

# Clackamas Community College Community Safety Procedures



Education That Works



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## Purpose

The purpose of this document is to provide guidance to students, faculty, staff, and visitors in the event of a significant incident on campus that poses a threat of serious injury or loss of life. While this document does not address every possible scenario, it offers general procedures and best practices to follow during emergencies. Unforeseen situations may arise, and when they do, individuals are encouraged to rely on sound judgment and common sense to respond effectively.

## Notification of a Significant Emergency or Dangerous Situation

Any person receiving information of a significant emergency or dangerous situation involving an immediate threat to the safety of the College community, whether occurring on or near the campus, shall immediately notify 911 and College Safety at 503-594-6650.

## Evacuation

An evacuation is initiated when there is an immediate threat to safety, requiring individuals to relocate from one area to another. All students, faculty, staff, and visitors should be prepared to follow instructions provided by College Safety, BERT members, or first responders. When an evacuation is ordered, it is critical to leave the area promptly and not return until emergency personnel confirm it is safe. While evacuations may sometimes require leaving college property, they typically involve moving from a threatened area of the campus to a designated safer location.

### **In an evacuation, remember to:**

- Evacuate immediately.
- Follow instructions.
- Leave your belongings behind
- Do not return to the building until authorized to do so.

## Lockdown

A lockdown is initiated when there is a threat or hazard inside a building. The primary goal is to secure individuals in rooms or enclosed areas to protect them from immediate danger. During a lockdown, individuals should remain inside, lock doors, turn off lights, and stay out of sight until the situation is resolved. College officials may also secure exterior doors to prevent access and enhance overall safety.

### **In a lockdown, remember to:**

- Lock or barricade interior doors.
- Turn out the lights.
- Move away from sight.
- Maintain silence.
- Silence cellphones
- Do not open the door.
- Prepare to evade or defend.

## Lockout Procedures and Door Security Reminder

A lockout is initiated when there is a threat or hazard outside of the building. During a lockout, we rely on the security of the building itself to keep everyone safe.

To ensure the effectiveness of a lockout, do not prop doors open. A propped door cannot be locked, which compromises the safety of everyone inside.

College Safety can remotely lock electronically controlled doors across campus quickly. However, if a door is propped open or otherwise unable to lock, it creates a vulnerability—providing an easy point of access for a potential threat.

Please help maintain campus security by keeping all doors closed and unpropped, especially during a lockout.

In a lockout, remember to:

- Lock or barricade perimeter doors.
- Stay out of view and away from windows.
- Do not open the doors.

## Active Shooter/Hostile Intruder

If individuals observe a hostile intruder, barricaded person or hostage situation, and it is safe to do so, call 911 and College Safety.

- Do not approach the intruder or intervene in any on-going crime. However, try to provide a description of the intruder and any specific characteristics (height, weight, hair color, race, and type and color of clothing) and types of weapons, if any.
- If confronted by an armed person or taken hostage:
  - Follow instructions and be alert. The captor is emotionally imbalanced. It is important to be clear-headed and calm.
  - Don't speak unless spoken to and then only when necessary.
  - Don't talk down to the captor.
  - Don't appear hostile.
  - Maintain eye contact with the captor, but don't stare.
  - Treat the captor as an important person.
  - Be alert and observant. Some of those who are held captive may be released or may be able to escape. If you are afforded this opportunity, the safety of others may depend upon your memory. Be observant and take mental notes on what you see.
  - Attempt to establish a rapport with the captor.
  - If medications, first aid or restroom privileges are needed by anyone, say so.
- If gunshots are heard within a building or word is received to lockdown the classroom or office, do the following:
  - Close, lock and/or barricade room doors and turn off the lights to that area.

