



Glen Oaks Community College 2022 Annual Security Report

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Preparing and Reporting the Annual Disclosure of 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. Specifically, these changes added or modified requirements related to:

- Disclosure of statistics of the number of dating violence, sexual assault, and stalking incidents;
- Disclosure of statistics of new categories of Hate Crimes;
- Implementation by institutions and disclosure of programs to prevent dating violence, domestic violence, sexual assault and stalking, including primary prevention and awareness programs for incoming students and employees; and ongoing prevention and awareness campaigns for students and employees;
- Disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred; and
- Implementation by institutions and disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking, including:
 - descriptions of each disciplinary proceeding used by the institution, the standard of evidence used during each disciplinary proceeding, possible sanctions imposed following the results of disciplinary proceedings, and the range of protective measures that the institution may offer a victim;
 - provisions to ensure that proceedings will be prompt, fair and impartial;
 - provisions that state that proceedings will be conducted by officials who receive annual training; and
 - ensuring equal opportunities for the accuser and accused to have others present during proceedings, including an advisor of their choice.

Excerpt from: The Handbook for Campus Safety and Security Reporting: 2016 Edition; US Department of Education Office of Postsecondary Education

In conjunction with the St. Joseph County 911 Dispatch Center and Campus Security Authorities (CSAs), statistics on all occurrences reported on Glen Oaks Community College's campus and their surrounding public areas are maintained. These statistics are published annually (by October of each year) by the College in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990).

Once the crime statistics are compiled and the report is complete, the Annual Security Report is placed on our website at: <https://www.glenoaks.edu/public-safety/>

Additionally, an email notification is made to all enrolled students, faculty and staff about the availability of the report. Printed copies can be obtained by contacting Human Resources at (269) 294-4229.

Upon request, data is available in the Human Resources Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Criminal Offenses Reported

- Aggravated Assault
- Arson
- Burglary
- Criminal Homicide
- Motor Vehicle Theft
- Robbery
- Sexual Assault

VAWA Offenses

- Domestic Violence
- Dating Violence
- Stalking

**Arrests and Referrals for
Disciplinary Action**

- Liquor Law
Violations
- Drug Abuse
Violations
- Weapons
Carrying/Possessing

Hate Crimes

- Murder
- Robbery
- Aggravated Assault
- Sexual Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny – Theft
- Simple Assault
- Intimidation
- Destruction/Damage
Vandalism of Property

The Human Resources Office will be responsible for monitoring crime statistics and submitting the annual crime report to the Department of Education.

Crime Definitions from the Uniform Crime Reporting Handbook

Criminal Offenses

Aggravated Assault—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by 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 was 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 of a structure 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; safe cracking; and all attempts to commit any of the aforementioned.

Criminal Homicide—Manslaughter by Negligence— The killing of another person through gross negligence.

Criminal Homicide—Murder and Non-negligent Manslaughter— The willful (non-negligent) killing of one human being by another.

Motor Vehicle Theft—The theft or attempted theft of a motor vehicle.

Robbery—The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses (Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)

Sex Offenses—Forcible

Forcible Rape—The carnal knowledge of a person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses—Non-forcible

Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

VAWA Offenses

Domestic Violence – Felony or misdemeanor crime of violence by: a.) a current or former spouse or intimate partner of the victim; b.) a person with whom the victim shares a child in common; c.) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; d.) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA); or e.) 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.

Dating Violence – Violence committed by a person, who is or has been, in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: a.) the length of the relationship; b.) the type of relationship; and c.) the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Arrests And Referrals for Disciplinary Action

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.

Drug Abuse Violations—Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. 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).

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.)

Hate Crimes—

Any of the aforementioned offenses and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are; race, gender, religion, sexual orientation, ethnicity/national origin and disability.

Arrests-

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.

Drug Abuse Violations—Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. 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).

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.)

Geographic location definitions from the U.S. Department of Education's Handbook for Campus Crime and Reporting:

Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to the institution's educational purposes. These buildings include residential halls, any building or property that is owned by the institution but controlled by another person, those frequently used by students and those that support institutional purposes such as a food or retail vendor.

Non-campus: Includes any building (or property) owned or controlled by student organizations officially recognized by the school; or any building or property owned or controlled by the school that is used in direct support of, or in relation to, the college's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the college.

