

Gaawaabaabiganikaag  
Gabegikendaasowigamig

White Earth  
Tribal & Community College



**Crime Report 2016**  
**2013 - 2015 Statistics**

White Earth Tribal & Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools as of October 2008.

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# Gaawaabaabiganikaag Gabegikendaasowigamig White Earth Tribal & Community College Crime Report

## Introduction

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act*, White Earth Tribal and Community College (WETCC) monitors criminal activity for on-campus and off-campus sites owned or maintained by WETCC and/or recognized college organizations. WETCC documents a three-year statistical history of these incidents, which can be found at the end of this report, and provides the information and statistics to students and employees by electronic means, and to others upon request. You may view WETCC's statistics by going to the Department of Education's Security Statistics search site at [www.ope.ed.gov/security](http://www.ope.ed.gov/security) or [www.wetcc.edu](http://www.wetcc.edu). WETCC has a variety of policies and procedures relating to campus security and reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes will appear in successive issues of this report.

## Campus Security

All requests for immediate assistance relating to issues of safety and security should be made by calling 218-935- 0417 ext. 120 or by email at [kurt.halvorson@wetcc.edu](mailto:kurt.halvorson@wetcc.edu) or by visiting Student Services, 701 East Jefferson Avenue, Mahanomen, Minnesota, 56557. The Security Officer and the Student Liaison or their designee will respond to all requests for service and assistance. These officers are full-time staff of the College and are **not** police. In the event of any life-threatening emergency, or any apparent crime in progress, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling:

**Emergency call: 9-1-1**

All persons on campus are encouraged to immediately report any criminal activity to the White Earth Tribal Police Department at 218-983-3201 and one or more of the following: the WETCC Security Officer, or the Student Liaison. Campus reporting normally requires a written report from someone to begin the investigation process. WETCC also usually needs the assistance of the complainant in the disciplinary process against the accused. WETCC will make exceptions to a written report when necessary, including cases presenting clear and immediate danger to an individual or the College community. Written reports must be filed with the security officer.

WETCC will issue an annual report of crimes occurring on and around campus that are made known to campus personnel and students. This report is available at Student Services or on the WETCC [web site](#). Requests for additional information regarding this report can be made at 218-935-0417 ext. 120, the security department. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation. These statistics should be considered in relation to the occurrences of crime in society in general and college demographics.

The Security Officer and/or the Student Liaison serve as primary contacts with all law enforcement agencies for safety and security issues occurring on campus. When such incidents occur, the Student

Liaison or their representative will determine the proper means of communicating these concerns to the campus community. The following media are used to inform the campus about safety and security issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for adhering to stated security procedures and practices: campus-wide mail, Facebook, e-mail, campus forums, crime prevention literature, Student Government assistance, posted announcements (Safety/Security Alerts), and mailings.

## Reporting Procedures

All criminal activity occurring on campus should be reported promptly to the Security Officer and/or the Student Liaison and/or the White Earth Tribal Police Department. The college will assist the individual in completing criminal reports. WETCC strongly encourages victims to file complaints and written reports of all crimes in a prompt manner with the White Earth Police Department. Victim support is available from the entire staff and faculty of WETCC. In appropriate cases, reports will be shared with the College's Judicial Process, the Academic Dean and/or the Student Liaison, who will also assist the White Earth Tribal Police Department and the College's Judicial Process with investigations when requested.

The Security Officer or the Student Liaison accept reports of criminal activity occurring to or caused by persons involved in college sanctioned functions and groups off-campus' locations. Such incidents are included in the College's annual report and may be addressed on and/or off-campus.

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

1. Call the White Earth Tribal Police Department at 911 and/or the Security Officer at, 218-935-0417 ext. 120 or the Student Liaison at 218-935-0417 ext. 302 for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities.
2. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible about the offender(s):
  - Gender
  - Approximate age
  - Height
  - Weight/build
  - Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
  - Dress/clothing
  - Distinguishing marks (scars, tattoos, etc.)
  - Voice
3. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the Security Officer, the Student Liaison and/or the Mahnommen Police Department.
4. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Security Officer, and/or the Student Liaison and/or police arrive.

When necessary to protect the victim's identity in sexual assaults, the Security Officer or the Student Liaison will accept third-party reports. Whenever possible, the Security Officer and/or the Student Liaison prefer to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of College policy, student code of conduct or civil or criminal law should report the allegation to their supervisor and the Security Officer and/or the Student Liaison. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to the Security Officer and/or the Student Liaison: Admissions Coordinator, Financial Aid Officer, Human Resources Technician, President, Advisors, Faculty as well as any other employee, assistant and associate. These individuals should not attempt to investigate, but should instead report and allow Campus Security to investigate.



## WETCC Response to Reports

1. All allegations will be investigated. These investigations may be made in conjunction with the White Earth Tribal Police Department or other law enforcement agencies.
2. Reports will be classified by the Security Officer in conjunction with the appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Student Liaison Director for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus process.
4. WETCC will issue a **timely warning** to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), forcible rape or aggravated assault, in cases where the Security Officer and/or the Student Liaison (or their designee) determines there is a continuing threat to the campus community. In such cases, warnings will be published through campus bulletins, and campus newspapers, etc.

## Policies Concerning Safety of & Access to Campus Facilities

WETCC personnel are here to assist you in protecting yourself by providing various safety and security communication; however, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.