- Close windows and window treatments.
- Try to keep others calm and quiet.
- Stay in the locked or barricaded room until informed by police or College Safety that it is safe to come out.
- Crouch down in areas that are out of sight from doors and windows.
- If in a hallway, seek shelter in the nearest office or classroom.
- If outdoors, immediately take cover.
- Under no circumstances should the fire alarm be activated. People may be placed in harm's way when they attempt to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - Firsthand knowledge exists that there is a fire in the building or police or College Safety has advised people to evacuate the building.
- It may be necessary to evacuate other facilities in the area if they are threatened by gunfire. College Safety and/or police will direct the evacuation. If applicable, bring the class roster along.
- College Safety will ensure no one enters the building until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency services authorities arrive, the Incident Commander will coordinate any information or assistance with them. Only trained law enforcement personnel should attempt to perform a methodical search of buildings in which the hostile intruder is located.
- A senior law enforcement officer on the scene will notify the Incident Commander when re-entry to the building can be made and the classes and office areas are safe to open. There is no specified time limit for when students and faculty will be permitted back into or allowed to exit the isolated area. This will depend solely upon the information received and findings of local authorities.

### Shelter-in-Place (hazardous incident)

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release.

The following recommendations should be considered:

- Move to rooms with windows that are closed or cannot be opened.
- Rooms that have little or no ventilation are preferred.
- Close any open windows and doors if you cannot move.
- Seal all openings to the outside.
- Turn off any air handling equipment (HVAC) if able to do so.
- Only come out when you are told that it is safe by College Safety or other emergency responders.

### Shelter-in-Place (violent person)

Upon receiving notification to shelter-in-place

- Stay in your rooms/offices/classrooms.
- Notify those around you and encourage others to remain in your room/office rather than trying to leave the building.

- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Report any suspicious activity, sounds or smells by calling 911.
- Only come out when you are told that it is safe by College Safety or other emergency responders.

### Shelter-in-Place (weather)

A severe weather event such as a tornado or wind event may necessitate a shelter-in-place order until the threat of bad weather has passed. Students, faculty, staff and visitors should relocate from their classroom or normal work area to a space that has no windows or to a lower floor.

It is recommended to:

- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

### Disabled Persons Procedure

Faculty and staff should proactively develop an emergency action plan when working with students or employees who have mobility, visual, hearing, or other functional limitations. While individuals with disabilities are ultimately responsible for their own safety during an emergency, it is essential that instructors and staff provide appropriate support, particularly during evacuations. If a safe evacuation route is not available for a person with a disability, or if assistance is needed in creating an individualized emergency plan, contact the Director of College Safety for guidance and support.

### Vulnerable Population Considerations

Understanding the number and locations of individuals at higher risk during an emergency is essential for effective response planning. This information supports the development of evacuation procedures that address the diverse needs of the College community and enables more informed decision-making during an incident.

The College is committed to collaborating with appropriate departments and support services to identify vulnerable populations and establish the most efficient and safe evacuation strategies, while considering the specific constraints of each emergency situation.

Vulnerable populations are depicted by the following:

- Ability to receive and/or recognize the notification message.
- Ability to identify a response.
- Ability to perform the correct response in a reasonable time.

## People with Visual Impairments

Persons who are blind or have low vision should already be familiar with their surroundings after mobility and orientation training. They may not, however, be aware of emergency exits. Depending upon the nature of the emergency, during crisis periods, there may be a lot of commotion and noise. A blind person may not be able to orient themselves as well as in calmer times. Your assistance is critical to their safety.

- In an emergency, alert the person of the nature of the situation. Offer to assist them and guide them to the nearest emergency exit and to the evacuation assembly area.
- A good way to offer assistance to a person who is blind is to use what is known as the sighted guide technique. You do this by offering this person an elbow, but do not grab them. The person holds on to your elbow, and you proceed ahead.
- As you walk, alert the blind person to where they are and inform them of any obstacles, debris, doorways, or narrow passages.
- Once safe, orient the person to their surroundings and determine if further assistance is needed.

## Persons with Hearing Impairments

Persons who are deaf or hard of hearing may not hear alarms or other audible warnings. In a classroom setting, instructors should inform the student of an emergency. In a classroom or workplace setting, provide any assistance an individual may need during an evacuation process. There are three ways to get this person's attention:

- Write a note for the deaf person alerting them of the emergency and instructing them where to go.
- Turn the light switch off and on to gain attention.
- Tap their shoulder.

