff member that you have not seen before.
- 2. Suspicious people may be:
 - (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
- Report all thefts and property loss immediately to the Director of Operations - 218-285-2204
- Be security conscious at all times.

Security Considerations in the Maintenance of Campus Facilities:

Building access and maintenance:

- The RRCC campus is for the use of the students, faculty, staff and their escorted guests and those on official business with RRCC. All others are subject to being charged with trespassing.
- Access to campus buildings is usually limited to normal business hours. Building hours are posted at entrance doors. During non-business hours access to all buildings is by keyed entry.
- Residence halls are secured 24 hours a day.
- A Safety Committee comprised of the NHED Safety & Health Coordinator, and various campus staff meet on a regular basis to review safety issues and address their resolution.
- The Facility Services Department conducts routine campus inspections.
- Students, faculty, staff and visitors are encouraged to report needed repairs for all academic areas to the Facility Director.

Policies and procedures for safe access to buildings:

- Keys are issued to authorized faculty, staff and students only.
- Exterior building doors should NOT be blocked open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are normally open from 7 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a picture I.D. in their possession and present the I.D. when requested.
- For emergency 911 calls to the International Falls Police Department, phones can be found in each building. In addition, emergency telephones are located outside the Science and Gymnasium These phones are designated with signage and are visually cued by their "orange" color.



ALCOHOL AND OTHER DRUGS ON CAMPUS POLICY

The purpose of this policy is to set forth the college's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug & Alcohol Free Campus Policy information is part of the student handbook found online at www.rainyriver.edu

Policy Regarding Drug and Alcohol use on Campus:

Rainy River Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use, or distribution of alcohol and other drugs including synthetic marijuana and herbal incense, at any college-sponsored activity or event on or off the campus.

The College will take proactive measures to educate all members of the College community about the mental and physical health risks associated with alcohol and drug abuse.

The College will impose administrative and legal sanctions on those who violate this policy. Disciplinary action may include the required completion of a rehabilitation program, written reprimand, suspension or dismissal, and referral for prosecution under local state and federal law.

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquors in Certain Buildings or Grounds, Rainy River Community College will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students.

Enforcement (Campus and Legal Sanctions)

Campus Sanctions

Administrative and legal sanctions up to: 1) termination of employment for employees and expulsion for students; and/or 2) referral for prosecution, will be imposed on students and employees who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Legal Sanctions

Federal and state sanctions for illegal possession of controlled substances range from 0-30 years imprisonment and up to \$1 million in fines. Additional penalties include forfeiture of personal property, the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

Drug and Alcohol Abuse Education Programs:

Drug and Alcohol-free Campus Policy

Rainy River Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use, or distribution of alcohol and other drugs including synthetic marijuana and herbal incense, at any college-sponsored activity or event on or off the campus.

The College will take proactive measures to educate all members of the college community about the mental and physical health risks associated with alcohol and drug abuse.

The College will impose administrative and legal sanctions on those who violate this policy. Disciplinary action may include the required completion of a rehabilitation program, written reprimand, suspension or dismissal, and referral for prosecution under local state and federal law.

Disciplinary Sanctions

Students who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions including, but not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement will be imposed on students who violate the preceding standards of conduct

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquors in Certain Buildings or Grounds, Rainy River Community College will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students.

Standards of Conduct as outlined below, apply to all students at Rainy River Community College:

- No student shall use, manufacture, sell, give away, barter, deliver, exchange or distribute; or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes Chapter 152, while on campus or while involved in a college activity, service, project, program or work situation off-campus.
- No student shall possess a controlled substance, except when the possession is for that person' own use and is authorized by law while on campus or while involved in a college activity, service, project, program or work situation off campus.
- Except as allowed by Minnesota Statute 624.701, no student shall introduce upon, or have possession upon any college campus or while involved in a college activity, service, project, program or work situation any alcoholic beverage as defined in Minnesota Statute 340A.101

The College will work with local and state law enforcement agencies to enforce State underage drinking laws.

No student shall report to campus while under the influence of alcohol or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision making or safety.

Administrative and legal sanctions up to and including termination of student employment or expulsion for students, and referral for prosecution will be imposed on students who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Federal and state sanctions for illegal possession of controlled substances range from up to one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and \$250,000 in fines for repeat offenders. Additional penalties include forfeiture of personal property and the denial of federal student aid benefits. Under federal laws, trafficking in drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100 gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts, 10-99 gm, may result in sanctions up to and including 20 years imprisonment and fines of up to \$4 million. A first offense for trafficking in marijuana may result in up to five years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, and up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The State of Minnesota may impose a wide range of sanctions for alcohol-related violations. For example, driving while intoxicated (blood alcohol content of .10 or more) may result in a \$700 fine, 90 days in jail, and/or revocation of driver's license for 30 days. Possession of alcohol under age 21 or use of false identification to purchase alcohol results in \$100 fine. Furnishing alcohol to persons under 21 is punishable by up to a \$3,000 fine and/or one year imprisonment.

NOTE: Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Drug and Alcohol Programs

The college provides periodic information to students that foster a drug- and alcohol-free environment. Policy Information on Alcoholic Beverages or Controlled Substances is available in the student handbook.

Partnerships for Success Grant

Rainy River Community College, along with six other MN colleges, was awarded a grant through the MN Department of Human Services to focus on the prevention of alcohol use (for ages 18-20) and marijuana use (for ages 18-25). Funding is available through August 2019 to implement the following strategies developed with student, staff and faculty, and community input:

Local Condition	Strategies
Students reporting they think students under 21 get alcohol from gas stations, grocery stores, and convenience stores, bars and restaurants, or liquor stores.	Responsible Beverage Server Training Compliance Checks

Students reporting they use marijuana to relax/relieve stress	Brief Motivational Interviewing paired with the Marijuana 101 online module Outdoor Experiential Education Program
Students' perception that alcohol is a central part to college social life	Alcohol Wise online module for all freshman enrolled in the Transition to College course Injunctive Norms Education and Marketing Campaign
Students' perceived risk of consequences for breaking campus marijuana policy	Policy review/change
Students' perceived risk of consequences for breaking campus alcohol policy	Policy review/ change

CARRYING & CONCEALING OF HANDGUNS POLICY

The "conceal and carry" law is officially known as the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714 ("MCPA").

Part 1. Purpose and Scope.

The purpose of this policy is to establish restrictions on possession or carry of firearms applicable to the Minnesota State Colleges and Universities System, in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law.

Part 2. Definitions.

Subpart A. Employee.

"Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and the system office, including student employees.

Subpart B. Firearm.

"Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.

Subpart C. Pistol.

"Pistol" means a weapon as defined in Minnesota Statutes section 624.712, subd. 2.

Subpart D. Student.

"Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any system college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Subpart E. System property.

"System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, system office, colleges, and universities.

Subpart F. Visitor.

"Visitor" means any person who is on system property, but does not include (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope of their employment; or (2) a student, when that student is on system property.

Part 3. General.

No person is permitted to carry or possess a firearm on system property except as provided in this policy.

Subpart A. Employees.

1. Prohibition. Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off system property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.
2. Employee reporting responsibility. An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy of the college, university or system office. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Subpart B. Students.

Students are prohibited from possessing or carrying a firearm while on system property, regardless of whether the student has a permit to carry a firearm, except as otherwise provided in this policy.

Subpart C. Visitors. Visitors are prohibited from possessing or carrying a firearm while on system property, except as otherwise provided in this policy.

Part 4. Exceptions.

Subpart A. Parking areas.

This policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility.

Subpart B. Authorized uses.

This policy does not prohibit:

1. Lawful possession or carry related to an academic use or use at a campus shooting range, such as law enforcement programs, approved in writing by the college or university president; or
2. Transport of an unloaded firearm directly between a parking area or parking facility and the location authorized for its use, or transport of an unloaded firearm directly between a parking area or parking facility and a storage facility provided by the college or university.
3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a pistol pursuant to Minnesota Statutes section 624.714, subd. 1a.
4. Possession or carry of a firearm by a licensed peace officer under Minnesota Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer pursuant to 18 United States Code section 926B, when possession or carry is otherwise authorized by law.

Part 5. Storage in State Vehicles

Prohibited. No vehicle owned, leased, or otherwise under the control of the system shall be used to store or carry a firearm, except as authorized for purposes under part 4.B.1.

