

**St. Louis College of Health Careers-Fenton
2017-2018
Annual Safety & Security Report**

**1297 N. Hwy Drive
Fenton, MO 63026
636-529-0000
[www.https://slchc.edu](https://slchc.edu)**

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Introduction:

St. Louis College of Health Careers' Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"), and Violence against Women Act (VAWA). The report includes institutional information and policies concerning the reporting of crimes, alcohol and drug use, prevention of threats, and other matters. This report also includes statistics from the previous three years concerning reported crimes on campus, and public property within, or immediate adjacent to and accessible from SLCHC property.

Prompt Reporting of an Emergency or Crime:

Medical Emergency:

Dial 911 (for life threatening or urgent situations)

Contact Dean/Director of Education 636.529.0000 x 3575 (Cindy Marten)

Contact Director of Nursing 636.529.0000 x3511 (Rick Lang)

Violations of Student Code:

Contact Dean/Director of Education 636.529.0000 x 3575 (Cindy Marten)

Crime and/or Illegal Activity:

Fenton Police Department, Captain Jack Webb 636.349.8120

Contact Dean/Director of Education 636.529.0000 x 3575 (Cindy Marten)

Unwanted Guests / Suspicious Persons:

Dial 911 (for urgent situations)

Contact Director of Admissions 636.529.0000 x3535 (Amy Hyde)

Contact Dean/Director of Education 636.529.0000 x 3575 (Cindy Marten)

Armed Intruder: Run, Hide, Fight:

Call 911 if in the position to do so

Run to the nearest exit away from the gun fire. Call family members once you are safe.

Lock doors, barricade doors, turn off lights, and hide silently

Position yourself on either side of the door and grab anything that can be used as a weapon

Fight as soon as the intruder enters

Fire:

Pull the Fire Alarm, Call 911

Direct students and employees to evacuate the building and proceed to an area 150 feet from the building, do NOT use elevator

Do not re-enter the building

Tornado/ Severe Weather:

Recognize weather alert from weather radio or city alarms

Direct student and employees to an interior room on the first floor with no windows

Turn on radio or TV and listen for further information

(Detailed procedures are outlined later in this report.)

Administration (Cindy Marten) is trained to receive, document and investigate all reports. When necessary, SLCHC administration will work with the police department to obtain information and evidence needed to complete an investigation. SLCHC has a policy and procedure for students violating the Code of Conduct.

Emergency Contacts:

Emergencies- Police, Fire, and Ambulance.....911
 Dean/Director of Education - Cynthia Marten.....636.529.000 Ext 3575
 Fenton Police Department636.349.8120
 645 New Smizer Mill Rd., Fenton, MO 63026
 Gas Leak- Spire.....800.887.4173
 Saint Clare Hospital636.496.2000
 1015 Bowles Ave. Fenton, MO 63026
 Saint Anthony's Hospital.....314.525.1000
 10010 Kennerly Road, St. Louis, MO 63128

SLCHC On-Campus Extensions:

Academic.....3575
 Admissions3106
 Registrar.....3300
 Career Services.....3102
 Business Office3588
 Financial Aid3594

Safety Committee:

Cindy Marten.....Safety Chair (Title IX Coordinator)
 Sarah Johnson..... Recorder
 Dana Killian.....Staff Representative
 Tabatha White Student Support
 Rick Lang..... 1st Floor Safety Rep.
 David Blanc.....2nd Floor Safety Rep.
 Amy Hyde Media Representative

Building Hours:

Monday – Friday 7:30am – 9:00pm (Exterior doors lock at 6:00pm for safety of our evening students and staff)

Front Desk Receptionist Hours:

Monday – Thursday: 8:00am – 6:00pm
 Friday: 8:00am – 5:00pm

Admissions Department:

Monday – Thursday: 8:30am – 7:00pm
 Friday: 8:00am - 5:00pm

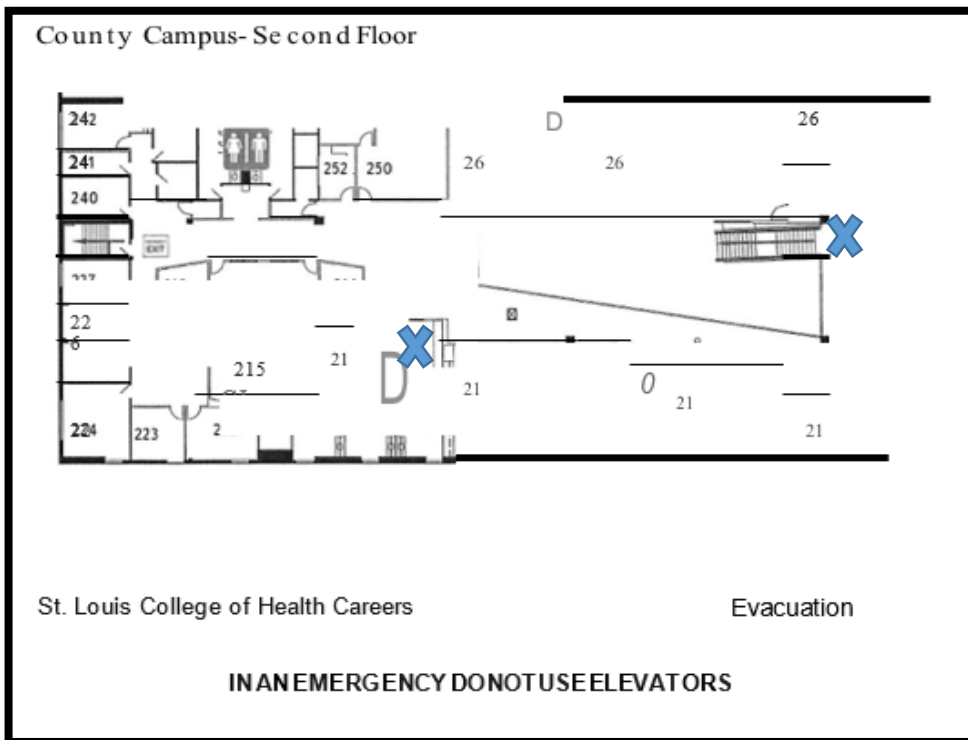
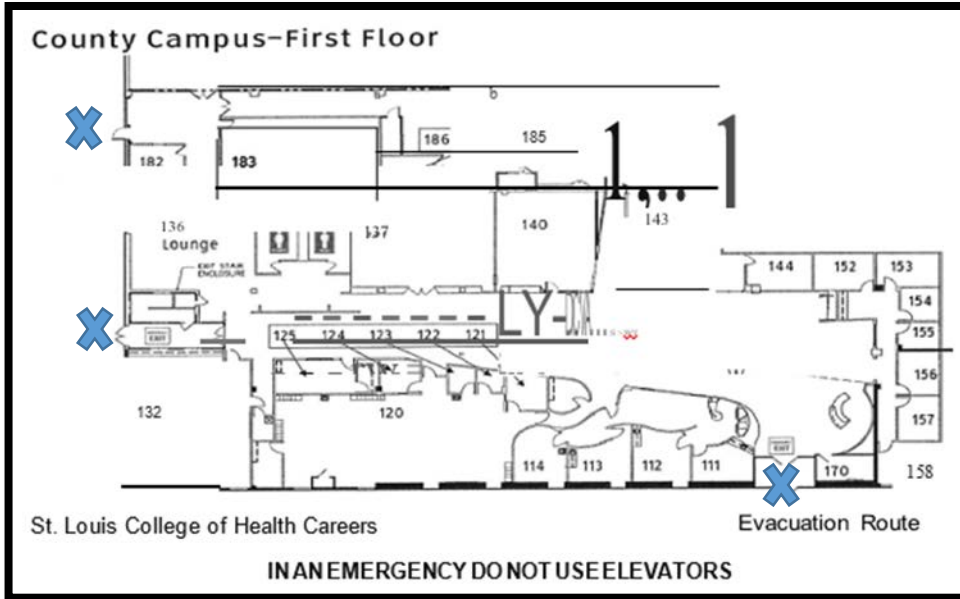
Financial Aid Department:

Monday – Thursday: 8:30am – 6:00pm
 Friday: 8:30am - 5:00pm

SLCHC places restrictions on guests, building access and actions that may have a detrimental effect on student security. Such restrictions include:

- Building entrance only through designated areas.
- Prohibition on assisting others to gain unauthorized entry.
- Prohibition on propping open doors.
- Prohibitions on duplicating or giving a room key to another person.
- Prohibition on any activity that would endanger the safety of others.