## Persons with Physical Impairments

In preparation for a building evacuation, individuals with mobility limitations should know of evacuation procedures suitable for them. The location of the room or office will often dictate the best course of action in the event of an evacuation. Elevators should not be used during an evacuation because they may not go directly to the appropriate floor, they may fail and trap people inside or may act as chimneys in funneling toxic smoke and fumes during structure fires.

Faculty and staff members should discuss evacuation procedures with mobility-impaired people and inform them of the appropriate routes of egress, accessible exits (no steps), and evacuation assembly areas. Mobility-impaired persons may have to use an alternative evacuation route on certain ground level floors.

Faculty and staff members should be prepared to assist the people out of the building and to the assembly areas. Depending upon the individual's impairment, the faculty or staff member may recruit student or staff volunteers to assist the disabled person in the event of an emergency.

Assistants should inform people with mobility limitations of their intention to assist them in the evacuation and ask how they should help. No one should grab a mobility-impaired person without their approval as there may be certain special considerations.

If the person is having difficulty exiting quickly, treat them as if injured for evacuation purposes.

Carrying options include using a two-person, lock-arm position or the use of an emergency evacuation

chair. Emergency evacuation chairs are stored near emergency exits and allow for people with permanent or temporary mobility limitations to be moved down stairs during an emergency. These devices can help faculty, staff, students or first responders quickly move people with mobility limitations down the stairs or across rough terrain. College Safety coordinates and provides training for Building Emergency Response Team (BERT) members in college buildings with emergency evacuation chairs. BERTs assist with identification of individuals who may need assistance during emergency situations.

The needs and preferences of non-ambulatory people may vary. Some people have a minimal ability to move and lifting them may be painful and/or injurious. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

Always ask the person their preference on:

- Ways of being removed from the wheelchair.
- Number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc.
- Whether a seat cushion or pad should be brought along if they are removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care, if removed from the wheelchair.

## Bomb Threat

If a telephone call or information is received stating a bomb is somewhere on the campus:

- Write down the information conveyed during the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (male/female, accent, age, etc.) and possible location.
- Note any background noises you hear during the phone call.
- The recipient should not hang up the telephone when the call is completed. Keep the line open or place it on hold.
- Call 911 and College Safety.

## Earthquakes

In the event of an earthquake, individuals who are indoors should stay indoors, stay clear of windows, seek protection under a desk, table or bed and hold on until the shaking stops (Drop, Cover, Hold on). When the shaking has stopped and it is safe to do so, check yourself and others in the room for injuries and should exit the building.

Individuals who are outdoors should remain outdoors and move to an open area away from buildings, trees and power lines to avoid falling objects. After an earthquake, until instructed otherwise by a College or government authority, individuals should do the following:

- Limit telephone use to emergency calls only.
- Refrain from turning on light switches or appliances or lighting matches.
- Refrain from using elevators.
- If able wear sturdy shoes at all times.
- Try to remain calm and assist others.

## Elevator Failure

Individuals who are trapped in an elevator should:

- Use the elevator emergency phone/call box or a cell phone to notify College Safety.
- Do not attempt to pry open doors.

## Fires

In the event of a fire, individuals should:

- Activate a fire alarm and call 911 immediately.
- Immediately exit any building in which a fire alarm is sounding, regardless of whether fire or smoke is present.
- If smoke is present in a room, stay close to the floor and move to the door. If the door is hot, do not open the door. Instead, exit through the window (if possible). If the room is located on an upper level, call 911 to report the location and hang a piece of clothing or other material out the window to attract attention.
- If an alarm is heard and the room door is not hot, exit the room staying as low as possible if there is smoke and leave the door unlocked. Proceed to the nearest exit. Do not use elevators.
- Do not re-enter until emergency responders have made an announcement that it is safe to do so.

## Gas Leaks

Individuals who smell natural, propane or other compressed gases, should:

- Report the issue to College Safety immediately.
- Cease all activity.
- Do not switch on the lights or any electrical equipment. Electrical arcing can trigger an explosion.
- Evacuate the buildings and the area immediately.
- Go to the assembly areas upwind of the leak.
- Keep others out of the area.
- Monitor the wind and stay upwind of the gas.
- Wait for emergency responders and inform them of the situation.
- Do not re-enter until emergency responders have made an announcement that it is safe to do so.