Part 6. Violations.

Violations of this policy by students or employees are misconduct subject to discipline, up to and including expulsion or termination.

Part 7. Referral to Law Enforcement.

Minnesota State Colleges and Universities may refer suspected violations of law to appropriate law enforcement authorities, and provide access to investigative or other data as permitted by law.

Part 8. Effect.

In the event any other system, college, university or system office policy or procedure is found to be in conflict with this policy, the terms of this policy shall govern.

MISSING STUDENT NOTIFICATION POLICY

If a student who resides in the Residence Hall has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Director of Housing should be notified.

Under the direction of the Director of Housing and the Campus Conduct Officer, students under the age of 18, will have their emergency contact notified if they are determined to be missing more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Director of Operations (218-285-2204 or 218-324-0192) and/ or the International Falls Police department, 911, should be notified.

SEXUAL ASSAULT & HARRASSMENT POLICY

Sexual Violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Rainy River Community College and MN State. We are committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, and investigative and disciplinary process, and prevention training or other related services as appropriate.

Policy Statement

Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

No person shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, educational opportunity or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission.

A copy of the policy is contained at: <http://www.mnscu.edu/board/policy/1b01.html>

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1 policy is available to all students. Complaints will be processed in accordance with appropriate procedures.

How to Report/file a Claim:

Any student or other interested party has the right to report or file a complaint. Complaints may be filed with:

Tammy Cook, Director of Institutional Effectiveness, Title IX Coordinator

Office: A-108, 1501 Hwy 71, International Falls, MN

Telephone: 218-285-2265; email: tammy.cook@rainyriver.edu

Tammy Wood, Administrative Secretary

Office: SS113, 1501 Hwy 71, International Falls, MN

Telephone: 218-285-2204; email: tammy.wood@rainyriver.edu

*Campus Eye – Online complaint/reporting form – www.rainyriver.edu under campus security

*College Complaint/reporting form available at college front desk, or print from college website – www.rainyriver.edu

*Confidential Source – Diane Raboin – is identified as RRCC's confidential source. This is a trained staff member whom will listen and all information will be kept confidential unless requested to report by individual.

Diane.raboin@rainyriver.edu 218-285-2250

1B.3 Sexual Violence Policy **Sexual Violence Policy** <http://www.minnstate.edu/board/policy/1b03.html>

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State Colleges and Universities is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State Colleges and Universities provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

Subpart A. Application of policy to students, employees, and others. This policy applies to all Minnesota State Colleges and Universities students and employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy

3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State Colleges and Universities, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

Subpart B. College and university policies. Each Minnesota State Colleges and Universities college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including, but not limited to, its students and employees. The policy content and implementation shall be consistent with the standards in this Policy and Procedure 1B.3.1.

Part 2. Definitions.

The following definitions apply to this Policy and Procedure 1B.3.1.

Subpart A. Sexual violence. Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. "Sexual assault" means an actual, attempted, or threatened sexual act with another person without that a person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State Colleges and Universities student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. System property. "System property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, system office, colleges and universities.

Subpart F. Employee. "Employee" means any individual employed by Minnesota State Colleges and Universities, its colleges and universities and system office, including student workers.

Subpart G. Student. The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

Actions for Victims of Sexual Violence

- Get to a safe place
- Tell someone: family member, friend, counselor, advisor, someone at the college.
- Do not shower, douche, wash your clothing; do not comb your hair.
- Do not disturb any physical evidence at the scene.
- Call Friends Against Abuse 285.7220 or 866.778.6059 Ask to speak with a sexual assault advocate who can meet you at the hospital, police station or sheriff's office.
- Go to a local clinic, hospital or other medical facility to be checked for injuries, sexually transmitted diseases, HIV and pregnancy. This is important not only for personal health, but also for evidence if deciding to press criminal charges. Having an evidentiary exam does not obligate filing a criminal report.
- Victims of sexual assault are encouraged to report the crime to local law enforcement (911).

Reporting Sexual Violence

RRCC encourages the reporting of any and all incidents of sexual violence to a law enforcement agency. RRCC will provide advocacy and support for any person who chooses to report a crime of sexual violence.

- Victims of sexual violence have the right to file criminal charges.
- A report of sexual violence that is made to the college will be reported to law enforcement *only with the permission of the victim, except when laws pertaining to minors and vulnerable adults apply.*

Campus Disciplinary Action for Sex Offenses:

- The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for RRCC to proceed, a written complaint (whether by the victim or a third party) must be filed with the Director of Student Services or designee. If the complaint is criminal in nature, it will be forwarded to law enforcement.
- There are different standards of proof in the college conduct proceeding than in the possible criminal action. The college conduct proceeding determines whether the person's status as a student will be altered, whereas the criminal process determines if there will be limitations on the person's liberty. As there are different standards and the purpose of each proceeding is different, RRCC encourages students who are the victims of sexual assault to go forward with the college process.
- The college process is outlined in the Student Code of Conduct. The RRCC Student Code of Conduct (available on the RRCC website www.rainyriver.edu or in the student handbook) clearly lays out the obligation and responsibility of students in regards to personal conduct on and off-campus. This code of conduct does not replace nor does it reduce any requirements of civil or criminal law imposed upon citizens as members of the larger community. Therefore, students who violate civil or criminal law may be subject to both legal and college sanctions for the same conduct when the conduct occurs off-campus but is related to the college community.

Sexual Assault Prevention Programs

Educational programs concerning sexual assault awareness are provided by Residential Life staff and advising offices. The college also addresses sexual harassment issues during registration sessions. Literature on date rape, sexual violence, abuse, and agencies that can offer support and referral services are available in literature racks around campus. Other measures include escort services, outdoor lighting, inspection of the campus for potentially dangerous areas, and the use of indoor and outdoor security cameras.

A Safe and Respectful Campus video is mandatory for all new full-time entering students. This sexual violence prevention/respectful campus video and review of RRCC sexual violence website information will be covered in all new student Transition to College courses. All new employees must complete an online course entitled Personal Empowerment Through Self-Awareness

Resources

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several RRCC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

Friends Against Abuse provides a Crisis Line, on-site office coverage, program awareness, and prevention education to the community. Trained advocates are available 24 hours a day. Services are free and confidential. Call 218-285-7220 or toll free 1-866-778-6059.

RRCC Campus Official Contact Information

Contact Name	Office	Cell
Brad Krasaway, Director of Student Development	285-2208	218-324-0192
Tammy Wood, Administrative Assistant	285-2204	218-464-3236
Tammy Cook, Title IX, Institutional Effectiveness	285-2265	N/A
Diane Raboin, Bookstore Mgr., Confidential Source	285-2250	N/A

Off Campus Agencies Contact Information

Contact Name	
International Falls Police Department	218-283-4416 (Non-Emergency)
Emergency Services	911 (9-911 from campus phones)
Friends Against Abuse (sexual violence)	218-285-7220
National Sexual Violence Hotline	1-800-799-7233
Employee Assistance Program	1-800-657-3719

Law Enforcement Agency Information Regarding Registered Sex Offenders:

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

- The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following website: <http://www.dps.state.mn.us/bca/invest/documents/page-07.html>
- Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-603-6748.

- Information about level 3 sex offenders can be found at the Department of Corrections website at www.corr.state.mn.us/level3/level3.asp or by calling 651-642-0200. An offender locator, for offenders that have the highest risk of re-offence, can be accessed at this website also.
- Information about sex offenders can be obtained from the International Falls Police Department at 218-285-4416.

Definitions: The following definitions apply:

Affirmative Consent: Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. An actual, attempted, or threatened sexual act with another person without that a person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Rape: is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: The term "domestic violence" means felony or misdemeanor crimes of violence committed—

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. 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
5. 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 jurisdiction in which the crime of violence occurred.

Dating Violence: The term “dating violence” means violence committed by a person – who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated; and that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

1. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

RRCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. RRCC has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students and participating in and presenting information and materials during new employee orientation. Primary prevention and awareness programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome. Environmental risk and protective factors are considered as they occur on the individual, relationship, institutional, community and societal levels.

CRIME REPORTING

Reporting Policies:

The Director of Operations, located in Room SS-124 of the College Administration building, (218-285-2208) is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff and visitors) are encouraged to report **immediately** any and all potentially criminal activity to this person and/or the International Falls Police Department. Individuals reporting to RRCC who also wish to file a complaint with the International Falls Police Department will be provided with assistance from RRCC upon request.