### Protect your valuables/property:

1. Do not loan your keys to anyone - even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.
2. Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.
3. Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
4. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office or classroom.
5. Lock your door whenever you leave your room or office. Always lock your car doors.
6. Protect all valuables in your office. Do not leave valuables in plain view.
7. You are encouraged to open savings or checking account rather than carry large sums of money. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
8. Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

### Protect your automobile:

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

### visible. Protect yourself at night:

1. Avoid walking alone at night.
2. Refrain from taking shortcuts, walk where there is plenty of light and traffic.
3. Call for an escort.

### Protect yourself walking and

### jogging:

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

### Help us protect you:

1. Watch for suspicious persons in and around campus buildings and in parking lots. Do not pursue them. Call Campus Security at 218-261-1513 or the police department immediately.
  - a) Suspicious activity:
    - i. If you see any suspicious activity or people on or near campus, call Student Services or Campus Security immediately. Do not assume that what you observe is an innocent activity or that it has already been reported.
    - ii. Do not assume the person is a visitor or campus staff member that you have not seen before.
  - b) Suspicious people may be:
    - i. Loitering about at unusual hours and locations; running, especially if something of value is being carried.
    - ii. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
    - iii. Carrying property that might be suspicious, depending on the circumstances.
2. Report all thefts and property loss immediately to Campus Security or the Student Liaison.
3. Be security conscious at all times.

## **Campus Facilities Security**

### Building Access and Maintenance

1. The WETCC campus is for the use of the students, faculty, staff, guests and those on official business with WETCC. All others are subject to be charged with trespassing.
2. Access to campus buildings is limited outside of normal business and class hours.
3. Students, faculty, staff and visitors are asked to report needed repairs to Maintenance 218-935-0417 Ext. 105.

### Policies and Procedures for Safe Access to Academic Buildings

1. Keys are issued to authorized faculty, staff and students only.
2. Exterior building doors should not be propped open when the doors are locked.
3. Building evacuation is mandatory for all fire alarms.
4. Faculty, staff, and volunteers who see a suspicious or unauthorized person in a building may ask the individual for I.D. or contact the Security Officer or Student Liaison if the Security Officer is not available.
5. Faculty and staff will secure the building at closing time. In buildings with outside windows, employees should close and lock them before leaving the building.
6. On campus phones are located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to the Security Officer immediately.

## **Education Programs**

The WETCC Student Services Center provides staff to aid students in coping with a variety of issues

including sexual assault awareness, personal safety, and alcohol and drug abuse. The Student Services office also offers education on drug and alcohol abuse and has other White Earth Tribal programs do on-campus presentations.

## **Alcohol and Other Drugs Policy & Procedures**

White Earth Tribal and Community College recognizes that the misuse of alcohol and other drugs is a serious problem in our society and our community. This College seeks to create a campus environment which promotes healthy and responsible living that is conducive to the intellectual and personal development of students. The College is committed to establishing and enforcing clear campus policies regarding the use of alcohol and other drugs. WETCC complies with and supports the Drug Free Schools and Community Act, the Drug Free Workplace Act, and Minnesota State law.

### **Definitions**

Recognized Student Organization - any student organization that has successfully completed the recognition process as outlined in the Student Organization Handbook and registers each academic year with the Student Services office.

Travel Status - the time period from departure until return to campus by students who have obtained travel authorization through the appropriate College representative for a College sponsored student event.

College Sponsored Student Event - activities that include, but are not limited to; official meetings, practices, competitions or trips involving students (who represent divisions, departments or majors), recognized student organizations of the College.

### **Drug and Alcohol Policy**

1. The use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance is prohibited by individual students and recognized student organizations when in travel status representing the College.
2. The use, possession, distribution, manufacture or sale of any alcoholic beverage or illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance by WETCC students is prohibited at all off-campus College sponsored student events.
3. As members of the College community, students who live or visit off-campus are expected to behave responsibly when off-campus. College community members violating civil or criminal law may be subject to College conduct procedures for the same conduct when the conduct occurs off campus but adversely affects the educational, research, or service functions of the College. Students should be aware that a student's unlawful use, possession, distribution, manufacture or sale of any alcoholic beverage, illegal drug and the illegal or unauthorized use, possession, distribution, manufacture or sale of a controlled substance cited by local law enforcement may be reported to the College. If reported, the College will take appropriate disciplinary action under this policy.
4. Good Samaritan exception: A student, who may be in violation of the alcohol/other drug policies, but comes to the aid of another student by seeking professional help, will not be cited for an alcohol/other drug College conduct violation. This exception will not be granted to those who flagrantly or repeatedly violate the College's Alcohol and Other Drug Policy.

## **Disciplinary Actions for Individuals in Violation**

## of the Policies on Alcohol and Other Drugs

Appropriate disciplinary actions will be enforced upon any student who violates regulations governing students at WETCC. In compliance with the standards of conduct the following sanctions are consistent with Tribal, state and federal laws: and may be imposed for violation of the standards of conduct cited in this policy. Where appropriate, referral for prosecution may be made. One or more sanctions may be imposed for violation of college regulations in relation to the offense.