## Maintenance Emergency

An emergency would be any issue that could become a bigger problem if there is no response, e.g. water overflowing or leaking. An emergency would also include any situation that places individuals or property in potential danger or compromises safety or security.

- In an emergency
  - Call College Services during the day and College Safety in the evening.
  - Keep others away from the area until assistance arrives.
- If a non-emergency
  - Leave a message for College Safety.

## Medical Emergency

- Call 911 and report the situation to the operator.
- Call College Safety and inform them that 911 has been called and give the location of the emergency.
- Do not move a seriously injured person unless there is a life-threatening situation.
- Try to defuse high emotions and clear the area of spectators.
- Don't discuss the emergency with others.

## Plumbing Problems/Flooding

Report all plumbing problems/flooding to College Services and College Safety immediately.

- Cease using all electrical equipment until repairs are made.
- If necessary, vacate the area and prevent anyone else from entering by posting signs or erecting barricades.
- Avoid standing water due to potential electrical shock.
- Consider evacuating the building.

## Power Outage

Report all power failures to College Services immediately.

- Consider evacuating the building. Due to lack of power and loss of HVAC, the building may become uninhabitable.
- If the building's fire alarm system should activate, evacuation is mandatory.
- Evacuees should proceed immediately to the designated assembly area.
- If buildings are evacuated, do not re-enter until a College official has made an announcement that it is safe to do so.

## Psychiatric/Emotional Disturbance

Assess the situation. Is the person dangerous to themselves or to others? The main objective is to keep others safe. If the person is dangerous:

- Call 911.
- Call College Safety and inform them that 911 has been called and give the location of the victim.
- Do not give out any names. Instead, say "I need to report a dangerous personal crisis at (state location)."
- Seek help. Never stay alone with a dangerous individual.
- If confronted, remain calm. Try to get the individual to move to a more suitable location.
- Never try to take a weapon away from someone.

If the person is not dangerous:

- Assess the situation further. What exactly is the nature of the problem? How severe is it?
- Call College Safety.
- Be sensitive to how someone may be feeling. Keep others away.
- Do not act as a therapist.
- Make no promises about possible outcomes.

Suicide threat (verbal or otherwise):

- Assess the situation. Use the PAL Technique:
  - P: Does the person have a plan?
  - A: Does the person have access to carry out the plan?
  - L: How lethal is the plan?
- Keep the person safe. Ask for pills, weapons or whatever the means.
- Stay with the person.
- Call College Safety.

Suicide Attempt:

- Call 911.
- Call College Safety.
- Do not give out any names. Instead, say, "I need to report a dangerous personal crisis at (state location)."
- Be observant: Is the person a threat to others? How did the person attempt suicide? Look for bottles, pills, weapons, etc.
- Clear the area. Keep the involvement of others to a minimum.

Completed Suicide:

- Call 911.
- Call College Safety.
- Do not give out any names. Instead, say, "I need to report a dangerous personal crisis at (state location)."
- Do not touch anything or anyone.
- Protect the scene. Leave everything the way it is.
- Instruct onlookers to clear the area.
- Maintain confidentiality. Information should only be given to emergency response personnel.

## Rape/Assault/Sexual Assault

Create a safe and secure environment.

- Is the victim safe and secure (indoors, maintaining confidentiality)?
- Is the perpetrator still in the vicinity (stranger or acquaintances)?

If the victim gives permission for further assistance

- Contact the Title IX coordinator.
- Call 911 and report the situation to the operator.
- Call College Safety and inform them that 911 has been called and give the location of the victim.
- Do not give out any names. Instead, say "I need to report an assault/sexual assault at (state location)."

While waiting for help to arrive

- Avoid physical contact with the victim.
- Help calm the victim and provide support.
- Remind the victim that the situation is not their fault.