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

The following statistics represent all official reports of these offenses on the Glen Oaks Community College campus and are reported in compliance with the Clery Act. They conform to the FBI Uniform Crime Reporting System.

Crime Statistics for 2019, 2020, and 2021

OFFENSE	LOCATION	2019	2020	2021
CRIMINAL HOMICIDE	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
NEGLIGENT MANSLAUGHTER	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
SEX OFFENSES, FORCIBLE	ON CAMPUS	0	0	1
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
SEX OFFENSES, NON-FORCIBLE	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
ROBBERY	ON CAMPUS	0	0	1
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
AGGRAVATED ASSAULT	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
BURGLARY	ON CAMPUS	1	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
MOTOR VEHICLE THEFT	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
ARSON	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
LIQUOR LAW ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY	ON CAMPUS	1	0	4
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0

ACTION	OPTIONAL TOTAL	0	0	0
DRUG LAW ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	2	0	1
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
WEAPONS ARRESTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
WEAPONS VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DOMESTIC VIOLENCE INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
DATING VIOLENCE INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0
STALKING INCIDENTS	ON CAMPUS	0	0	0
	NONCAMPUS	0	0	0
	PUBLIC PROPERTY	0	0	0
	OPTIONAL TOTAL	0	0	0

Campus Safety Contacts

Emergency Services (Police, Fire, health and Other Emergency Services)

St. Joseph County Central Dispatch

9-1-1-

Campus Security Office:

Larry Diekman

Director of Buildings and Grounds

ldiekman@glenoaks.edu

Located in the Maintenance Barn to the South of the Gym

Office: 269-294-4312 (Monday – Friday 7:00am – 4:00pm)

After Hours: 269-223-0263

Title IX Coordinators:

Tonya Howden

VP of Student Services

thowden@glenoaks.edu

269-294-4230

Jamie Yesh

HR Director

jyesh@glenoaks.edu

269-294-4229

Candy Bohacz

HR Coordinator

cbohacz@glenoaks.edu

269-294-4232

Institutional Policies

Campus Security – Report Procedures (Policy 3.41 A)

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence. The head of our Campus Security Office is a sworn deputy with the St. Joseph County Sheriff's Department. The office is located in the Maintenance Barn, on the south side of the Gymnasium and is open from 7:00 AM – 4:00 PM Monday through Friday.

For emergency situations such as fire, medical emergency, or immediate threats to campus, individuals should call emergency services at 911. Once emergency services have been called, the incident should be reported via the NORA hotline at xt. 111.

For non-emergency campus security or safety issues, individuals should call Campus Security at (269) 294-4312. For security issues after hours or on weekends/holidays please call (269) 223-0263.

Non-Emergency concerns can also be reported through our online form located here: <https://www.glenoaks.edu/public-safety/report-a-concern/>

Campus Security - Access to Campus Facilities (Policy 3.41 B)

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through April) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4/5:00 p.m. The building is closed on Friday's between May and second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Campus Security - Authority of Campus Safety (Policy 3.41 C)

Designated Campus Security Personnel have the authority to confront the individual related to the occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police. Campus Security is available Monday through Friday from 6 p.m. to 12 midnight, Fridays from 4 p.m. to 12 midnight and Saturdays from 7:30 a.m. to 4/5:00 p.m.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Human Resources Department.

Student Code of Conduct (Policy 3.42)

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he/she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.
2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting College officials who are acting in the performance of their duties.
4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g., forgery, alteration, or intentional misuse of College documents, records or identification or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or drugs.
10. Illegal possession, use, sale or exchange of narcotics or drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus.
14. Conduct in the classroom, which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise guests.
20. Violation of the College's Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects the student's suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on college campus or while attending a college sponsored event or activity.
24. Failure to pay fines, fees or other debt to the college.
25. Failure to return college property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or a representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established.

Students may be suspended from College classes and/or activities pending due process procedures by the President or representative when, in the President's or representative's sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property. If an individual has violated the Student Code of Conduct or the General Rules and Guidelines on college property while not enrolled as a student at the college, but then later seeks to enroll, he or she must first contact the Dean of Students (or his or her designee). The same Due Process procedures listed in Article IV, of the full policy, will be followed to determine an admission decision. Readers of this policy are also referred to a related Policy, 3.51, Student Policies General.