These sanctions may include but are not limited to: Verbal and or written warning  
Restitution  
Academic  
Probation Loss  
of Privileges

Academic Suspension  
Academic Dismissal  
Mandatory participation in an approved drug and alcohol abuse treatment, rehabilitation, and /or re- entry program

# Federal and State Drug Law

## Schedule Drugs

1. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens
2. Opium, morphine, codeine, methadone, cocaine, barbiturates
3. Anabolic steroids, opium, codeine, morphine, barbiturates, other narcotics, stimulants, and depressants
4. Barbiturates, benzodiazepines, chloral hydrate, other narcotics, stimulates and depressants Opium, codeine, other narcotics and depressants

## Federal

### Penalty for Possession of Schedule I Drugs:

*First Offense:* 10 - Life, 10 year mandatory min.; if death or serious injury, 20 year min; up to \$4 million fine individual, \$10 million other than individual.

*Second Offense:* 20 - Life, 20 year min., up to \$8 million fine individual, \$20 million other than individual.

### Penalty for Possession of Schedule II Drugs:

*First offense:* 5-40 years, 5 year mandatory min.; if death or serious injury, 20 year min.; up to \$2 million fine individual, \$5 million other than individual.

*Second offense:* 10-Life, 10 year min.; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

### Penalty for Possession of Schedule III Drugs:

*First Offense:* 0-5 years; up to \$250,000 fine individual, \$1 million other than individual.

*Second Offense:* 0-10 years; up to \$500,000 fine individual, \$2 million other than individual.

### Penalty for Possession of Schedule IV Drugs:

*First Offense:* 0-3 years; up to \$250,000 fine individual, \$1 million other than individual.

*Second offense:* 0-6 years; up to \$500,000 fine individual, \$2 million other than individual.

### Penalty for Possession of Schedule V Drugs:

*First offense:* 0-1 year; up to \$100,000 fine individual, \$250,000 other than individual.

*Second offense:* 0-2 years; up to \$200,000 fine individual, \$500,000 other than individual.

## State

### First Degree:

*Sale:* 10+ grams of cocaine, 50+ grams of other narcotics, 200+ doses of hallucinogen, 50k of marijuana.

*Possession:* 25+ grams of cocaine, 500+ grams of other narcotics, 500+ doses hallucinogen, 100+ k of marijuana. *Penalty:* 0-30 years, 4 year mandatory minimum if prior drug felony; up to \$1 million fine.

### Second Degree:

*Sale:* 3+ grams cocaine, 10+ grams of other narcotic, 50 doses hallucinogen, 25+ k marijuana or sale of Schedule 1 or II drug narcotic, either to a person under 18 or in a school, park, or public housing zone.

*Possession:* 6+ grams cocaine, 50+ grams of other narcotic. 100+ doses hallucinogen, 25+ k marijuana.

*Penalty:* 0-25 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

### Third Degree:

*Sale:* Narcotic, 10+ doses hallucinogen, 5+ kilos marijuana or sale of any Schedule I, II or III drug (except a Schedule I or II narcotic or marijuana) to a person under 18 or employment of a person under 18 to sell same.

*Possession:* 3+ grams cocaine, 10+ grams of other narcotic, 10+ k of marijuana and any amount of Schedule I and II narcotic in a school, park or public housing zone.

*Penalty:* 0-20 years, 2 year mandatory min. If prior drug felony; up to \$250,000 fine.

### Fourth Degree:

*Sale:* Any schedule I, II, III drug (except marijuana), or sale of marijuana in a school, park, or public housing zone.

*Penalty:* 0-15 years, 1 year mandatory min. if prior felony; up to \$100,000 fine.

### Fifth Degree:

*Sale:* Marijuana or any schedule IV drug.

*Possession:* All Schedule I, II III, or IV drugs except 42.5 grams or less of marijuana.

*Penalty:* 0-5 years, 6 month mandatory min. if prior drug felony; up to \$10,000 fine.

## Alcohol Violations

Minnesota has many statutes that regulate and control alcohol use and misuse. Fines and penalties are given on the basis of minimum requirements and prior violations. Some crimes and violations are as follows:

### **Driving under the influence (blood alcohol content over .08):**

*1st offense: Up to \$700 fine and/or up to 90 days in jail, revoke drivers' license 30days.*

*2nd offense (within 5 years): Up to \$3,000 fine and 30 days to one year in jail, revoke drivers' license 180 days.*

### **Persons under the age of 21:**

*Misdemeanors: Consumption and possession unless in parent or guardians home, purchase or attempts to purchase alcohol, entering licensed premises, misrepresenting age. \$100 to \$700 fine and up to 90 days in jail.*

### **Aiding Minors:**

*Gross Misdemeanor: To sell, furnish or give a minor alcohol, to induce a minor to purchase alcohol, to lend or permit use of license to a minor. Up to \$3,000 fine, 180 days to one year in jail, revoke license for 180 days.*

## Health Risks

*Alcohol: Damage to heart, liver, and/or pancreas, addiction, coma, death from overdose, injury or accident.*

*Marijuana: Damage to heart, lungs, and/or brain nerve cells, lung cancer, bronchitis, infections.*

*Depressants: (Alcohol, Valium, quaaludes, downers, etc.) Irreversible brain or nervous system damage, damage to heart, liver, and/or pancreas, coma, death from overdose.*

*Hallucinogens: (LSC, PCP, angel dust, mushrooms, etc.) Agitation, hyperactivity, convulsions, death.*

*Inhalants: (Solvents, aerosol sprays, paint thinner, glue, etc.) Damage to nervous system liver and brain, heart failure, seizures.*

*Narcotics: (Codeine, heroin, opium, etc.) Respiratory arrest, coma, death due to overdose.*

*Steroids: (Roids, juice, d-ball, etc.) Acne, liver and kidney damage, heart disease, gallstones, kidney stones, liver cancer, impotence and sterility in men.*

*Stimulants: (Cocaine, crack, uppers, ritalin, preludes, etc.) Headaches, depression, psychosis, cardiac arrest, convulsions, coma, death.*

The abuse of alcohol and drugs has a way of creating turmoil, not just with the law and with one's body; abuse also can create havoc with emotions that leads to a variety of problems.