- Instruct the victim not to wash, bathe or change clothes.
- If the victim has already bathed or changed clothes, put clothes in a plastic bag.
- Don't discuss the emergency with others.

If the victim does not give permission for assistance:

- Help the victim feel they are in control. Encourage the victim to report the incident to the police or College Safety and to use support services.

### Suspicious Package or Device

- If a suspicious package or device is discovered on the campus, the individual making the discovery should immediately contact College Safety and provide as much information as possible. At a minimum, the individual should provide the location, a description of the suspicious package and any specific characteristics.
- Do not touch or move the suspicious package or device.
- Keep yourself and others away from the package.

### Utility Problems and Failures

Utility problems and failures should be reported to College Services immediately. If College Services does not answer, contact College Safety.

### Violence or Disruption in the Classroom or Office

If individuals observe a person being violent or disruptive, and it is safe to do so, they should call 911 and College Safety.

- If unable to speak freely, call 911 and leave the telephone off the hook.
- Listen to the person's complaint or statement attentively and ask them to wait quietly while a resolution is sought.
- Do not attempt to disarm anyone who has a weapon.

### Wildlife/Stray Animals on Campus

The College is home to many wildlife species. If an individual observes stray or wandering animals or is concerned about a wild animal, call College Safety.

- If you encounter an animal
  - Never feed or harass wildlife.
  - College Safety will call Animal Control.
  - Keep people away from the area.
- If someone is bitten by an animal
  - Immediately wash the wound with soap and water for at least 15 minutes.
  - Seek medical attention immediately. All bites need to be examined by a physician.
  - If the bite is severe call 911.
  - Try to remember what the animal looks like.
  - If possible, take a photo.
  - If possible, keep the animal in view so Animal Control can catch and test it for rabies.
  - If the animal is dead do not touch it.

## Campus Protest/Civil Unrest

Clackamas Community College recognizes, values, and supports freedom of speech, thought, expression, and assembly. The exercise of these freedoms is central to the fulfillment of the College's academic mission.

All expressive conduct activities must comply with federal, state, and local laws, as well as college policies, procedures, and regulations related to the time, place, and manner of the activity. Activities may not constitute a genuine threat, discrimination, or harassment in violation of campus policies and procedures.

The college reserves the right to respond to expressive conduct that it deems to be antithetical to college values while recognizing that such expressive conduct may also be protected.

## Response Level 1

### Peaceful protest

Definition: A demonstration or protest is a public assembly of persons exhibiting sympathy with, or opposition to, a political, legal, economic, or social condition or movement.

Who	Action
Bystander or organizer	Notify College Safety
College safety	<ul style="list-style-type: none"><li>• Refer to Express Conduct <a href="#">Policy</a> and <a href="#">Procedures</a></li><li>• Conduct safety assessment/threat level of protest.<ul style="list-style-type: none"><li>○ Assess size and manner of demonstration/expression.</li></ul></li><li>• Notify designated representative on CARE Team/Threat Assessment Team (e.g., AFAC Associate Dean or Director of Student Life)</li><li>• Notify Public Information Officer (PIO)<ul style="list-style-type: none"><li>○ PIO will inform Executive Team</li><li>○ PIO alert college leadership in affected areas</li></ul></li></ul>
Exec Team	Determine if additional resources are needed due to size or place of event (e.g., additional College Safety officers, barricades, porta-potties, additional needs, etc.)
PIO	Work with Exec Team if broader communication is warranted

## Response Level 2

### Out-of-compliance peaceful protest

Definition: A civil disturbance is any protest or demonstration in violation of college policies. Whether student led or outside participants, if it is harassing, intimidating, or disrupting campus activities it is no longer a peaceful protest.

Generally, response is handled by AFAC Associate Dean or Director of Student Life (or designee) whenever possible, with the assistance of College Safety. If the situation escalates to the point where coordination is required with additional departments, the Emergency Operations Center will be activated, and the team will be assembled to assess the situation and develop a plan.