Campus Unrest, Dissent, and Protest (Policy 3.44)

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

- (a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and
- (b) When the person is in fact in violation of such rules; and
- (c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and
- (d) When the person thereafter willfully remains in or on such premises, building or other structure; and
- (e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distractive influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Vice-President of Academics and the Vice-President of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Vice-President handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited:*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

"My name is _____ and I am the designee of the President of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that _____. Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education."

Alcohol and Drug Abuse (Policy 3.40)

Philosophy

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical, and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Standards of Conduct

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

Recreational marijuana and marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study

programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used, or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics, or drugs, will be removed from the College campus.

Any person taking prescription drugs or over-the counter medication is individually responsible for ensuring that while taking the drug or medication, he/ she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

Legal Sanctions

Glen Oaks Community College abides by all local, state, and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state, or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for drugs may result in disciplinary action. The words "probable cause" as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words "credible information" is defined as including, but not limited to, the following "warning signs":

- (1) Excessive absenteeism or tardiness;
- (2) Excessive illness;
- (3) Deteriorating or inconsistent work performance;
- (4) Increased carelessness;
- (5) Decrease in attention span, especially after breaks or lunch;
- (6) Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
- (7) Substantial increase in use of the rest room or water cooler;
- (8) Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
- (9) Deteriorating or inconsistent attention to personal grooming and neatness;
- (10) Financial problems, especially if the student has not previously had such problems;
- (11) Frequent licking of the lips;
- (12) Nervousness, especially when discussing work performance or personal life;
- (13) Gastric disturbances or change in appetite;
- (14) Insomnia;
- (15) Moody behavior or "mood swings";

- (16) Unexplainable bruised and/or puffy skin, especially in the face;
- (17) Dilated pupils;
- (18) Slurred or incoherent speech;
- (19) Lack of dexterity;
- (20) Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.

Pre-Employment Drug Testing

In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis for new employees. This applies to all full-time and part-time permanent positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of narcotics or illegal drugs), the candidate will not be hired.

Employee Alcohol and Drug Use

Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, shall be subject to sanctions as outlined in the appropriate Collective Bargaining Agreements and/or the Glen Oaks Community College Policy Manual. Violations by faculty or staff may result in disciplinary action up to and including termination of employment. Employees who have CDL will be required to undergo mandatory random drug/alcohol testing as notified by the HR Department. If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks shall take one of the following actions: (1) take appropriate personnel action against the employee up to and including termination; and/or (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Glen Oaks Community College shall also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

Alcohol and Drug Education, Prevention and Referral

Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention, and referral. The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the

student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor shall provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also works closely with the Substance Abuse agencies in the area.

Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention and Awareness Program (Policy 5.08)

Members of the college community, including students, faculty, staff, contracted employees, guests, vendors and visitors, have the right to be free from sexual violence, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Glen Oaks Community College adheres to a zero tolerance policy for sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

During orientation, required for all new students, Glen Oaks Community College shows a video covering our Sexual Misconduct Policy. In addition, pamphlets discussing dating violence, sexual assault, domestic violence, and stalking are available in the hallway to our employees.

The College also requires all employees to review the following training videos: Campus Security Authority, Bystander Intervention, Domestic and Sexual Violence, and Sexual Harassment.

Victims of Sexual Assault

The College strongly recommends that victims of sexual assault:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to the Human Resources Department, Evening Receptionist, the Vice President of Student Services, and/or the St. Joseph County Sheriff's Department. Filing a report with the police shall not subject the victim to scrutiny or judgmental opinions from college officials. Filing a report ensures that: 1.) a victim of sexual assault on college property or an any college function shall receive the necessary medical attention and tests, at no expense to the victim; 2.) there is an opportunity for collection of evidence helpful in prosecution, 3.) assure the victim has access to confidential professional counseling at no charge.
- Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel.
- At the victim's request, college administrators will assist in the notification of local law enforcement. The college's disciplinary system may proceed against any alleged violator of GOCC policy, whether or not state or federal criminal proceedings exist or are pending.
- Seek counseling and/or emotional assistance and support. The College can assist you with this. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma.
- The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution.