RRCC normally requires a written complaint from someone to begin the investigation process. RRCC also usually needs the assistance of the complainant in the disciplinary process against the accused. RRCC will make exceptions, when necessary, including cases presenting clear danger to the victim and/or the college community.

RRCC will issue an annual report of criminal reports made to the Director of Operations and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by RRCC and/or recognized student organizations. The report is found on the RRCC webpage at www.rainyriver.edu/security and notification of its availability and location is emailed directly to all enrolled students and faculty and staff. It includes the following **reports** of crime:

- Criminal Homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes

Also reported are any arrests or disciplinary actions for the following offenses:

- Liquor law violations
- Drug abuse violations
- Weapons possession

When reports are made to the Director of Operations, or designee, or other campus personnel on duty will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Reporting Procedures:

All criminal activity occurring on campus should be reported immediately to the Director of Operations (SS - 124 Administration) and/or to the International Falls Police Department. College personnel will assist the complainant in completing criminal reports. These reports will also be forwarded to the International Falls Police Department. In appropriate cases, reports will also be shared with the appropriate administrator. RRCC will assist the International Falls Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

If you are a victim of a crime or witness a crime:

1. Call the International Falls Police Department (911 for emergencies [911 on campus phones] or 218-283-4416 for non-emergencies) and contact college authorities for situations including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to campus personnel or the International Falls Police Department.
3. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until campus personnel and/or the International Falls Police Department arrive.

Campus security authorities will accept third-party reports in cases of sexual assault in order to protect the victim's identity. Person's filing a complaint with the Director of Student Services will be provided a copy of the college's policies and procedures.

Any employees, faculty or staff, who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to the Director of Operations. The following staff are considered Campus Security Authorities as they have significant responsibility for student and campus activities. They must report potential criminal activity of which they are aware to the Director of Operations:

Director of Operations	Athletic Director	Coaches
Academic Advisors	Residential Assistants (RA's)	Accessibility Services
Affirmative Action Officer	Housing Director	Maintenance

The individuals should not attempt to investigate but should instead report and allow designated campus officials to investigate. All persons in the RRCC community are encouraged to assist anyone in reporting alleged criminal activity by contacting the Director of Operations and/or the International Falls Police Department, as well as providing assistance in making the report.

Student organizations utilizing any facility are encouraged to report safety and security concerns to the Director of Operations.

Emergency Numbers

Fire, Police, Ambulance:	911 (911 from campus phones)
Director of Operations:	218-324-0192
RRCC Switchboard:	218-285-7722
RRCC Housing Director (cell):	218-324-1669
RRCC After Hours Emergency (cell):	218-324-0192
RRCC Maintenance (cell):	218-324-1217 / 218-324-1059 / 218-324-1690

Rainy River Community College's Response to Reports of Crime:

All allegations will be investigated. These investigations may be made in conjunction with the International Falls Police Department. Reports will be classified by the Director of Student Services in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting definitions.

When alleged perpetrators are identified as students, the case will be forwarded to the Human Rights Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.

Rainy River Community College will, upon written request, disclose to the alleged victim or a crime or violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Rainy River Community College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Policies Concerning Law Enforcement:

The Director of Operations serves as the primary liaison with all law enforcement agencies. Campus Security authorities works closely with the International Falls Police Department and State and Federal law enforcement agencies to track and respond to campus criminal activity.

Report all crime immediately! All criminal activity on campus should be reported immediately to the International Falls Police Department (911 for emergencies [911 on campus phones] or 218-283-4416 for non-emergencies) and the Director of Student Services.

- RRCC will assist the complainant in completing criminal reports.
- RRCC will accept third party reports in certain cases, like sex offenses. RRCC prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.
- Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

- | | |
|--|--------------------------------------|
| • gender | • distinguishing marks (scars, etc.) |
| • approximate age | • dress/clothing |
| • height | • facial hair |
| • weight/build | • glasses |
| • facial description (eye color, etc.) | • distinguishing gait |
| • hair color & style | • voice |



EMERGENCY RESPONSE

The Director of Operations and members of the RRCC Crisis/Safety team, depending upon the nature of the emergency will manage crises or unexpected tragedies that adversely affect students, their families, college employees, and community members. Anyone who becomes aware of a crisis that affects our college should contact the Director of Operations or designee. Please do not assume that he/she is aware of any situation.

Rainy River Community College administration, or their designee, will make an immediate determination about the need for timely warning to the greater college community through our wireless emergency notification system (Blackboard connect/Star Alert) which became operational in 2008. Students and staff are automatically enrolled in this system upon registration.

Upon notification of the incident the college administration or designee will immediately prepare a response plan according to the following timeline: the first 10 minutes, the first hour, the first day, and thereafter.

Procedure for disseminating any emergency information to the larger community will be based upon the type of threat being presented. All media contact will be handled by the Director of Operations or designee.

EMERGENCY NOTIFICATIONS & TIMELY WARNINGS

Emergency notifications are issued for any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus such as, but not limited to, serious disease/illness, dangerous weather, natural disaster, bomb threat, explosion, or chemical hazard. Some Clery Act defined crimes may also be included.

The college Director of Operations or designee, will assess the situation and determine whether or not a legitimate situation exists. Upon confirmation of an emergency or dangerous situation posing an immediate threat to the health or safety of individuals on campus the Director of Operations, or designee, will issue a notice over the wireless emergency notification system (Blackboard Connect/Star Alert). A test of the emergency response system (Blackboard Connect/Star Alert) is conducted at random twice a semester by the Director of Institutional Effectiveness and Title IX coordinator. If the confirmed threat is perceived as on-going or continuing the notification may go out in the form of email notification, D2L student platform, the electronic bulletin board system, and posted on the RRCC website. Paper notices may also be posted around campus. Depending upon the nature of the threat, (e.g., isolated gas leak) the notification may only go to a particular segment of the college community.

Upon determination of a crime that has occurred and continues to pose a potential serious or continuing threat to the college community, the Director of Operations, or designee, will issue a campus wide **timely warning** on a case-by-case basis based on the nature of the crime and the continuing danger to the campus community. The warning is not just a cautionary statement but will include information about the crime that triggered the warning. Example of such threats could include, but are not limited to, a rash of dormitory burglaries or motor vehicle thefts, a campus reported rape in which the alleged perpetrator has not been caught, or random fires being set around campus.

As available pertinent information becomes available, the **timely warning** may identify date and time of the incident plus location, nature of the crime and possible suspect descriptions. Information promoting safety that may aid individuals in protecting themselves may be included in the warning. Additional warnings may be issued as information becomes available.

RRCC Campus Official Contact Information

Contact Name	Home	Office	Cell
Brad Krasaway – Director of Operations	N/A	218-285-2208	218-324-0192
Tammy Cook – Director of Academics and Institutional Effectiveness / Title IX	218-285-0282	218-285-2265	

CRIME STATISTICS

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the *HEA*.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

Data for this report is collected from local law enforcement, RRCC Director of Student Services, RRCC Director of Residential Living, and Director of Operations. Data includes Rainy River Community College off-campus college sponsored activities that are monitored by local law enforcement.

This report is posted on the RRCC website (<http://www.rainyriver.edu>) and the department of education website (<http://ope.ed.gov/security>). A hard copy of this report is available upon request from Administration 101 & 109.