Floor Plan:



X = Exits

Title IX; Violence Against Women Act (VAWA) Response to Domestic Violence, Dating Violence, Sexual Assault and Stalking:

St. Louis College of Health Careers does not discriminate on the basis of sex or gender in any phase of its educational or employment programs; the college is required by Title IX and other laws to not discriminate. If the college knows or reasonably should know of possible sexual misconduct, a thorough, impartial and confidential investigation will be conducted as promptly as possible to determine if there has been a violation of SLCHC's Title IX Policy. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the College. All complaints of sexual violence will go through the disciplinary process even if it occurs off campus.

This policy applies to students, faculty, staff, and outside individuals that enter leased school property including parking lot.

Institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

Sexual Harassment and Violence Defined:

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. The existence of such a relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence

A felony or misdemeanor crime of violence committed- by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a current or former cohabitant with the victim; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Consent

"Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Giving in is not the same as giving consent.

How to Report:

Victim and/or reporting individuals will be directed to the following resources:

Title IX Coordinator (Cindy Marten x3575)

Assistant Title IX Coordinator (Sarah Johnson x3588)

Fenton Police Department (636.349.8120)

St. Louis College of Health Careers is committed to ensuring the confidentiality of the accused, the accuser, and those individuals that report violations. The institution can protect identity; however, an investigation may need to take place depending on the allegations.

Preserving Evidence:

St. Louis College of Health Careers is fully committed to documenting and preserving evidence.

Accommodations and protective measures:

St. Louis College of Health Careers will make academic accommodations for the victim during the investigative period to avoid disruption of the academic progress.

Bystander Intervention:

Individuals are encouraged to offer support if you suspect that the person is being abused or has been sexually assaulted or stalked.

Individuals are encouraged to speak out against all forms of sexual violence.

Individuals are encouraged to be an advocate for preventing sexual violence.

Individuals are encouraged to model the behavior that values respect for others and promotes positive pro-social behavior.

Reporting Obligations:

Employees are responsible for reporting sexual misconduct.

Employee includes any employee who has the authority to take action to address sexual violence. The information must be reported to the Title IX Coordinator (Cindy Marten).

Retaliation:

SLCHC prohibits retaliation against individuals who file a complaint or who participate in the complaint process. Retaliation is regarded as a basis for a separate complaint and can lead to further review and disciplinary action.

Services/Organizations Available for victims: Visit www.NotAlone.gov

Safe Connections

St. Louis, MO

Hotline: 314.531.2003

YWCA St. Louis Sexual Assault Center

St. Louis, MO

Hotline: 314.531.7273

Bridgeway Sexual Assault Center

St. Charles, MO

Hotline: 877.946.6854

Call For Help Sexual Assault Victim's Care Unit

Edgemont, IL

Hotline: 618.397.0975

Revised 9/2018

Disciplinary Process:

File a complaint at the school level with the Title IX Coordinator (Cindy Marten x3575). If the accuser wants to file a complaint with law enforcement, the Title IX Coordinator will assist with this. Title IX Coordinator meets with the accuser to process information and provides resources. Title IX Coordinator may assist the student with contacting resources. Confidentiality is discussed and investigation process is explained.

Academic accommodations and interim measures are put into place by the institution while the Disciplinary Committee investigates the situation. The Disciplinary Committee is directed by the Title IX Coordinator and is made up of 5 members of the staff and faculty. At the conclusion of the investigation, the committee will make a recommendation to Administration. The recommendation will then be reviewed and if a disciplinary action is necessary, the Title IX Coordinator will move forward with the decision. Disciplinary action may result in dismissal from school.