College Procedure on Sexual Assault

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Michigan criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the

intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the St. Joseph County Sheriff's Department (269-467-9045), the Human Resources Department (269-294-4232 or 269-294-4229) or the Vice President of Student Services (269-294-4230). Reports made to the Human Resources Department are shared with the Vice President of Student Services for disciplinary review and/or action.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.

Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the National Sexual Assault Hotline by calling 1-800-656-4673.

GOCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct, which is available online. The college's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings. For further information about the disciplinary system, contact the Vice President of Student Services at 269-294-4230.

Missing Student Policy (Policy 3.90)

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student's routine and habits, punctuality, reliability, reports of suicidal thoughts, drug and alcohol use, or if the student might be in the company of individuals who could endanger the student's welfare or place the student in a life-threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student's responsibility to regularly update any changes to existing contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Procedures

Any report of a missing student who reside in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

- Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
- Inform the Vice President of Student Services.
- Make a determination as to the status of the missing student.
- Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.

Upon determining the student is missing and upon notification by law enforcement, the Vice President of Student Services will:

- Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Vice President will notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s) to the extent required by law.

Sex Offender Compliance Policy (3.96)

The Campus Sex Act Crimes Prevention Act requires sex offenders, who must register under state law, to provide notice of enrollment or employment, as well as notice of change of enrollment or employment status, at any institution of higher education to issue a statement advising the campus community as to where information concerning registered sex offenders can be obtained.

In accordance with this act, the Michigan State Police Sex Offender Registry website may be accessed at <https://mspsor.com>

Registered sex offenders who are members of the College community, upon enrollment at the College, must notify the Vice President of Student Services that they have registered with the College. Failure to notify the College is a violation of the Student Code of Conduct and subjects those students to all available College judicial processes and sanctions.

Voluntary Confidential Report (Policy 6.16)

Glen Oaks Community College encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. (Policy 6.16) Such reports may be made confidentially via the Ethical Advocate program at 877-743-4127 or via the online concern reporting form located here: <https://www.glenoaks.edu/public-safety/report-a-concern/>

In cases of sexual violence, if one desires that details of the incident be kept confidential, they should speak with a private counselor, members of the clergy and chaplains, or off-campus rape crisis resources who can maintain confidentiality. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line).

Glen Oaks Community College is committed to establishing and supporting an environment where students, employees, and guests can take advantage of the academic and social offerings in a manner that supports the health, safety, and well-being of all individuals. If members of our community observe behaviors inconsistent with this goal, it is important to immediately report concerns to an appropriate College official for a prompt and timely investigation. Concerns can be submitted using the online form located here: <https://www.glenoaks.edu/public-safety/report-a-concern/>

Policy Addressing On-Site Counselors

It is the policy of licensed counselors working within GOCC Student Services, to maintain client confidentiality. The Clery Act **does not** require a counselor to breach confidentiality, but it is often beneficial to the greater campus population to compile statistics regarding criminal activity in a way that does not violate client confidentiality. As such, counseling staff will work with the Vice President of Student Services by providing a report of non-identifying information, including:

- 1) where the crime occurred;
- 2) the type of crime;
- 3) to whom the crime was reported; and
- 4) when the crime was reported.

Licensed counselors will deliver this report to the Vice President of Student Services and is responsible for doing so in a manner that protects client confidentiality. No clinical information will be disclosed, and only the items above may be shared.

Situations requiring more extensive reporting

Situations do exist wherein the counselor is required to breach confidentiality, due to a situation that is beyond the protection of the Clery Act's protection of individual confidentiality, such as in the case of:

If a patient communicates to a mental health professional who is treating the patient a threat of physical violence against a reasonably identifiable third person and the recipient has the apparent intent and ability to carry out that threat in the foreseeable future, the mental health professional has a duty to take action. The duty is discharged by hospitalization, communicating to the third person and notifying local law enforcement, warn social services or the custodial parent or guardian if the victim is a minor. Immunity from liability for disclosure. Michigan Statute 330.1946.