Reported Offense - Criminal Offenses	Year	On-Campus Property	On-Campus Student Housing Facilities*	Non-Campus Properties	Public Property
Murder/Non-Negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sex Offenses, Forcible	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Sex Offenses, Non-Forcible	2020	0	0	0	0
	2019	0	1	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2020	0	1	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0

Reported Offense - Criminal Offenses		Year	On-Campus Property	On-Campus Student Housing Facilities*	Non-Campus Properties	Public Property
		2018	0	0	0	0
		2017	0	0	0	0
Reported Offense – Hate Crimes	Year	On-Campus Property	On-Campus Student Housing Facilities*	Non-Campus Properties	Public Property	Bias Motivation*
Murder/Non-Negligent Manslaughter	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Sex Offenses, Forcible	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Sex Offenses, Non-Forcible	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Burglary	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Simple Assault	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Larceny-Theft	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Intimidation	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
	2017	0	0	0	0	0

**Hate Crime Categories: Race, gender, religion, sexual orientation, ethnicity/national origin, and disability*
Reported Offense - Criminal Offenses

Arrests	Year	On-Campus Property	On-Campus Student Housing Facilities*	Non-Campus Properties	Public Property
Weapons: Carrying/Possession/etc.	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violations	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Disciplinary Actions	Year	On-Campus Property	On-Campus Student Housing Facilities*	Non-Campus Properties	Public Property
Weapons: Carrying/Possession/etc.	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Abuse Violations	2020	0	1	0	0
	2019	0	0	0	0
	2018	0	3	0	0
	2017	0	3	0	0
Liquor Law Violations	2020	0	9	0	0
	2019	0	2	0	0
	2018	0	11	0	0
	2017	0	6	0	0

ANNUAL FIRE SAFETY REPORT for RESIDENCE HALLS

Residential Facility Fire Safety Systems:

Rainy River Community College has one residential facility. The facility has a fire alarm system that is inspected and tested annually with Special Systems. The inspection report is kept on file with the Facility Services department and is available upon request. All campus fire extinguishers are certified annually by a contractor and inspected monthly by the RRCC Facility Services department staff.

Alarm Manufacturer	Fike Cyber Cat		
Alarm Initiation Devices	Smoke detectors and pull stations		
Alarm Notifications	Fire horn		
Annual Alarm Inspection	Yes		
Sprinkler System	No		
Smoke Detection	Yes		
CO ₂ Detection	No (Being Installed Fall of 2019)		

Fire Extinguishers	Yes (35)			
Evacuation Plans Posted	Every room			
Fire Drills Conducted Each Year	1/23/20	COVID Spring (All residents went home)	9/1/20	12/8/20

Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment.

Fire Evacuation Procedures:

- Loud, intermittent beeps will sound when a fire alarm is in progress. All residents must follow fire exit routes posted on the inside of all suite doors. In accordance with Minnesota State Law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until notified by official campus personnel.
- Electrical devices and lights should be turned off before exiting the building and windows should be kept open. Residents should wear shoes and clothes appropriate for the weather. Residents should lock and close bedroom and suite doors taking keys and fob devices with them.
- Once outside move away from the building and keep streets, fire lanes, hydrant areas, and walkway areas clear for emergency vehicles and personnel.
- In the event of limited or poor evacuation, the Director of Housing is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

Procedures on Reporting a Fire:

- When a fire is discovered, the nearest fire alarm should be activated and all building occupants begin evacuation.
- Call 911 to report to International Falls Fire Department.
- Notify Director of Operations, or Director of Housing. They will contact the fire alarm system management company- Special Systems and International Falls Fire Department to confirm actual fire or false alarm.
- The Director of Operations, or Director of Housing must report the incident (even if a false alarm) to the State Fire Marshal as required by state law [Minn. Stat. 299f.452(1998)].

Rules on Items Posing Potential Fire Threat in On-Campus Housing:

Residential Life provides each student living on campus a copy of the Residential housing handbook which clearly states that:

- Any type of candle, incense or any flammable or slow-burning substances are strictly prohibited in all on-campus housing facilities and resident rooms. Residents who are in possession of any of these substances will receive a written warning to remove items within 24 hours and/or may be subject to disciplinary actions.
- Microwaves are allowed in rooms; however, they must be tended while in use. Cooking appliances such as toasters, popcorn poppers, pizza ovens, warming plates, or any other appliances which have either exposed heating elements or produce excessive heat can only be used in the kitchen area of the apartment. Any residents who exhibit negligence while cooking or using ovens and sets off the room fire alarm may face disciplinary action.

Fire Safety Prevention and Training:

Fire safety education and training is currently limited to Resident Assistants and Facility Services staff. Fire Safety is a topic of discussion with ALL resident students at their Orientation session on the day they move into their room and is covered in the Residential Life Student Handbook.

The following are recommendations for all residential students:

- Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like.
- Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the inside and outside, at all times.

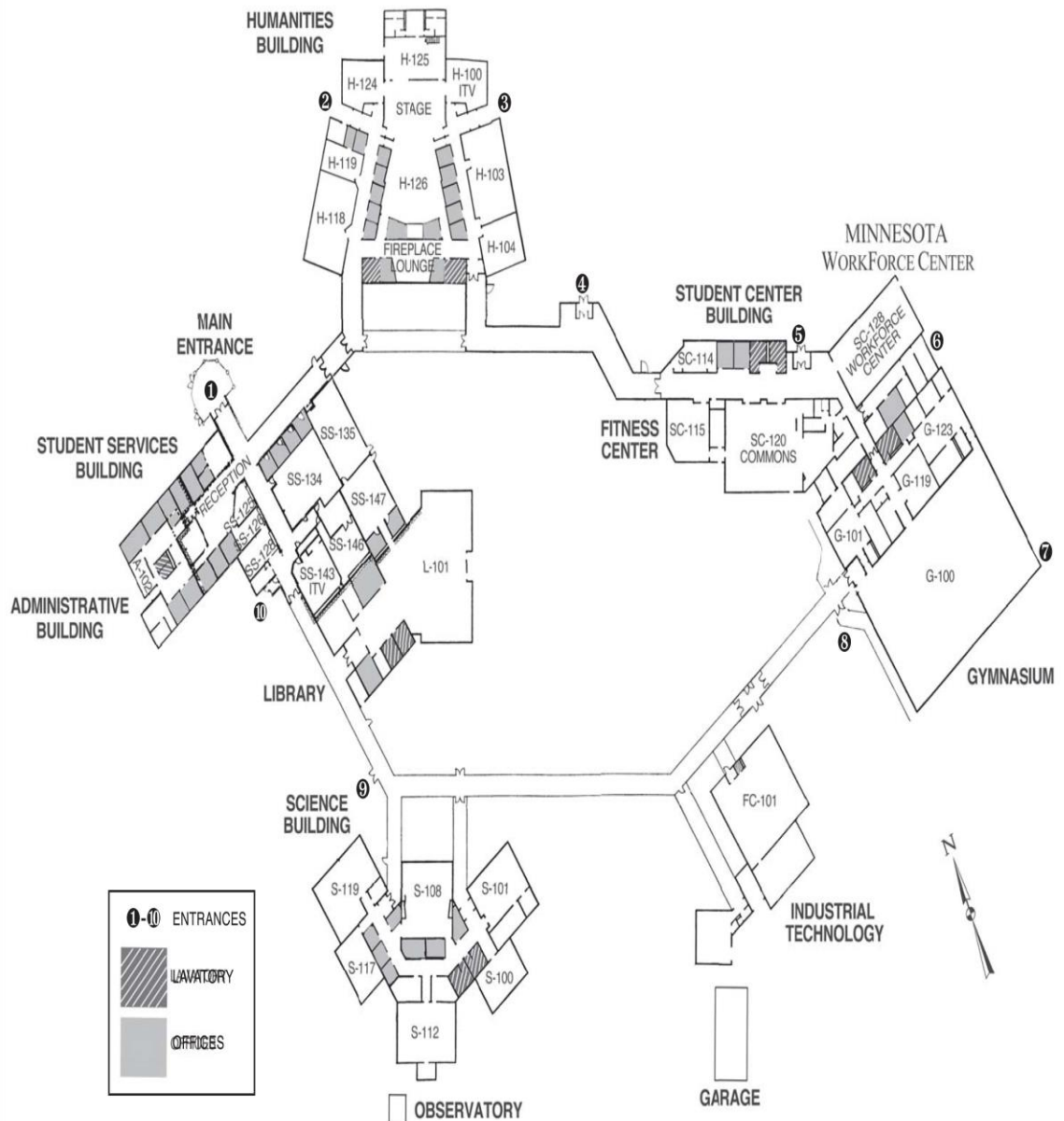
- Do not overload electrical outlets. Do not use broken, frayed or cracked electrical cords. Do not suspend lamps or lights by their own cords.
- Smoking is NOT allowed in any college building.
- Do not allow excess clutter of flammable materials.

Current Student Housing Fire Statistics

Number of Fire Calls in Residence Halls	Rainy Hall			
	2020	2019	2018	2017
Unintentional	2	4	0	0
Intentional	1	0	4	4
Undetermined	0	0	0	0
Injuries Requiring Treatment	0	0	0	0
Injuries Resulting in Death	0	0	0	0
Damaged Property Value	0	0	0	0

*Health and safety room checks are done twice each semester to look for fire hazards and address any issues we see with the residents to immediately correct the hazards.