## Monitoring campus demonstrations

A demonstration should not be prevented or discontinued unless one or more of the following conditions exists because of the demonstration:

- Unlawful activity
- Violations of fire or safety regulations
- Impeding the normal flow of pedestrian or vehicular traffic or obstructing access to offices, buildings, or other college facilities.
- Disruption to the normal operations of the college.
- Interference with another group's scheduled activity or demonstration.
- Threat of physical harm to persons or damage to college facilities.
- Demonstrations within the interior of any college building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any college room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any college property, equipment, or facilities.

Who	Action
Bystander or organizer contact	Notify College Safety
College safety	<ul style="list-style-type: none"><li>• Refer to Express Conduct <a href="#">Policy</a> and <a href="#">Procedures</a></li><li>• Conduct safety assessment/threat level of protest.</li><li>• Notify designated representative on CARE Team/Threat Assessment Team (e.g., AFAC Associate Dean or Director of Student Life)</li><li>• Notify Public Information Officer (PIO)<ul style="list-style-type: none"><li>○ PIO will inform Executive Team</li><li>○ PIO alert college leadership in affected areas</li><li>○ PIO will keep information circulating to administrators as event unfolds.</li></ul></li></ul>
Exec Team	Determine if additional resources are needed due to size or place of event (e.g., additional College Safety officers, barricades, porta-potties, additional needs, etc.)
AFAC Associate Dean or Director of Student Life (or designee)	<ul style="list-style-type: none"><li>• Initiate contact with group (with support of College Safety):</li><li>• Refer to Expressive Conduct <a href="#">Policy</a> and <a href="#">Procedures</a></li><li>• Consider actions to support the safety of the college community.</li><li>• Consider actions to support participants' First Amendment rights.</li><li>• May consult with Diversity, Equity, and Inclusion Office</li><li>• Notify CARE and TAT to standby.</li></ul>

	<ul style="list-style-type: none"> <li>Encourage them to use a designated area for their protest activities in accordance with Expressive Conduct <a href="#">Policy</a> and <a href="#">Procedures</a>. <ul style="list-style-type: none"> <li>Consult with Events and Conference Services to facilitate location and work to reduce the potential interactions and conflict between protests and campus activities.</li> </ul> </li> </ul>
PIO	Work with Exec Team if broader communication is warranted

### If peaceful solution found

Who	Action
AFAC Associate Dean or Director of Student Life (or designee)	<ul style="list-style-type: none"> <li>Inform College Safety, who will then inform: <ul style="list-style-type: none"> <li>Campus facilities</li> <li>Events and Conference Services</li> <li>Public Information Officer (PIO) <ul style="list-style-type: none"> <li>PIO will notify Exec Team</li> <li>PIO alert college leadership in affected areas</li> </ul> </li> </ul> </li> </ul>
PIO	Based on size and location of activity, all-staff/student email

### If noncompliance lasts more than 1 hour

Who	Action
College Safety	Activate the EOC and move to Response Level 3

## Response Level 3

### Violence, damaging property, or criminal activity

Definition: A riot is civil unrest/disorder wherein crowds display a propensity for violence by setting fires, vandalizing, looting, property damage, attacking individuals, or engaging in other violent or damaging acts.

### Monitoring campus demonstrations

A demonstration should not be prevented or discontinued unless one or more of the following conditions exists because of the demonstration:

- Unlawful activity
- Violations of fire or safety regulations
- Impeding the normal flow of pedestrian or vehicular traffic or obstructing access to offices, buildings, or other college facilities.
- Disruption to the normal operations of the college.
- Interference with another group's scheduled activity or demonstration.
- Threat of physical harm to persons or damage to college facilities.

- Demonstrations within the interior of any college building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any college room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any college property, equipment, or facilities.