*The Sexual Misconduct policy trumps the Drug Free School policy

*This policy will be included in New Student Orientation

SLCHC Code of Student Conduct:

St. Louis College of Health Careers (SLCHC) is committed to providing an educational environment that is grounded on respect, tolerance, integrity, and creativity. It is a privilege to study and work within this rich environment of health and academia. Each student is responsible to adhere to the Code of Student Conduct. The effectiveness of this code depends on each student's acceptance of personal responsibility for his/her own conduct and a cooperation to uphold the values and mission of St. Louis College of Health Careers.

Students are expected to abide by these policies, as well as all local, state and federal laws, both on campus and at college-sponsored functions off campus. To uphold these principles, action must be taken if students do not accept this responsibility. The Code of Student Conduct is designed to be an educational process that holds students accountable to themselves and the community. It is accomplished through a process that stresses appropriate consequences designed to enhance self-learning, gain insight into how their behavior affects the community, and foster better choices in the future.

Jurisdiction of the Code of Student Conduct:

The Code of Student Conduct applies to the conduct that occurs within any of the SLCHC locations, at college-sponsored activities, and off-campus conduct that adversely affects the SLCHC community. Each student shall be responsible for his/her conduct from the time of application through graduation or withdrawal. A Student Conduct Board will decide whether the Code of Student Conduct will be applied to conduct occurring off campus, particularly if the behavior has a potential to impact the college negatively. This determination shall be made on a case-by-case basis, at the discretion of the Dean/Director of Education

As a rule, a student who willfully destroys school property or is insubordinate or disruptive in the classroom or out- may be withdrawn from SLCHC at any time during the school year. No gun or weapons are allowed on any of the school premises. For the health and safety of all, SLCHC adheres to a No Smoking Policy. Students under the influence of drugs or alcohol, or in possession of drugs or alcohol may be withdrawn from SLCHC. Students seeking help or guidance for breaking addictions may be referred to appropriate drug counseling programs.

Prohibited conduct includes:

- Plagiarism by intentionally or unintentionally using someone else's words, or concepts, as one's own by failing to give proper credit
- Cheating by attempting to present, as one's own, work that one has not performed, or using improper means to pass an examination or test
- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents
- Intentional disruptions or obstruction of teaching, performance, administration, disciplinary proceedings, or other college activities
- Abuse, intimidation, or harassment, physical or otherwise, of any person on the college premises or at college-sponsored or supervised functions
- Behavior or activity that may endanger the safety of one's self or others, including, but not limited to, the possession and/or use of firearms, fireworks, weapons or hazardous chemicals
- Vandalism or damage, destruction or defacement of property
- Theft of college property or the property of any person
- Possession, sale, abuse or use of controlled substances without medical authorization.
- Unauthorized presence in or forcible entry into a college facility or college related premises, including classrooms and offices
- Unauthorized use of college property, equipment, or keys
- Unauthorized use or distribution of alcoholic beverages
- Failure to follow directions given by a college official
- Violations of local, state, or federal laws
- Violation of stated college policies and regulation, written or unwritten

Charges and Procedures:

Any member of the college community may bring a complaint against a student, or student group, for violation of the Code of Student Conduct. Complaints should be made in writing and directed to the Dean/Director of Education. Verbal complaints should be followed up with a written statement. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. The Dean/Director of Education will do an initial assessment of the complaint to determine appropriate procedure to follow. The first step would include meeting with the student to discuss the complaint.

In extraordinary circumstances, a student may be immediately removed from campus before a charge is made.

In serious breaches in the Code of Student Conduct, the Student Conduct Board will review and thoroughly investigate the complaint. Generally, this investigation will include, but is not limited to, meeting with the accused and the complainant separately and, if applicable, the Dean/Director of Education consulting with faculty, staff, and administrators. The Student Conduct Board consists of the Dean/Director of Education, the Program Director, and invited members of the faculty/staff.

Alcohol, Illegal Drugs and Substance Abuse:

As per the Code of Student Conduct Policy, the use/possession/distribution of any controlled substance is strictly prohibited on campus property.

In the event any member of the faculty or staff believe a student is under the influence of any controlled substance, possesses a controlled substance, or is distributing a controlled substance on school premises, SLCHC administration has the right to ask the student to submit to drug screening.