CAMPUS MAP – RAINY RIVER COMMUNITY COLLEGE



Definitions

GENERAL DEFINITIONS

Affirmative Consent: Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Business Day is defined as “Monday through Friday, excluding any day when RRCC is closed.”

Campus is defined as

- any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by RRCC in direct support of, or in a manner related to, RRCC’s educational purposes, including the residence hall; and
- any building or property that is within or reasonably contiguous to the area identified in the first part of

this definition, that is owned by RRCC but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus residences are defined as residential facilities for students on campus.

Non-campus building or property

- any building or property owned or controlled by a student organization that is officially recognized by RRCC or
- any building or property owned or controlled by RRCC that is used in direct support of, or in relation to, RRCC’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of RRCC.

Public property is all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Referred for campus disciplinary action - The referral of a student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. These referrals do not include those students already counted in the arrest categories for liquor law, drug law, or weapons violations, but will include those referred for a major crime.

CRIMINAL DEFINITIONS

The following definitions are those used in the Uniform Crime Reporting system of the U.S. Department of Justice, Federal Bureau of Investigation.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is

accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs and the equipment or devices utilized in their preparation and/or use. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes – Crimes that manifest evidence of prejudice based on race, religion, sexual orientation, disability, gender, or ethnicity.

Intimidation – To lawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

Manslaughter – The reckless or grossly negligent killing of a human being, excluding traffic fatalities.

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.

Robbery – The taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of a person or persons by force or threat of force or violence or by putting the victim in fear. Car--*jacking are robbery offenses where a motor vehicle is taken through force or threat of force.

Simple Assault – Simple, not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.

Vandalism of Property – The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without the consent of the owner or person having control.

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DEFINITIONS OF SEXUAL OFFENSES

Forcible

Any sexual act directed against another person, forcibly or against that person's will where the victim is incapable of giving consent.

- **Forcible Rape (except Statutory Rape):** The carnal knowledge of a person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or his or her temporary or permanent mental or physical incapacity.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

- **Sexual Assault With an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of youth or his or her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly or against that person's will, or both; or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her

temporary or permanent mental or physical incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Non-forcible

Unlawful, non-forcible sexual intercourse, except "prostitution offenses."

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by laws.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

EVACUATION PROCEDURES

It is recommended that all employees and students review and become familiar with the emergency evacuation procedures annually, or whenever there are plan or facility design changes. It is recommended that departments pre-determine designated assembly points, direct occupants to those locations, and prevent re-entry to the facility. Emergency assembly points should be at least 50 feet from the building and away from areas where emergency personnel will respond, such as roadways or near fire hydrants.

In the event of an emergency or dangerous situation, designated staff will direct students, faculty, staff, and guests in the evacuation of relevant campus buildings. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from RRCC and on-scene emergency responders. Certain events, like a hazardous materials release, may require everyone to shelter-in-place to prevent exposure to harmful elements.

A test of evacuation procedures is conducted annually for the entire campus.

Evacuation Protocol

- Building evacuations occur when an alarm sounds continuously.
- Do not use elevators during an emergency evacuation.
- Everyone must exit the building quickly and proceed in an orderly manner to the pre-determined designated emergency assembly area. Be alert and pay attention to what is happening around you. Remain at the assembly point until directed by emergency personnel.
- Some emergency situations and weather emergencies may require that you take shelter in the building. Each room on campus has a copy of the Emergency Evacuation Plan posted by the door that provides a detailed evacuation route from the building, indoor shelter areas, emergency phone numbers, and the location of first aid and AED kits.

CRISIS / DISASTER PREPAREDNESS

SAFETY & CRISIS MANAGEMENT PLAN

**PROCEDURES and GUIDELINES
For Emergency Situations**



RAINY RIVER COMMUNITY COLLEGE

INTERNATIONAL FALLS, Minnesota

August 2019

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GOALS:

- Prepare for a crisis
- Identify and possibly intervene with students who may present a potential threat
- Provide a guidelines for a variety of emergencies
- Minimize injury or loss of life

CRISIS/SAFETY MANAGEMENT TEAM COORDINATORS

	Work Phone	Cell Phone	Home Phone
Brad Krasaway	285-2208	218-324-0192	N/A
Deseree Goulet	285-2230	218-324-1217	218-283-3162
RAINY HALL INCIDENTS CONTACT	Brad Krasaway	218-324-0192	
	Lauren Hewitt	218-324-1669	
	Rainy Hall RA Phone	218-324-2268	

CRISIS/SAFETY MANAGEMENT TEAM

	Work Phone	Cell Phone
Deseree Goulet (Chair)	285-2230	218-324-1217
Lauren Hewitt	285-2330	218-324-1669
Diane Raboin	285-2250	N/A
Brad Krasaway	285-2208	218-324-0192
Tammy Cook	285-2265	218-240-1199
Tammy Wood	285-2204	218-464-3236
Tammy Riley	218-735-6130	218-417-0336
Donita Ettestad	285-2209	
Dr. Kendra Puig	285-2279	

MEDIA PROTOCOL

No one other than the Director of Operations or designee has the right to talk to the media. When approached, verbalize "no comment" and refer to the Director of Operations.

EMPLOYEE RESPONSIBILITIES

- Be familiar with evacuation & lock down procedures.
- Be familiar with the appropriate evacuation exits from your area.
- Know where the nearest tornado shelter area is located.

LOCK DOWN: (appendix Code Orange)

1. Keep all students inside, turn off lights, lock all doors if possible.
2. Do not activate the fire alarm system.
3. Use a cell phone to call 911 and notify the Director of Operations (218-324-0192)
4. Stay out of view and crouch under or hide behind desks/tables without talking and remain there until the Crisis Team Coordinator gives an all-clear signal.
5. After the area is secure, determine if any students are not accounted for. Notify the Crisis Team Coordinator of any missing students or staff.
6. Assist the Crisis Team in evacuating students if directed to do so.
7. Remain with any injured people until medical help arrives.

Evening/Weekend Procedures:

Notify 911 immediately. Employees will assist students in lock down procedures as deemed necessary. College apartment staff assists college apartment students in lock down of the college apartments. Notify a Crisis Team Coordinator and Director of Operations as soon as possible.

• **SEVERE WEATHER OR TORNADO: (appendix Code Green)**

1. A tornado or severe thunderstorm has developed and has been spotted in the area or has been indicated by radar. In Int'l Falls, the public warning system (sirens) will sound.
2. Evacuate to severe weather shelter areas. Close classroom doors as you leave.
3. Move along inside walls to the designated tornado areas (see table below) of the building away from windows. Take shelter under stairwells and tables, if necessary.
4. Faculty should ensure all individuals with disabilities in their classrooms are assisted to the designated safe area. If this is not possible, go to a room on an interior wall like a bathroom or closet without windows and cover your head. Inform someone where you or student is located.
5. Ensure that students are in the "drop and tuck" (sit down & cover head) position.
6. Make every effort to remain calm and encourage those around you to do likewise.
7. Account for all students and staff. Report any missing students or staff to a Crisis Team Coordinator when it is safe to do so.
8. Remain in the safe area in the tuck position until the warning expires or Crisis Team Coordinator has issued an all-clear signal.

Designated Severe Weather / Tornado Shelter Areas:

BUILDING	LOCATION
Student Services	workroom
Humanities	Hallway by H-118,H-119, H-104-H106
Student Center	Gym hallway/bathrooms in gym
Gymnasium	Gym hallway/bathrooms in gym
IT/Maintenance	Gym hallways/bathrooms in gym
Science	Hallways/bathrooms
Library	Bookstore/bathrooms/copier room

BUILDING EVACUATION: (appendix Code Red)

1. Familiarize yourself with the evacuation routes in your work area(s).
2. When the alarm sounds or phone notification occurs, proceed as quickly and orderly as possible to the nearest exit.
3. Faculty and staff should ensure all students are out of the classroom and area bathrooms.
4. Proceed to the nearest exit.
5. Employees should ensure that all individuals with disabilities in their classrooms are assisted out of the building.
6. Once outside, proceed to the designated muster site.
7. Roll call of employees will be taken by Crisis Team Coordinator or designee. Do not return to the building until notified by a Crisis Team Coordinator.