## Additional Risks

Many students consider drinking to be normal and respectable, but many people forget that the abuse of alcohol can cause serious physical and mental problems.

- ✓ Emotional problems
- ✓ Difficulty at work
- ✓ Family turmoil
- ✓ Legal problems
- ✓ Health problems
- ✓ Spiritual struggle
- ✓ Memory loss
- ✓ Financial difficulties
- ✓ Relationship tension
- ✓ Trouble dealing with reality
- ✓ Intellectual barriers
- ✓ Poor academic performance
- ✓ Loss of muscle control
- ✓ Impaired judgment
- ✓ Impaired thinking and reasoning processes
- ✓ Loss of inhibitions
- ✓ Social conflict
- ✓ Accidents and injuries
- ✓ Fetal Damage or Death
- ✓ Alcohol Poisoning
- ✓ Death

## Alcohol/Drug Resources

Alcohol/Drug Information [www.brad21.org](http://www.brad21.org)

Help a Friend with a Drug/Alcohol Problem [www.freevibe.com](http://www.freevibe.com)

Characteristics of Families with Alcohol Abuse

[www.nacoa.net/impfacts.htm](http://www.nacoa.net/impfacts.htm) Alcohol Self-Assessments

1. The Drink Wheel – blood alcohol concentration calculator [www.intox.com/drinkwheel.aspx](http://www.intox.com/drinkwheel.aspx)
2. How much is too much? Take alcohol screening test

[www.alcoholscreening.org](http://www.alcoholscreening.org) Alcohol Related Information for Parents and Students [www.collegedrinkingprevention.gov](http://www.collegedrinkingprevention.gov)

## Get Help

On campus counseling [Olivia Janis ph. 935-0417, Ext. 336]

Student Liason [Emma King ph. 935-0417, Ext. 302]

Other resources:

1. Lakes Counseling Center in Detroit Lakes 1-866-847-0696
2. White Earth Substance Abuse Program 1-800-950-3248
3. Women's Wellbriety Center 218-936-5653
4. Alcoholics Anonymous 1-800-371-4017 (toll free)

## Sexual Violence Policy

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at White Earth Tribal and Community College. White Earth Tribal and Community College is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Council Policies that may require separate proceedings. To further its commitment against sexual violence, WETCC provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

### Application of policy to students, employees, and others

This policy applies to all White Earth Tribal and Community College students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on WETCC Property. Individuals alleged to have committed acts of sexual violence on WETCC property who are not students or employees are subject to appropriate actions by White Earth Tribal and Community College, including, but not limited to, pursuing criminal or civil action against them.

### Definitions

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

Sexual assault - Sexual assault means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under White Earth Tribal and Community

College student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

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

Consent - Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

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

WETCC property - the facilities and land owned, leased, or under the primary control of the White Earth Tribal and Community College.

Employee - any individual employed by the WETCC, including student workers.

Student - an individual who is:

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

## **Options and Rights of a Student or Employee Who Reports a Complaint of Sexual Violence**

Notice of complainant options Following a report of sexual violence the complainant shall be promptly notified of:

1. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and providing a criminal or civil case against a perpetrator. Complainants should be told,

however, that they may report incidents of sexual violence at any time.

2. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Colleges contacts for employees, students and others.
3. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.

Notice of complainant rights Complainants shall be notified of the following:

1. Their right to file criminal charges with local law enforcement officials in sexual assault cases.
2. Rights under the crime victim's bill of rights, Minnesota Statutes Sections 611A.01-611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
3. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident.
4. Assistance available from campus authorities in preserving for sexual violence complainant materials relating to a campus disciplinary proceeding.
5. Those incidents of sexual violence complaints made to the Registrar and/or Academic Dean will be promptly and appropriately investigated and resolved.
6. That, at a sexual assault complainant's request, the College, or Office of the President may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or to alternative college-owned housing, if such alternatives are available and feasible.

## Where to Go For Assistance

Persons at White Earth Tribal and Community College who have been the subject of sexual discrimination/harassment or violence or who have witnessed others being subjected to sexual discrimination/harassment or violence can contact any of the College resource persons listed below for assistance. These people can listen, answer your questions, and discuss your options. Students can seek assistance from faculty and staff on campus, referrals will be made to the following people. WETCC encourages reporting of crimes for your safety and the safety of others.