Who	Action
Bystander or organizer contact	Notify College Safety or call 911
College safety	<ul style="list-style-type: none"> <li>• Conduct safety assessment/threat level of protest. <ul style="list-style-type: none"> <li>◦ May call local police.</li> </ul> </li> <li>• Notify designated representative on CARE Team/Threat Assessment Team (e.g., AFAC Associate Dean or Director of Student Life)</li> <li>• Notify Public Information Officer (PIO) <ul style="list-style-type: none"> <li>◦ PIO notify Executive Team</li> <li>◦ PIO alert college leadership in affected areas</li> <li>◦ PIO will keep information circulating to administrators as event unfolds.</li> </ul> </li> <li>• Activate Incident Command System and set up Emergency Operations Center (EOC)</li> </ul>
President or designee	<ul style="list-style-type: none"> <li>• Alert Board of Education</li> </ul>
PIO	<ul style="list-style-type: none"> <li>• Activate crisis communications team. <ul style="list-style-type: none"> <li>◦ Web lead/digital marketing specialist</li> <li>◦ Communications specialist</li> <li>◦ Marketing specialist</li> </ul> </li> <li>• Create an official statement regarding the situation for internal audiences via email or other communication methods if necessary.</li> <li>• Designate official spokesperson, generally the highest-ranking individual who has direct knowledge of the event.</li> <li>• Social media –Monitor online activity; respond to online activity.</li> <li>• Prepare facts, official statement. The PIO will compile a fact sheet/draft a news release or official statement for on- and off-campus constituencies and the media. Information will include statement of the situation with all known details that can be released in cooperation with local law enforcement. <ul style="list-style-type: none"> <li>◦ This information will be approved by the president or executive team.</li> <li>◦ This information must be time stamped and updated frequently.</li> </ul> </li> <li>• Press release – Post official college statement and updates as needed.</li> <li>• Use of Emergency Notification System</li> </ul>

	<ul style="list-style-type: none"> <li>• Website homepage – Activate ticker and link to dark page.</li> <li>• Website dark page – Post official College statement and updates; link to social media accounts.</li> <li>• Public statement/conference – Post official College statement and updates.</li> <li>•</li> </ul> <p>This list is not exhaustive and is likely to vary by situation.</p>
EOC	<ul style="list-style-type: none"> <li>• Coordinate College resources and staff focused on the event/protest area.</li> <li>• Ensure campus buildings and staff are safe and secure.</li> <li>• Coordinate supplies and equipment for campus and event needs (Campus Services and Procurement)</li> <li>• Liaison with local police, fire, and EMS leadership <ul style="list-style-type: none"> <li>◦ Communicate policy group decisions about closures, trespass orders, college expectations.</li> <li>◦ Coordinate best routes for ingress/egress/parking of emergency vehicles.</li> </ul> </li> <li>• Coordinate messaging with Policy Group and PIO</li> <li>• Ensure safety rules and practices are followed.</li> </ul>
Policy Group/Exec Team	<ul style="list-style-type: none"> <li>• Ensure College policies are being followed.</li> <li>• Determine whether to close all or part of campus or cancel classes.</li> <li>• Determine tolerance for allowing protest to continue.</li> <li>• Notify EOC/police command of decision to exclude/trespass protest.</li> <li>• Allocate additional resources due to size or place of event (e.g., additional College Safety officers, barricades, porta-potties, additional needs, etc.)</li> <li>•</li> </ul>

Members of Incident Management Team:

- Director of College Safety
- Emergency Operations Manager
- Dean of Campus Services
- Vice President of Instruction and Student Services
- Vice President of College Services
- Public Information Officer
- Chief Diversity, Equity, and Inclusion Officer

- Dean of Academic Foundations and Connections
- Associate Dean of Academic Foundations and Connections
- Any other ADHOC positions deemed needed by the EOC.

**Related resources and policies:**

- [Expressive Conduct policy](#)
- [Expressive Conduct procedure](#)
- [Academic Freedom and Responsibility IBB](#)
- [Electronic Communication System Use IIBGA](#)
- [Presentations on Campus INC](#)
- [Student Conduct JFC](#)
- [Facilities Use Terms and Conditions Board of Education policy KG and KG-AR](#)
- [Community Use of College Facilities KG](#)
- [Hazing/Harassment/Intimidation/Bullying/Menacing GBNA/JFCF](#)
- [Removal/Exclusion of Person\(s\) from Campus KGB and KGB-AR](#)
- [Firearms, Destructive Devices and Other Dangerous Weapons on College Property ECA-AR](#)
- [Solicitation KI/KJ](#)