Evening/Weekend Procedures:

Employees will assist students in evacuating the facility. College apartment staff assists college apartment students in evacuation of the college apartments. A Crisis Team Coordinator will be notified as soon as possible.

Designated Evacuation Locations

Student Services	Designated Evacuation Area #2
Humanities	Designated Evacuation Area #3
Student Center/Gym	Designated Evacuation Area #4
IT/Maintenance	Designated Evacuation Area #5
Science	Designated Evacuation Area #1
Library	Designated Evacuation Area #1
Rainy Hall	Designated Evacuation Area # 6 & 7

The following are general guidelines that may be followed depending upon the situation.

ASSAULT / FIGHT / ACTS OF AGGRESSION

This procedure applies to physical confrontation, which may include but is not limited to fist fights, knife assaults, and use of other objects as weapons in which close proximity is required to result in a significant physical threat.

Procedures:

- Call **911**.
- Ensure the safety of students and employees.
- Clear onlookers away from area where the physical confrontation is taking place.
- Give the combatants a verbal warning.
- The following parties should be contacted:
 - Director of Operations to inform them of the present situation.
 - If necessary, CPR/First Aid certified individuals in the building may deal with potential medical emergencies until medical help arrives.
- Approach combatants in a calm and controlled manner if there is no weapon.
- Keep the scene under control. Keep as many onlookers away as possible and demand that the combatants stop.
- Do not attempt to separate combatants via physical means.
- The Director of Operations will be updated on situation. A Crisis Team Coordinator will obtain statements from the combatants and any witnesses.
- The Director of Operations or their designee will deal with the situation in accordance with the college discipline policies.
- Crisis Team Coordinator will assess the counseling needs of the victim(s) and or witnesses(s) and initiate a plan.
- Document all activities.

BOMB THREAT (Appendix Code Black)

A bomb threat should always be considered a real and immediate danger to students and staff. It requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the procedures established by the college. **NO BOMB THREAT SHOULD BE REGARDED AS A PRANK CALL.**

Procedures:

- **Do not use cell phones or portable radios-this may detonate some bombs.**
- **DO NOT activate the fire alarm since noise may detonate some bombs.**
- **If you receive a bomb threat by written message**, preserve the note for the police by touching it (note) as little as possible.
- **If you receive a bomb threat by telephone:** Record exactly what the caller says.
- Remain calm, be firm, and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
- Place caller on hold, and dial 911. If the caller hangs up, the operator can track the call.
- Call 911 and report the bomb threat.
- Notify the Director of Operations
- Initiate the Crisis/Safety Team Coordinator. The team will meet and each member will be assigned a section of the building to notify.
- Students and staff should be evacuated from the building. Once outside, proceed to the Designated Evacuation areas unless otherwise advised.
- Everyone must remain calm.

Building Evacuation Procedures will be followed.

Under no circumstances should anyone attempt to remove any suspicious packages or articles.

Students who feel they need special assistance during an evacuation should notify Student Services so special arrangements can be made prior to an evacuation. Disability Services director will have list and schedules of these students at the college switchboard. Unauthorized sounding of a fire alarm or tampering with fire extinguishers is a violation of Minnesota law.

Evening/Weekend Procedures:

Employees will assist students in evacuating the facility. Rainy Hall staff assists college apartment students in evacuation of the college apartments. Contact Director of Operations 218-324-0192

DEMONSTRATION OR DISTURBANCE

This section refers to anyone causing or participating in a demonstration or disturbance at the college; individual students, student groups, or outside individuals or groups not associated with the college.

Procedures:

- Notify the Crisis Team Coordinator of the demonstration.
- Call **911**.

During the disturbance, a Crisis Team Coordinator, if safe, should:

- Ask the demonstrators to disperse.
- Attempt to determine who the leader of the group is and what the purpose of the demonstration is.
- Contain the disturbance by designating a safe of space as possible.
- Do not attempt to negotiate with the demonstrators.
- Secure the building, as necessary.
- Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.

During the disturbance, employees should:

- Keep students in classrooms. Do not allow students out of the classrooms until a Crisis Team Coordinator gives an all clear signal.

INTRUDER / HOSTAGE

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the college or college district of the dangerous situation, or it may be college personnel who first recognize the danger.

Procedures for the person who sees an unauthorized intruder:

- Call **911**.
- If possible, ask another staff person to accompany you when you approach the intruder. Approach only if you are certain the intruder is not armed.
- Politely greet the intruder and identify yourself.
- Ask the intruder to identify themselves and their purpose.
- Politely ask the intruder to leave campus. Escort the intruder to the nearest exit.
- Provide law enforcement with as much identifying information as possible (physical description, location in the college, where the person is going, if they are armed, if known).

- Monitor the unauthorized individual leaving the campus, if possible.
- Walk away from the intruder if they indicate a potential for violence. Do not attempt to disarm anybody with a weapon or physically restrain anyone who may be capable of inflicting bodily harm.

Witness to a hostage situation:

- Call **911** immediately, if possible. Give the dispatcher details of the situation.
- If the hostage taker is unaware of your presence, do not intervene.
- Seal off the area near the hostage situation, as much as possible.
- Notify a Crisis Team Coordinator who may elect to evacuate the rest of the building.
- When law enforcement arrives, they will assume command and control of the situation.

If taken hostage:

- Follow instructions of the hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak, do not argue or make suggestions.
- **Do not let the intruder take you out of the building.**

SERIOUS INJURY / DEATH

Procedures:

- **Assess** the situation. Do not enter an unsafe scene. Do not move the victim unless an immediate emergency situation dictates the evacuation.
- **Alert** help. Call **911**, but do not leave the victim unattended unless necessary. Contact a Crisis Team Coordinator, Director of Operations 218-324-0192
- **Attend** to the victim to the best of your ability.
- Clear onlookers and isolate the victim.
- Designate a staff person to accompany the injured/ill person to the hospital.

SEXUAL ASSAULT / RAPE

Sexual violence creates an environment contrary to the goals and missions of the college. Acts of sexual violence include but are not limited to:

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Non-forcible sex acts such as incest and statutory rape; and
- The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
 - touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing, or attempting to coerce or force the sexual intercourse or a sexual act on another; or
 - Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Reporting and Resolution of Sexual Violence:

Rainy River Community College encourages the reporting of any and all suspected incidents of sexual violence or assault.

If a student has experienced sexual violence, they should be referred to the college website. They can meet with a confidential sources – TBN, report online, or be connected with Friends Against Abuse.

This section applies to snipers inside or outside of the college or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants of a demonstration.

Procedure if a person threatens with a firearm or begins shooting:

- **If the occurrence is outside**, go inside the building as soon as possible and contact 911. If you cannot get inside, make yourself as compact as possible, put something between yourself and the shooter. Do not gather in groups. Get out of view.
- **If the occurrence is inside**, contact 911 as soon as possible, turn off the lights, lock all doors and windows, if possible, and close the curtains if it is safe to do so. **Do not pull the fire alarm.**
- Students, employees and visitors should crouch under desks/tables without talking and remain there until an all-clear signal is given by a Crisis Team Coordinator.
- Secure the college, if appropriate.

- Assist students and staff in evacuating from immediate danger to a safe area. Care for the injured as carefully as possible until emergency personnel arrive.

STALKING

If a student reports that they suspect or believe they are being stalked, notify the local law enforcement authorities.

The victim should be informed to locate to a safe place. Refer the individual to an Advisor who will discuss safety strategies with the victim. These will include:

- Call **911** immediately.
- Locating alternative residence (i.e., family, friends, domestic violence shelter or local church, etc.).
- Avoiding dark, nonpublic places.
- Take steps to ensure your personal safety.
- Describing the physical attributes of the stalker.

If a student or staff member is aware of a stalker present on campus:

- Immediately Contact 911.
- Immediately notify a Crisis Team Coordinator.
- Tell them the name of the person suspected of being the stalker, the location of the stalker, if the suspect has threatened anyone, or any other detail that may prevent the suspect from hurting someone or themselves.
- If confronted by the stalker ask them to leave the premises and advise them that the authorities were contacted. Do not threaten the stalker, speak in a calm voice and stay in control of the situation.