### **Contacts Regarding Reporting Sexual Discrimination/Harassment**

Human Resource's, Denise Askelson 218-935-0417 ext. 332 – *Employee Investigations*

Security Officer, Kurt Halvorson 218-935-0417 ext. 120 - *Student Investigations*

White Earth Tribal Police Department 218-935-2255

### **Contacts Regarding Reporting Sexual Violence**

Human Resource's, Denise Askelson 218-935-0417 ext. 332 – *Employee Investigations*

Security Officer, Kurt Halvorson 218-935-0417 ext. 120 - *Student Investigations*

White Earth Tribal Police Department 218-935-2255

For TTY Communication, contact the Minnesota Relay Service at 1.800.627.3529

White Earth Tribal and Community College is committed to providing an environment free from sexual discrimination/harassment and violence, and continues to seek ways to eliminate such behavior. You are strongly encouraged to talk with one of the people listed about your experience or concerns. White Earth Tribal and Community College is an equal opportunity educator and employer. This information will be made available in alternate format, upon request by contacting Disability Services

at 218.935.0417 ext. 326.

**Other WETCC contacts**

Security Officer	218-935-0417 ext. 120
Student Liaison/Outreach	218-935-0417 ext. 302
Registrar	218-935-0417 ext. 303
Waadookoodaading Student Success Center	218-935-0417 ext.
304 National Office of Civil Rights	1-800-421-3481

**Local Resources:**

The following local resources are also available to provide assistance:

**Emergency services**

Mahnomen Health Center	<b>911</b> 218-935-2511
Mahnomen Sheriff's Dept.	218-935-2255
Rape and Abuse Crisis Line	1-500-845-3931
WE D.O.V.E Program Domestic Violence and Rape/ Sexual Assault	1-800-543-8629
WE D.O.V.E 24hr Crisis line	1-877 830-3683
National Domestic Violence line	1-800-799-7233
Healing Families Program	1-800-543-0629
Victims of Crime	1-800-763-8629 ext.
D.O.V.E-Down on Violence Everyday	1-800-543-0629
Suicide Line	1-500-845-3931

**Other Resources:**

MN Office of Justice Programs Crime Victim Rights	1-888-622-8799
Minnesota Office of Civil Rights	TDD: 877-521-2172
Anishinaabe Legal Services Naytahwaush	1-877-800-7295
Anishinaabe Legal Services Cass Lake	1-800-422-1335
White Earth Legal Assistance	218-983-4649
White Earth Veterans Services	218-935-5554 ext. 3259
Mental Health Crisis Line	1-877-380-3621
GLBT National Help Center	1-888-799-7233
For help with finding other resources – Emma King	218-935-0417 ext. 302

## Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves." Prior to this law, law enforcement agencies, and others knew the information regarding predatory offenders within the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential. Community Notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota, the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the

more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

**Information regarding Level 3 sex offenders can be found at [www.corr.state.mn.us/level3/level3.asp](http://www.corr.state.mn.us/level3/level3.asp) and information regarding Level 2 offenders is available at the Mahnomen Police Department.**

**Level one offenders** are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information.

**Level two offenders** are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement

officials may also choose to notify certain individuals that they determine to be at possible risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

**Level three offenders** have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staffs have been trained to manage sexual offenders (halfway houses), nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).

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**Crime Incident Report Form**

Page 1

This form should be completed by those individuals identified as "campus security authorities" who are required to report information they receive about specified crimes (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus' Annual Security Report.

It is the policy of the WETCC to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report WETCC policy violations to the appropriate office (e.g., student conduct violations to the Student Liaison or the Academic Dean. However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

Campus Security Reporter will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Clery Act*.

Please forward this completed form to: Brian Smith, Security Officer, P.O. Box 478, Mahnommen, MN 56577.

Person Receiving Report: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Report Made by:

\_\_\_\_\_ Victim

\_\_\_\_\_ Third Party      Relationship to victim: \_\_\_\_\_

Date and Time the Incident occurred: \_\_\_\_\_

Description of the incident or crime: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Crime (check all that apply)

Theft \_\_\_\_\_ Burglary \_\_\_\_\_ Alcohol Related \_\_\_\_\_ Sexual Assault \_\_\_\_\_ Harassment \_\_\_\_\_ Assault \_\_\_\_\_

Other \_\_\_\_\_

**Location of Incident**

Identify building name, address, etc. Be as specific as possible. \_\_\_\_\_

The location where this incident occurred was:

\_\_\_\_\_ On-campus, but not in student housing

\_\_\_\_\_ Off-campus public property immediately adjacent to campus

\_\_\_\_\_ Off-campus, NOT affiliated with or not adjacent to campus

\_\_\_\_\_ Unknown

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White Earth Tribal and Community College**

**Crime Incident Report Form**

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**Sex Offenses**

*Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.*

Was this crime a sexual offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, were the victim and the assailant acquainted? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, was the victim or the assailant under the influence of alcohol or drugs?

Victim: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

Assailant: \_\_\_\_\_ No Yes, alcohol \_\_\_\_\_ Yes, drugs \_\_\_\_\_

**Hate Crimes**

*Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.*

Was this incident motivated by hate or bias? Yes \_\_\_\_\_; No. \_\_\_\_\_

If yes, identify the category of prejudice:

\_\_\_\_\_ Race \_\_\_\_\_ Ethnicity \_\_\_\_\_ National Origin

\_\_\_\_\_ Religion \_\_\_\_\_ Disability \_\_\_\_\_ Sexual Orientation

If yes, provide a brief explanation of the determination \_\_\_\_\_

**Alcohol, Drug and Weapons Law Violations**

*Check all that apply:*

\_\_\_\_\_ Alcohol \_\_\_\_\_ Drugs \_\_\_\_\_ Weapons Describe: \_\_\_\_\_

Number of individuals arrested or referred for campus disciplinary action: \_\_\_\_\_

# **Emergency Procedures**

## **Emergency Response and Preparedness Plan**

### **Active Threat/Lock down**

#### **Lockdowns in an Active Shooter Situation**

#### **What to do in the event of an active shooter situation**

You will be notified through our emergency notification system and Security to go into lockdown.