The College will enforce a "Zero Tolerance" policy with all students who test positive for a controlled substance. This means, the student will be dismissed from his/ her program and will not have the right to an Appeal/Grievance Hearing requesting reinstatement, unless the student can bring in documentation from a physician stating the prescription and the reason for the use. In addition, all students will undergo drug screening prior to beginning an externship. The student will be provided resources and guidance to assist with treatment options

Any consideration possible reinstatement will not be addressed until the following criteria are met:

- The offending student's class has graduated and/or at least six (6) months have elapsed from the date of the student's dismissal
- The student attends an external Drug/Alcohol Rehabilitation Program and has documentation to show successful completion of such a program
- The student contacts his/her Program Director and submits to the appeal process as outlined in the Student Appeal/Grievance Policy and College Catalog
- At the time of the appeal hearing, SLCHC must receive an official current negative drug screen from an independent off site facility, which is paid for by the student

Once the appeal is heard, if the appeal is not granted the student is not allowed to return and he/she does not have the right to another appeal hearing.

If the appeal is granted, the student's Program Director will contact the student and initiate the re-entry paperwork and counsel the student that a history of drug use may affect their ability to be granted permission to sit for licensure exams and hinder future employment.

Upon return, the student is obligated to continue on the course path that was outlined prior to dismissal. A meeting with a Financial Aid Representative is required to determine financial aid status.

Emergency Procedures:

Fire Evacuation:

In the event of a fire, smoke from a fire:

- Pull the fire alarm.
- Evacuate students and staff to the designated areas (located on fire evacuation maps near exits).
- Follow primary routes unless blocked by smoke or fire. Know the alternate route. Maps are located in common areas and hallway. Do NOT use the elevator.
- If a door handle is hot, don't open it. Use an alternate route.
- Follow the evacuation route to an area a safe distance away from the building (at least 50 feet).
- Be aware of the arrival of emergency responders.
- In cases of thick smoke, crawl low to the floor during evacuation.
- If trapped by fire, primary, secondary, and any alternate route being blocked, go to Shelter-in-Place Procedures.
- Directors manage traffic flow leaving their designated areas. Attempt a safe, quick sweep of floor to ensure evacuation of all persons.
- Directors should close doors behind them, but do not lock classroom or office doors when leaving.
- Directors notify Dean/ Director of Education (Cindy Marten) either in-person, or via telephone upon completion of evacuation and arrival at safe area.

Responsibilities of the Safety Chair (Dean/Director of Education – Cindy Marten):

- Meet with emergency officials as soon as possible.
- After consulting with appropriate official, the Safety Director may move students to a primary relocation center on the grassy knoll, if weather is inclement or building is damaged.
- Notify staff and students of termination of emergency.
- Notify Media Representative, if necessary.

Additional Information:

Do not re-enter buildings until fire or law enforcement personnel declare them safe. Extra staffing may be necessary for students with special medical or physical needs. Directors will plan this ahead of time for any student in their area.

Shelter-in-Place:

Purpose:

This describes the general procedures to be followed when Shelter-in-Place is required in response to a major campus emergency. Shelter-in-Place is the action of seeking immediate shelter indoors following a release of hazardous materials to the outside air or other major campus emergency. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminants.

Applicability / Scope:

This plan will be implemented based on the decision of the Safety Chair and will provide guidance to the remaining Safety Committee members and the school community at large.

Basic Procedures:

As part of the assessment following a hazardous material release or other major campus emergency, the Safety Chair will determine the need to implement Shelter-in-Place procedures.

Once a Shelter-in-Place situation is declared, the Safety Chair will notify staff and faculty as needed. The following steps will be completed by the floor directors and their staff:

- Close all doors and windows.
- If possible, close or seal air vents.
- Close window shades, blinds, or curtains.
- If possible, seal gaps around doors and windows with wet towels and tape.
- Turn off air handling (HVAC) equipment, or set to 'Recirculation' to minimize introduction of outside air into building. Shut down all operations.
- Post sign at all entrances and exits, "Shelter-in-Place in effect. No Entry or Exit".
- Move all occupants to an interior room away from as many windows as possible.
- Remain indoors until 'all clear' message is received from Safety Director.
- Following 'All Clear' announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air.