If a person is making homicidal threats or has direct plans of harming another person, counseling staff must collect as much information as possible about the person they intend on harming such as name, phone number, and address and the means of harm (weapon). If there is a serious and foreseeable risk, then by law, the counselor must warn the possible victim, the Vice President of Student Services, the police department, and others who are deemed necessary to provide assistance and necessarily, the counselor will communicate more detailed information than the Clery Act requires, due to the greater threshold of risk.

Crime Prevention and Security Awareness Programs

Crime prevention at GOCC is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. The college conducts crime prevention programs upon request to educate the GOCC community on measures the community can take to reduce the chances of becoming a victim of crime. The St. Joseph County Sherriff's Department conducts periodic patrols of the campus.

If a patient communicates to a mental health professional who is treating the patient a threat of physical violence against a reasonably identifiable third person and the recipient has the apparent intent and ability to carry out that threat in the foreseeable future, the mental health professional has a duty to take action. The duty is discharged by hospitalization, communicating to the third person and notifying local law enforcement, warn social services or the custodial parent or guardian if the victim is a minor. Immunity from liability for disclosure.

Criminal Activity Off Campus

Glen Oaks Community College does not currently have any officially recognized off-campus student organizations.

Emergency Response and Evacuation Procedures

Tornado / Severe Thunderstorms Incident Procedure

Purpose: To protect the well-being of the campus community in the event of tornados / severe thunderstorms during operating hours.

General Information:

Some inclement weather events like strong winds, rainstorms or tornados will require employees and students to go to sheltered areas within the College. In these cases, employees and students should not evacuate the building, since this may cause injury. When strong winds, rain or a tornado are imminent, you have only a short amount of time to make life-or-death decisions. Advanced planning and a quick response are the keys to surviving this type of inclement weather. The college values the safety of each individual and expects that people will take the responsibility for safeguarding their own welfare.

IT Receives tornado/severe weather alerts. The procedure will be to notify the College President, Director of Buildings & Grounds, and VP of Finance and Administrative Services via any of the following: phone, emergency phone alert system, digital signage. If a “take cover warning” is issued by the National Weather Service, building occupants will immediately be notified and should move to sheltered areas at that time.

Tornado WATCH: Weather conditions are favorable for a tornado to develop. In the event of a tornado WATCH, you should:

- Be alert for approaching storms.
- Listen for the phone paging system and other College media, which will indicate the weather situation worsening.
- Continue with classes, exams, and College business/operations in the absence of further instructions.
- The athletic department will alert any teams out on the athletic fields.

Tornado WARNING: A tornado or funnel cloud has been sighted or is indicated on weather radar. In the event of a tornado WARNING, College policy requires the following:

- Instructors will stop any classes or exams that are taking place and will direct all students to the appropriate tornado safe waiting area as needed.
- A tornado WARNING will be passed on to building occupants via the Telephone Alert System, digital signage, etc.
- Building occupants will prepare to go to the tornado safe waiting area in whichever area they are in at the time of the Tornado WARNING being issued. Shelter maps are located throughout the building (general rule: a shelter area will be an interior area below the top floor of the building without any windows or exterior doors).

- Building occupants should remain in the protected area until the tornado or severe weather has passed and they have received an all clear. At that point, classes and College business/operations will resume as permitted by the impact of the severe weather.

Fire Incident Procedures

Drills:

Fire drills will be conducted once per semester. The Summer and Fall fire drills will be conducted during normal business hours and the Winter fire drill will be conducted after sunset to ensure adequate training has been provided.

Visual Sweeps:

Certain employees will be assigned the responsibility of conducting a visual sweep of their respective area during a fire drill or fire emergency. Assignments will be by position with one position as primary sweeper for an area and back-up sweeper. They are as follows:

AREA	PRIMARY	BACKUP
Administration/Restrooms	VP of Finance	VP of Academics
Bookstore/Business Office	Controller	Senior Accountant
Student Services	VP of Student Services	Director of Financial Aid
Concourse	Fitness Center Staff	Maintenance Staff
Learning Commons	Director of Learning Commons	Asst Director
B/C Wing	Maintenance	
D Wing	Athletic Director	Director of Nursing
E1 Wing	Welding Instructor	Auto Instructor
E4 Wing	Website Administrator	IT Director
F Wing	Professors of Business/Math	Digital Solutions Admin
G Wing	Professors of Science	

Fire Evacuation Procedures:

- 1.) Secure your area (lock fire files, close windows and doors).
- 2.) While exiting your area conduct a visual sweep for anyone still in their office. Take your personal belongings (keys, purse, etc) **and your two-way radio if you have one.**
- 3.) Do not use elevators.
- 4.) Evacuate the building at nearest exit.