#### **Profile of an Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

#### **Good practices for coping with an active shooter situation**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- CALL 911 and Campus Security at EXT.120 WHEN IT IS SAFE TO DO SO!

#### **How to Respond When an Active Shooter is in Your Vicinity**

Quickly determine the most reasonable way to protect your own life. Remember that students and campus visitors are likely to follow the lead of faculty and staff during an active shooter situation.

##### **1. Evacuate**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

- Call 911 when you are safe

## **2. Hide out**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office/classroom with a closed and locked door)
- Not trap you or restrict your options for

movement To prevent an active shooter from entering

your hiding place:

- Lock the door
- Blockade the door with heavy

furniture If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911 and campus security at ext.120 if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **3. Take action against the active shooter**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### **How to Respond When Law Enforcement Arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

### **How to react when law enforcement arrives:**

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)

- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling

- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

1. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

**Lockdown Procedures in any Emergency**

A lockdown of building(s) on campus is an emergency procedure intended to secure and protect the WETCC students, faculty and staff from an immediate threat of violence or harm. An immediate threat of violence MAY include, but is not limited to, active shooter on campus, haz-mat spill, a person near campus with a weapon, or significant law enforcement action in the area adjacent to campus. This action might be necessary when an evacuation would not be appropriate.

**Lockdown Procedures:**

- Try to remain calm;
- Remain indoors, e.g. your office or classroom. You are not allowed to leave the building unless an all clear has been sounded;
- If not in your typical surroundings proceed to a room that can be locked;
- Close and lock all doors. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
- Turn off all lights;
- Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- Remain silent;
- Turn off all radios or other devices that emit sound;
- Silence cell phones;
- If gunshots are heard lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter;
- If safe to do so, turn off gas and electric appliances, e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems, e.g. air conditioner. Use phones only for emergency notification to 911 or Ext. 120 for Security

Do not shelter in open areas such as hallways or corridors. Go to the nearest classroom, lecture hall or auditorium that can be locked.

## **Classroom Disturbance**

If you observe threatening disturbance, follow these steps:

1. Dial 0 and report the incident with specific location information, (building and room). If the disturbance is endangering faculty, staff or students, dial 911 and report the incident.
2. Limit staff and students from entering the area.
3. Security personnel will report to the identified area.

## **Evacuation**

### **Fire and/or Explosion Evacuation**

- I. Fires and/or explosions require a swift evacuation of all students and faculty members. Drills are an important part of fire safety. An important part of fire safety is also the safe storage and handling of all flammable materials.

- II. PROCEDURE:

- A. First Report:

In case of a fire, the individual should notify campus Faculty, Staff or Security member. It is the responsibility of Faculty, Staff and Security to contact the local Fire Department by calling 911 upon learning of a fire. Campus Security should be contacted immediately after any calls to 911 have been made.

- B. Evacuation:

When the alarm sounds, evacuation is to begin immediately. Security will respond to area and assist in evacuation. Faculty and staff will follow the evacuation routes and assignments posted near classroom doors. Evacuation areas are as follows:

1. Occupants of the WETCC Campus building shall assemble in designated areas at least 500 feet from building.
2. Occupants of any other buildings that are affected shall also assemble at least 500 feet from building.

- C. Faculty's Responsibilities:

Faculty will ensure that their students are safely evacuated. In leaving, doors are to be closed, but not locked. Faculty will take roll in the evacuation area and notify the Campus staff in charge or security if any students are not present. Faculty will report to safety committee during planning and drills for their evacuation assignment. Students will remain in their class grouping unless otherwise directed by a member of faculty or security. Faculty will remain responsible for their class until an all clear is given.

- D. All Clear:

In the case of a Fire Drill, a member of the safety committee or security shall give the "ALL CLEAR" to return to the building once the drill has been completed.

E. Actual Fire:

In the event of an actual fire, the local Fire Department and Law Enforcement agencies shall serve as the lead agencies regarding campus safety and security. Emergency agencies are provided with a map of the campus and the Campus security shall serve as a school resource.

F. Assessment of Damage:

Campus President and security will confer with the emergency agencies and determine to what extent the campus requires closure and which building may be re-occupied. The President, will make the determination to continue or to cancel the remaining school day(s). If the decision is to cancel the remainder of the school day, students will be allowed to leave at time the decision is made.

**IMPORTANT:** After any evacuation, report to your designated assembly area. Stay there until an accurate head count is taken.

### **Campus Evacuation**

If an evacuation from the campus becomes necessary, the following procedures will be implemented:

1. Evacuation of all or part of the campus will be announced, with specific directions for leaving the building or parking lots.
2. All persons (students, faculty, staff and visitors) are to immediately vacate the site in question and relocate to another part of the campus or off campus as directed.
3. Medivan will be called to provide transportation for individuals with disabilities if necessary.