Providing Assistance to Persons with Disabilities:

When possible, Directors should identify persons with disabilities in advance of an emergency situation. Designate a person in the same or adjacent area to provide assistance as requested or required by the individual. Ensure the safe movement of all persons with disabilities and account for them as soon as possible.

Severe Weather:

Tornado Watch & Warning:

A **Tornado Watch** is issued by the National Weather Service when weather conditions are such that a tornado could develop. If a Tornado Watch is issued for St. Louis County:

The Safety Chair will notify the campus community via bulk email and text message of the 'watch'. The situation will be monitored by school safety officials until the 'watch' period expires.

A **Tornado Warning** is an alert confirming a tornado sighting and location.

In the event of a Tornado Warning:

St. Louis County will sound the civil defense sirens. The Safety Chair will notify the campus community via bulk email and text message of the 'warning'. All students, faculty, staff, and guests should proceed to an interior classroom with no windows on the lowest level of the building.

Be sure to stay away from the perimeter of the building and any exterior glass. **DO NOT GO OUTSIDE.** Close doors when rooms are vacated. Wait for the 'All Clear' from the Safety Chair or other College Administrator.

Snow Emergency - School Closings:

In the event of severe winter weather, the school may close. The determination will be made by the President in consultation with the Dean/Director of Education and other members of the team. This decision will be based on weather information available through the various media outlets. If the decision has been made to close the school and cancel all classes, the following steps will be taken: Sarah Johnson, Operations & Support Coordinator, will notify local television, of our school's closing for the day. Amy Hyde, Director of Admissions, will change the incoming phone message to the school's main line. The new message will inform callers of the school's closing for the day due to severe weather. Alan Portman, Information Technology Coordinator, will notify students, faculty, and staff of the school's closing for the day. This will be done via Campus Nexus Web portal, using the bulk text messaging and bulk email function. Amy Hyde, Director of Admissions, will post on the various SLCHC Social Media outlets a message indicating the school's closing for the day.

These four steps apply to closing decisions made after hours, or before the school would open for the day. In the event the decision has been made to close the school during mid-day, steps two through four will be followed. For weather situations that warrant a discussion, but the school remains open, the Dean/Director of Education will follow steps three and four to notify all students, faculty, and staff of the school remaining open.

Threat Assessment:

This section provides information on what to do if you encounter a potential threat on campus. The following topics are addressed:

- Policy and definitions
- Early warning signs
- Strategies to prevent a crisis
- Threat assessment and reporting procedures
- Established campus and community resources

Threat Assessment Policy and Definitions:

SLCHC recognizes that understanding and mutual respect toward all members of the College fosters a climate of safety and excellence in teaching and learning. Violence or threats of violence on campus or at campus - sponsored events will not be tolerated. Threats of violence include, but are not limited to, any situation initiated from internal or external sources that:

- Endanger the safety of any student, faculty member, staff member, or visitor;
- Has an impact on an individual's physical and/or psychological well-being;
- Causes damage to personal or SLCHC property;
- Creates a hostile campus environment.

Any individual who commits a violent act or threatens to commit a violent act toward other persons or property on campus or at campus -sponsored events shall be subjected to disciplinary actions, up to and including dismissal from the college. Civil and/or criminal penalties may be pursued as appropriate. Every member of the campus community is expected to take any threat or violent act seriously, and to report these acts to the appropriate contact resources. It is recognized that violence or threatening acts are often complex, intimidating, and confusing. Students, faculty, staff, or visitors should not put themselves in danger, but rather, utilize campus and Community resources to assess the level of danger, design an appropriate intervention or response plan, and employ reasonable safety measures

Recognizing Early Warning Signs:

Most people who commit extreme violence do not just snap without warning. Extreme violence is rarely an isolated event, but rather, the last link in a chain of progressively dangerous and, often, highly visible behaviors. Troubling behaviors in their early stages are largely correctable and minimally volatile. When these behaviors are allowed to progress over time to more aggressive acts, the offender becomes increasingly frustrated, committed, and confident of his/her ability to deliver violence. They may even tell others what they plan to do. Violence profiles list various personality traits and behaviors associated with those who have used extreme violence in the past. Identifying at-risk characteristics can bring attention to a troubled individual or may suggest that the process of plotting violence has already begun. While few of these individuals will commit extreme violence, if you observe any of these warning signs, they can be cause for concern and should be reported.