- 5.) Point out the nearest exits to students and visitors. Assist those with disabilities, if possible.
- 6.) Once outside, proceed to one of the following areas (300 ft away from building)
 - a. West Side of Campus – Emergency Phone
 - b. East Side of Campus – Benches near Automotive Drive
- 7.) Wait for the “all clear” before returning to the building.
- 8.) Never assume that the alarm is only a test or a false alarm.

Fire Emergency:

If you discover a fire:

Call 911 – regardless of the size of the fire.
Activate or have another person activate the fire alarm.

Maintenance/Custodial Department:

- 1.) Shut-off main electricity/gas
- 2.) Re-direct traffic at Sauger Lake Road and Shimmel Road entrances.
- 3.) Employee re-directing traffic at Shimmel Road entrance will also direct fire truck to the location of the fire.
- 4.) Designated maintenance/custodial employee will provide emergency crew with details on the fire emergency (i.e. location of fire, type of room involved, suspicion of injuries/people trapped persons, presence of flames, suspected cause, etc.).

Assisting those with a disability:

All staff/faculty will be charged with the duty of assisting anyone who may have a disability that is in their area during a fire emergency. Evac chairs are mounted on the D-wing 4th floor and Concourse Level. Appropriate training will be provided to all faculty/staff at least annually (All college meeting).

Incident command:

The incident command base will be located as determined by the responding fire department.

Communication:

President of the College will serve as the primary contact for all media related inquiries and statements. The Executive Director of Communications and Marketing will serve as backup to the President.

Regarding communications to staff and students:

- The Website Administrator will send out a notification via text to students and staff, and e-mail to staff regarding the crisis.

- The Website Administrator will upload the emergency notification page on our website and digital signage.

Glen Oaks will partner with Community Mental Health (CMH) and/or HelpNet to provide counseling as needed. Glen Oaks Counselors will work with CMH to coordinate these services during a crisis situation, if possible and needed.

Local Emergency Management personnel will coordinate volunteers and organize the search and rescue mission for missing individuals.

Timely Warnings

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the health or safety of students or employees (i.e. meningitis outbreak, approaching tornado, armed intruder, etc.), Glen Oaks will post timely warnings for any Clery Act crime, throughout the campus giving immediate attention to any precautions to be taken by the College community.

The Glen Oaks Community College Crisis Management Team shall make the initial determination as to whether a situation meets the threshold of a significant emergency or dangerous situation. This team consists of members of the Leadership Group (President, Vice President of Finance and Administrative Services, Vice President of Academics, Dean of Academics, Registrar, Executive Director of Communications and Marketing, and Business Services Director), Director of Buildings and Grounds, and HR Director. The Crisis Management Team shall meet in the Board Room, or other location if needed. The President, or designee, shall brief the team regarding details of the impending or actual critical incident.

A decision as to whether a timely notification is warranted, and appropriate actions in response to the incident, will be determined at this time based on information currently available. It is understood that not all details may be available at the time a decision needs to be made. Information to be considered in determining the need of a timely warning may include: nature of the crime, continuing danger to the campus community, and possible risk of compromising law enforcement efforts.

Timing, Content, and Dissemination Methods for a Clery Timely Warning Notice:

- 1.) Glen Oaks will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency. The Clery Act does not define what is timely. However, the warning should be issued as soon as pertinent information is available, because the intent of a Clery timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- 2.) Clery Act regulations do not specify what information should be included in a timely warning. However, the warning should include all information that would promote safety, because the

intent of the warning is to enable members of the campus community to protect themselves. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim.

- 3.) Glen Oaks will communicate timely warnings by the use of some or all of the following:
college web site, phone speaker system, e-mail, voice mail, text message alerts, posted flyers and/or campus monitors.

Glen Oaks Community College will test their emergency response and evacuation procedures at least on an annual basis. These tests may or may not be announced.