### **Fire**

1. Dial (218) 935-0417 Ext: 120 to report the fire to Security Personnel.
2. Leave the building via the closest available exit.
3. Move to the emergency evacuation assembly areas.

The following steps should be taken to report a fire on campus:

1. Activate the nearest fire alarm in the effected building.
2. Call 911. Give information requested by the dispatcher. Stay on the line until released by the dispatcher.
3. Call Security Personnel (Ext. 120) and give the fire location, staying on the line until released by Security.
4. On nights, weekends, and holidays, call 911.
5. If possible, turn off all power to machines and equipment.
6. If possible, turn off all lights (except emergency lighting).
7. Evacuate the building immediately following the evacuation route posted in the building. Do not panic. Move as quickly and orderly as possible. No running, pushing or loud talking should be allowed.
8. If smoke is present, keep low to the floor.
9. Remain outside until the "all clear" announcement is made.
10. Before opening a door, feel the upper portion of the door or the doorknob. If the upper door or the doorknob is hot, do not open the door.
11. If the door or doorknob is not hot, brace yourself against the door and open it slightly.
12. If the heat or heavy smoke is encountered in the corridor, close the door and stay in the room.
13. Keep the door closed, and if your windows are the type that can be raised or lowered, open the top slightly to let out the heat and smoke; open the bottom slightly to let in fresh air.
14. Seal the cracks around the door with clothing, tape or other material, soaking it with water if available.
15. Hang an object out the window, such as a shirt, jacket, towel or anything that will attract attention.

16. If you can leave the room, close the doors behind you as you move to the closest exit or stairway. This will retard the spread of smoke and fire and lessen damage.
17. If the nearest exit is locked, go to an alternative exit. If all exits are blocked, go to a room

18. furthest from the fire, close the door and follow procedures described in #6 through #8.
19. Once the building evacuation is complete, move to a clear area at least 500 feet away from the scene and report to your designated assembly point. Stay there until an accurate headcount is taken. Keep walkways, fire lanes, and hydrants clear for possible use by emergency crews.
20. Once the area has been secured by local authorities, a campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post, unless you have official business.
21. Do not return to the building until given the instruction to do so by college officials.
22. Local authorities will brief the Chief Safety Officer as to the status of the situation. The Chief Safety Officer will brief the college's administration of the situation.
23. A decision will be made by the college's administration as to the cancellation of the college's daily operations (classes, faculty and staff offices, etc.) or whether classes will be relocated to an alternate building.
24. If daily operations are cancelled, the decision will be communicated to the Chief Safety Officer. The Chief Safety Officer will instruct the Office of Marketing to communicate the decision to the following local media outlets via cell phone:
25. Once conditions warrant the resumption of the college's daily operations, the Office of Marketing – in consultation with the Chief Safety Officer – will alert the above outlets.
26. If daily operations are not cancelled and classes are relocated, the President of the college will work with the chair of the division whose classes are affected to determine an alternate location for classes. Once the decision has been made, the President will work with the College administration to ensure effective communication of the class relocation to faculty and students.
27. The Director of Plant Operations will file a report of the incident with the Chief Safety Officer.

### **Medical Emergency**

If you observe an individual with an apparent medical emergency, follow these steps:

1. Assess the situation (i.e., unresponsiveness, pulse, breathing, bleeding).
2. Call out to obtain nearby help.
3. Dial 911 if ambulance is needed, Dial 0 if an ambulance is not needed.
4. State that you have a medical emergency, give specific location information (building and room) and information about the nature of the illness or injury. Whenever possible someone should stay with the injured/ill person.
5. Begin CPR if the person is not breathing or does not have a pulse.

### **Tornado/Severe Weather**

When a tornado warning is issued for Mahnomon county, or the city of Mahnomon the following steps are implemented.

#### **Tornado Procedure:**

Tornado Watch: Conditions are right for a tornado to develop in the area, and one should be on the alert for further weather developments.

- 1) Familiarize yourself with the primary and secondary safe area locations and the emergency routes as indicated on the floor maps.
- 2) Tornado Watch will be announced to each department through telephone, intercom, or voice.
- 3) Depending on the severity of the weather, the watch period should be used to prepare for an easy transition into designated shelter areas. Review Tornado Warning Procedures.
- 4) An announcement will be made to advise when the tornado watch is discontinued.

Tornado Warning: A tornado has been sighted or indicated by radar, usually within a ten mile radius of our

location, and the following emergency procedures will be carried out to ensure safety.

- 5) When a Tornado Warning has been announced to each department through telephone, intercom, or voice remain calm but take immediate action.
- 6) Personnel should walk, not run, to the designated area.
- 7) Close the doors of each room as they are evacuated.
- 8) Do not open windows in the building.
- 9) Do not attempt to leave the building.
- 10) Avoid all glass areas, doors, and entrances.
- 11) As severe weather clears and the "All Clear" announcement is made by the National Weather Service, a verbal announcement will be made throughout the building.
- 12) Notify your supervisor, Maintenance and/or security in the event of injury to individuals or damage to the building.

**After the disaster or emergency:**

1. Use extreme caution in entering or working in buildings that may have been damaged or weakened, as they may collapse without warning.
2. Be aware of the possibility of gas leaks or electrical short circuits. If detected, notify gas company, electrical company, the police, or fire department. Don't go back into the building until you have been ensured it is safe by these officials.
3. Stay away from fallen or damaged electrical wires.
4. Stay away from disaster areas. Sightseeing will interfere with emergency operations, and may be dangerous.