SUICIDE

Procedures for a suicide attempt:

- Call **911**. Stay with the person until the appropriate personnel arrive, if possible.
- Intervene prior to an attempted suicide, as appropriate. If there is a firearm involved, do not intervene.
- Isolate the victim if possible.
- Notify a Crisis Team Coordinator.
- The Director of Operations will notify emergency contact, if possible.

- A Crisis Team Coordinator will meet with emergency personnel upon arrival. If possible have the police meet you in a far outlying area of the parking lot to avoid calling attention to the suicidal person.

Procedures if suicide attempt results in serious injury or death:

- Refer to the Serious Injury/Death Section.
- The Director of Operations will notify the appropriate emergency contacts.
- Inform staff prior to resuming classes.

Suicidal Warning Signs

All staff should be familiar with suicidal warning signs and notify an Advisor if witnessing the below stated signs. There are several signs that a person may take their own life, including the following:

- A change in appetite and energy
- Sudden weight loss or weight gain
- Outbursts of hostility
- Acting bored or withdrawn
- Quality of college work goes down
- Lack of attention to personal grooming
- Talking about suicide, even jokingly
- Writing notes or poems about death
- Depression

*Terrorism (chemical or biological) should always be taken seriously. It requires an immediate response by the person receiving the call. **No threat should be regarded as a prank call.***

Procedures:

- Call **911** and report the chemical/biological threat.
- **If you receive a chemical/biological threat by written message**, preserve the note for the police by touching it (note) as little as possible. Secure area if possible.
- Notify a Crisis Team Coordinator immediately.
- **If you receive a chemical/biological threat by telephone:** Record as much information about what the caller says as possible.
- Remain calm, be firm and keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
- Notify a Crisis Team Coordinator.
- **DO NOT** activate the fire alarm since noise may detonate some bombs.
- Students and staff should be evacuated from the building. Once outside, proceed to the closest parking lot unless otherwise advised. Move away from the building so that the people behind you can get out. **Everyone must remain calm.**
- If the chemical/biological threat message contained a specific time of detonation, the building should not be re-entered until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
- Remain outside the building until re-entry is approved.
- When re-entry is permitted, staff should once again visually inspect their classrooms and work areas before students are allowed to enter.
- Report any unusual item, package, or personnel in any area of the building to a Crisis Team Coordinator. **Under no circumstances should anyone attempt to remove any suspicious packages or articles.**
- Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter, package, unusual item, etc. without gloves.

All criminal activity occurring on campus should be reported immediately to the Director of Operations or the police department.

1. Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

2. If you are a victim of a crime or witness a crime:

- Call the Director of Operations 218-324-0192, or the police department depending upon the emergency;
- Obtain a description of the offender(s), including sex, age, race, hair, clothing, and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the police;
- Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until college personnel and/or the police arrive.

3. The College will accept third-party reports in cases of sexual assault in order to protect the victim's identity.

4. Persons filing a complaint will be provided a copy of the college's Complaints and Grievances policy.

5. All persons at Rainy River Community College are encouraged to assist anyone in reporting alleged criminal activity by contacting a Crisis Team Coordinator and/or the police department, as well as providing assistance in making the report.

RESTRAINING ORDERS

If a student issues a restraining order against another student:

- Notify an **Advisor** and employees to initiate a plan to separate the students while on campus.
- If perpetrator violates restraining order, contact local law enforcement immediately.

If a student issues a restraining order against someone who is not a student:

- Obtain a description of the individual to whom the restraining order is against, and obtain a photograph if available.
- A Crisis Team Coordinator will notify all employees alerting them of the situation along with a description of the individual.
- If the individual enters the premises, notify 911 immediately.

BOMB THREAT EMERGENCY –CODE BLACK

A bomb threat should always be considered a real and immediate danger to students and employees. It requires an immediate response by the person receiving the bomb threat message. **NO BOMB THREAT SHOULD BE REGARDED AS A PRANK CALL.** It is important that all staff be knowledgeable in the procedures to initiate evacuation.

Procedure

Prior to an emergency:

- Take class roster to each class;
- Be familiar with evacuation routes and land line phone locations;
- Be familiar with your work environment;
- **DO NOT ACTIVATE THE FIRE ALARM** since noise may detonate some bombs;
- Do not use electronic devices;
- Document all activities.

During a bomb threat evacuation:

- Direct students to take their personal belongings;
- Leave classroom door (and windows) open;
- Assist students with disabilities;
- Evacuate following the route on the campus map unless otherwise advised;
- Move a minimum of 300 feet away from the buildings;
- Assemble evacuated students and staff moving off campus to a neighborhood commercial facility if necessary;
- Once safe, take attendance and report count to administrator or Crisis Team Member.

Advice

- Never attempt to touch, move, dismantle, or carry any object that is suspicious. Contact the Crisis Response Team members immediately;
- **If you receive a bomb threat by written message**, preserve the note for the police by touching the note as little as possible and placing it in a document protector or plastic bag, if available;
- **If you receive a bomb threat by telephone:** Record exactly what the caller says. Complete the attached Terrorist Checklist.” Remain calm, be firm, and keep the caller talking. Listen carefully to the callers voice, speech patterns, and to noises in the background;
- After hanging up the phone, immediately dial the operator to trace the call if possible; Notify the Director of Operations and the Crisis Response Team members; the local authorities along with maintenance and CRT members will search the building.

Terrorist threat phone call checklist (bomb, chemical or biological)

Exact time of call _____

Exact words of caller _____

Questions to Ask

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Crying	Squeaky	Excited	
Stressed	Loud	Slurred	Normal	

If voice is familiar, whom did it sound like? _____

Sex of the Caller? _____ Race, if known? _____

Age of Caller? _____ Length of call? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____ Date: _____

Telephone number call received at: _____ Operator called for trace _____

Report immediately to Director of Operations and Crisis Response Team

WEATHER EMERGENCY CLASSES CANCELLED OR COLLEGE CLOSED INSTRUCTIONS - CODE BLUE

Purpose

In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. This procedure also describes working conditions and the compensation status of employees during the specified time.

Definitions:

Closing the College: Operations, other than those operations deemed essential for the protection of life and property, are shut down when the college is closed. Closing the college results in the cancellation of classes, and student and employee activities. All general offices are closed. Only employees deemed as essential will report for work. All other employees are excused.

Delayed Opening: Delayed opening refers to closing of operations for a designated period of time other than those operations deemed essential to the protection of life and property. Only essential employees report to work. All other employees report at the designated start time.

Cancellation of Classes and/or Activities: Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college. All employees report to work. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatre productions, or workshops.

Authority

In accordance with MnSCU Policy 4.4, the authority to close the college campus, cancel classes or other activities when weather or another emergency exists reside with the Director of Operations or designee. The closure of state agencies by the Governor or the Commissioner of the Department of Employee Relations does not apply to Rainy River Community College. The decision to close is also independent of local public schools.

Procedure and notification

Closing or delayed opening: The decision to close or delay opening of the college due to weather or other emergency is made by the Director of Operations (DoO) or other administrator in the DoO's absence. Appropriate notification will be made to MnSCU Public Affairs director (651)296-9595 when the decision is made.

In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the Director of Operations, who shall assess the conditions by: checking the broadcast travel advisories from the National Weather Services (218) 283-4615; contacting the city and county Law Enforcement Center (218) 283-4416 for road conditions; contacting the Minnesota Highway Patrol District Office (218) 744-5575 for road conditions.

The following are examples of weather conditions that will be considered: extremely cold temperatures; high winds; dense fog; precipitation in amounts that would cause road washouts; large amounts of snow accumulation, icy surfaces, limited visibility or a combination of the above factors.

The Director of Operations will identify and inform essential personnel who must report to work during times the college is closed or there is delayed opening and will develop procedures for notification of such personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies. The Director of Operations will determine which maintenance operations are necessary to preserve the college in weather or other emergency are:

Notification

The students and employees of the college will be notified of cancellation of classes or college closure by the following radio and television stations. An Enterprise Notification System will also be used when practical and to employees and students who have provided/released phone numbers.

- KGHS-AM and KSDM-FM, International Falls 218-283-3481
- B93 FM, Fort Frances, Ontario 218-283-4420
- KBHW International Falls 218-285-7398
- KCRB, Bemidji 218-751-8864
- KKWQ, Warroad 218-386-3024
- KBJR, Duluth 218-720-9697
- News room: 218-720-9600
- KDLH, Duluth 218-733-0303
- WDIO, Duluth 218-727-6864
- WDSE, Duluth PBS 218-727-8567
- KQDS, Duluth (FOX) 218-728-1622

The Director of Operations or his/her designee is responsible for contacting news media regarding closing information.