**There is no safe place from a tornado. We recommend the following areas for shelters: (See map for recommended areas in your building.)**

- Lowest level of the building
- Interior hallways, restrooms, or small classrooms away from windows and glass doors
- Avoid lobbies, atriums, large rooms, auditoriums, areas that could become wind tunnels

If unable to seek shelter inside, lie flat in a ditch or low area covering your head, do not attempt to outrun a tornado.

**Bomb Threat**

If you are the one to answer a phone call where the caller states there is a bomb or is threatening to use a bomb, the following steps should be taken to obtain as much information about the caller and the location of the bomb as possible:

1. Familiarize yourself with the location of the evacuation routes (primary and secondary), first aid station or kit, the nearest public telephone, and the location of the stairway (as indicated on the Emergency Evacuation Diagrams).
2. When a bomb threat or warning is phoned in, the person receiving the call should, to the degree possible, attempt to find out as much information as possible.
  - a) Do not hang up, let the caller terminate the call.
  - b) Get as much information from the caller as obtainable.
  - c) Get the exact time of the call.
  - d) Get the Caller ID (if phone has a Caller ID).
  - e) Write down the exact words the caller used.
  - f) Attempt to answer all the questions as accurately and completely as possible.

- g) Estimate the sex, race, and age of the caller.
  - h) Be alert to the nature/character of the caller's voice.
  - i) Listen for background noises.
3. Upon notification of a bomb threat or bomb emergency, personnel shall report the call immediately to 911 (if available).
  4. The recommendation to evacuate or reenter a structure/location during a bomb threat is the responsibility of the Management Response Team. However, due to the nature of some bomb threats, the Emergency Response Officials may direct the immediate evacuation of the structure/location.
  5. If it is determined that the facility is to be evacuated, follow the emergency evacuation routes.
  6. All cellular phones and two-way radios shall be turned off within a two-block radius of the threat.
  7. All communications to and from the threat scene shall be made by telephone.
  8. If an explosive device is alleged to be within the building but has not been located, the authorities will determine if a search is desired. Follow all instructions from the authorities.
  9. Emergency Response officials may ask employees or others with knowledge of the contents and layout of the building to assist in identifying any unusual parcels or items.
    - a) Searches of areas for explosive devices with instructions:
      - i. Be thorough
      - ii. Each staff should look around their offices to see if there are any unusual packages or items in their work area. These should be reported to security. Only you will know what belongs in your office. Do not lock your office as this will hinder the bomb search.
      - iii. If necessary move people away from the suspicious item.
      - iv. Look for anything and everything that might conceal a bomb.
      - v. Do not panic persons in the area.
      - vi. Do not touch, move, or jar anything suspicious that you may locate.
    - b) The authorities will determine if the assistance of bomb disposal personnel and/or bomb detection canine may be requested.
  10. If a suspected device is located, an evacuation of the area will be conducted based on available information.
    - a) Do not attempt to move or otherwise disturb the device(s)
    - b) If time permits, try to have people check their area before leaving.
    - c) Get people to take personal items such as purses, briefcases, gym bags, backpacks, lunch bags, etc., with them when they leave.
    - d) Only emergency response officials will be allowed into the immediate area.
  11. Personnel have been designated to help disabled employees or visitors seek shelter. More than one or two people will assume this responsibility to see that assistance is available.
  12. Personnel have been designated to see that the evacuation is complete by checking areas where the alarm may not have been heard, such as restrooms and storage areas.
  13. If a suspicious letter or package is received:
    - a) Inform your supervisor immediately.
    - b) Ask around to see if anyone can identify package.
    - c) Do not open it!
      - i. Inform department staff and building coordinator as soon as possible.
      - ii. Contact the police department by calling 911 (if available).
      - iii. Give dispatcher description and location of package
      - iv. Follow the instructions given by the police
      - v. Instruct staff to evacuate if told to do so by emergency response officials
  14. All staff should be relocated to a pre-designated area. You should be at least 300 feet away

from the threatened building. A headcount should be made and any missing persons should be reported to security.

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15. Employees should take their personal belongings with them when they evacuate because you may not be able to get back into the building for several hours.
16. No one will re-enter the area until authorities give permission.

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**Tribal & Community College**

Crime Report 2016  
 2013 - 2015 Statistics

3 Year Crime Statistics

		2013			2014			2015		
	Campus	Non-Campus Buildings	Public Property	Campus	Non-Campus Buildings	Public Property	Campus	Non-Campus Buildings	Public Property	
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	
Negligent manslaughter	0	0	0	0	0	0	0	0	0	
Sex offenses-Forcible	0	0	0	0	0	0				
Rape							0	0	0	
Fondling							0	0	0	
Sex offenses-non-forcible	0	0	0	0	0	0				
Incest	0	0	0	0	0	0	0	0	0	
Statutory rape	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	
Aggravated assault	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	
Motor vehicle theft	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	

**Hate Crimes-On Campus**

Criminal offense	2015 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

VAWA Offenses-On Campus

Crime	2013	2014	2015
Domestic violence			0
Dating violence			0
Stalking			0

Arrests- On campus

Crime	2013	2014	2015
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions-On Campus

Crime	2013	2014	2015
Weapons; Carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

White Earth Tribal and Community College