Notification of employees on duty and/or students that are on campus will be done at the direction of the Director of Operations by the most efficient means possible.

Determination of closing or delayed opening will be made as early as possible. An announcement of the closing/delay opening will be available at the college via voice mail, and on the college web site at: <http://www.rainyriver.edu>, if possible.

Cancellation of classes and/or activities

The decision to cancel one, several or all classes (on and off-campus), in the absence of closing the college, will be made by the Director of Operations or designee. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations will be given considerable weight. The college will attempt to notify students who have extensive distances to travel first.

The decision to cancel a non-academic event, in the absence of closing the college, will be made by the director of the activity in consultation with that employee's supervisor.

Whenever possible, decisions to cancel day classes will be made by 7:00 a.m. and decisions to cancel night classes will be made by 3:00 p.m. An announcement of the closing/delayed opening will be available at the college via voice mail, if possible.

Management responsibility

Management will inform employees and students of this procedure by the following methods:

- A copy of this procedure will be provided to the local representatives of each bargaining unit by the Executive Assistant.
- New staff orientation.
- Copies of this procedure will be provided to appropriate student services offices, residence hall RA's and staff.
- Each employee who is designated as "weather essential" will be provided with a copy of this procedure.
- A condensed version of this procedure will be published and will be included in the Student Handbook as well as in the Staff Handbook.

Work responsibilities when the college is closed or classes and non-academic activities are cancelled:

Closing the College: When the college is closed due to an emergency which threatens the health and safety of individuals, employees not deemed vital for the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- When the campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation/leave shall not have such leave time restored to their balances.
- Employees on any approved leave without pay shall not be paid for this emergency leave time.
- Employees called in, on the day of an emergency, from vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee timesheets should indicate the number of emergency hours utilized in the remarks section of their uniform time report.
- An employee's absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the Director of Operations has authorized a longer period.

Cancellation of classes and/or activities:

- When classes are canceled the college is not closed. Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave, vacation leave or use earned compensatory time when classes are canceled and they choose to be absent from work.
- When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

Inclement weather when the college is not closed:

Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

Main switchboard number:

218-285-7722

To dial the fire or police departments

911

FIRE EMERGENCY INSTRUCTIONS - CODE RED

The fire alarm will be a **loud intermittent blast** of the warning horn.

Procedures prior to an emergency

- Take class roster to each class;
- Be familiar with evacuation routes, procedures and alarm pull stations;
- Make sure classroom has the evacuation procedures and map of exits posted;
- Be familiar with the appropriate evacuation exits from the classroom, shop or lab;
- Evacuate following the arrows on the campus map unless that route is blocked.

Procedures for a fire emergency:

- The person detecting the fire will pull the fire alarm. The fire alarm system automatically notifies the International Falls Fire department;
- During an evacuation, the instructor should take the class roster and make sure all students and visitors have left the classroom.
- Assist any students with disabilities with evacuation procedures;
- Lead all students in an orderly manner to the safe area. Do not allow students to stop at lockers to get personal belongings;
- In the event of actual fire/smoke the first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, the instructor will quickly find an alternate route and lead the students in an orderly manner along the alternative route ;
- Close all doorways to contain smoke and fire. Do not lock doors;
- Avoid crowding the exits;
- Once outside, proceed to the closest designated safe area unless otherwise advised. Make sure people are 500 feet upwind from smoke.
- Designated evacuation areas are as follows: attached map
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel;
- Do not re-enter any building until officials declare it safe;

- Maintenance personnel will verify the alarm and phone the fire department to confirm or deny fire status, and will notify the Director of Operations or his/her designee of the fire location or false alarm;
- The maintenance staff will go to an assigned designated area to verify total evacuation and supervise the safe area;
- The maintenance supervisor will meet with the local fire or law enforcement agents upon arrival and will give them an update when they arrive;
- The maintenance supervisor or administrator in charge must report the incident (even if it is a false alarm) to the fire marshal as required by state law (See MN Stat. 299f.452 [1998]);
- The Director of Operations or his/her designee will notify the Minnesota Duty Officer at (651) 649-55451 or 1-800-422-1798;
- The Director of Operations or his/her designee must notify risk management insurance in the event of injury or damages.

Fire drill procedure

If this is a planned fire drill, all procedures should be followed as if a real fire danger existed.

Building evacuation information

Crisis Response Team members and other designated employees will assist in the building evacuation and supervise designated safe areas. The fire alarm will be a **loud intermittent blast** of the warning horn. It will continue to blast until the fire danger is over.

Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus disciplinary processes.

Main switchboard number:
To dial the fire or police departments

218-285-7722
911

WEATHER EMERGENCY INSTRUCTIONS – CODE GREEN

Tornado

The alarm will be an **uninterrupted long blast** of the warning horn for a tornado.

Tornado Watch:

When a **tornado watch** is announced, this means that tornados are expected in or near our area. Keep your radio or television set tuned to a local station (KGHS 1230 AM or KSDM 104.1 FM) for information and advice from the local government and the weather service.

Tornado Warning:

When a **tornado warning** is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio (tune to KGHS 1230 AM or KSDM 104.1 FM)

Procedure

In the event of severe weather/tornado, the fire alarm will sound an **uninterrupted long blast**.

DO NOT leave the building. Move away from the perimeter and exterior of the building. Go quickly to:

- An inner hallway or smaller inner room without windows, such as a bathroom or closet, men's and women's locker rooms, or hallway in gym;
- Vacate any exterior rooms and close the doors to those rooms;
- Get away from windows;
- Take shelter under tables, if possible;
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways;
- Go to the center of the room. Stay away from corners because they tend to attract debris.

An employee who is present should gather information on students and others who are sheltering with them, provide this to the Crisis Response Team when possible, then document all activities.

LOCKDOWN INSTRUCTIONS - CODE ORANGE

Lock down procedures

Some emergencies require students, faculty, staff and campus visitors to take shelter inside buildings. The goal of a lockdown is to protect students and staff from immediate physical threats such as those posed by natural disasters, hazardous material releases or the presence of dangerous individuals on or in the immediate vicinity of the campus. The decision to have an emergency campus lockdown will be made by the Director of Operations or his/her designee.

- Keep all students inside, turn off lights, lock all doors and windows, and close window coverings;
- Do not pull the fire alarm;
- Use room or cell phone to call 911 and to notify the Crisis Response Team. Then silence all cell phones;
- Turn off air-conditioning and ventilation if possible;
- Seek protective cover (concrete walls, thick desks, filing cabinets) without talking and remain there until the Crisis Response Team or authorities give an all-clear signal;
- Do not answer the door;
- **Take class roster to each class. Gather information on students not accounted for and notify the Crisis Response Team of any missing students or staff, when safe to do so;**
- Assist the Crisis Response Team in evacuating students to a safe area if directed to;
- Care for any injured as carefully as possible until emergency personnel arrive;
- Do not open the door until an all clear signal is given by the Crisis Response Team or law enforcement personnel. Respond only to a familiar voice.

Zero Tolerance of Workplace Violence

It is the policy of Rainy River Community College to promote and maintain a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence and threats of violence in our workplace will not be tolerated; all reports of violent behavior will be taken seriously and will be dealt with appropriately. Rainy River Community College will work to provide a safe workplace for employees and visitors to the campus. Each employee and everyone with whom we come into contact in our work will be treated with courtesy and respect. RRCC will:

- Actively work to prevent and eliminate acts of work-related violence;
- Respond promptly, positively and aggressively to deal with threats or acts of violence including timely involvement of law enforcement agencies when appropriate;
- Treat seriously incidents of work-related threats or acts of violence, promptly investigate reports of such actions, and take action as necessary to appropriately address each incident;
- Take strong disciplinary action, up to and including discharge from employment, against employees who are involved in the commission of work-related threats or acts of violence;
- Support criminal prosecution of those who threaten or commit work-place violence against college employees, students or visitors to our work environment;
- Provide information and training for employees to foster a work environment that is safe, respectful, and responsive to threats or acts of violence;
- The possession of firearms and other dangerous weapons in the workplace is prohibited by state law.

Main switchboard number:

218-285-7722

To dial the fire or police departments

911