Signs to look for:**Verbal Clues:**

Verbal wishes to kill, be killed, or die
Verbal threats of harm to another person
Frequent expressions of anger and frustration
Name calling or abusive language
Bragging about having weapons

Behavioral Clues:

History of aggression/ violence / bullying
Destruction of personal and/or school property
Recent attempts to secure weapons
Recent attempts of suicide, hopelessness
Involvement with hate groups or criminal gangs
Defiance of authority
Writings/ drawings with intense violent themes
A pattern of poor interpersonal relationships or isolation
History of drug or alcohol abuse

Bizarre Thinking:

Paranoia
Delusions of grandeur, power, control, destruction
Delusions in general
Hallucinations
Significantly deteriorated thought processes
Persecutory perception of self as victim

If you see any of these warning signs or experience any type of threatening behavior, contact the Dean/Director of Education immediately.

Preventing a Crisis:

Violence prevention is best accomplished by stopping the process before it gets started. Maintaining a healthy campus environment and addressing minor violations to campus policy lower the risk of aggressive responses and increase the possibility of peaceful resolution. Recognizing the early warning signs alerts us that the process of violence may have begun and provides opportunities to intervene before an individual becomes committed to violence.

Various strategies to prevent a crisis include:

Communicate a clear policy against and consequences for violent behavior
Identify potential offenders and victims early
Report threatening behaviors promptly
Efficient response to reports
Training in conflict management, communication, and anger control skills
Identify campus and community resources for students, faculty, and staff
Make no assumptions about threatening behavior; take threats seriously

Threats of Imminent Danger:

In all cases, if violence is imminent, call 911. In the case of a situation requiring immediate and urgent attention, such as a physical fight that breaks out between two students or a student who becomes physically aggressive towards a teacher in class, contact the Dean/Director of Education at x3575.

The Dean/ Safety Chair will take immediate action and make the decision as whether or not to involve other Safety Committee members. If a student demonstrates behavior that is in violation of the Code of Student Conduct, that student may be subject to immediate termination from the college. Student may be brought before the Student Conduct Board for disciplinary action (that may also result in termination).

Threats of Potential Danger:

If you need to report a perceived threat, contact the Dean/Director of Education at x3575. The Dean will respond to the contact as soon as possible or typically within 24 hours of initial contact. She will collect information and make a preliminary assessment of the situation. Based on the initial assessment, the Dean may conduct a more detailed investigation and implement some or all of the following procedures as appropriate:

- Identify the subject(s) of concern.
- Collect available information on the threatening situation.
- Consult with outside professional resources for help in assessing situation and in conducting the investigation.
- Interview subject(s) of concern as appropriate. Assess whether the subject (s) is an imminent threat to self or others and take appropriate action.
- Remove subject from his/her surroundings.
- Put subject on temporary leave from school until safety to community is ensured.
- Present situation to the Student Conduct Board for possible disciplinary action.
- Document the report and procedure.

Active Shooter:

Urgent Threat:

A student enters the building and walks up to the front desk where his ex-girlfriend is working. He smells like alcohol and seems disoriented. He starts making suggestive comments to her and then walks behind the desk. She tells him he can't be behind the desk and that he should leave. The student continues to walk closer and tries to touch her. When she yanks her arm away, he yells at her that she is leading him on. The student worker from the Bookstore notices this exchange and comes out of his office to get the guy out of there and he finally leaves the building. Since the desk worker is the person feeling threatened, she will tell her superior about this exchange. A report should be filed with the Director of Education.

Potential Threat:

A professor is handing back exams when a student stands up in class after receiving a failing grade and starts shouting and swearing about how this class is a waste of time. He then stomps out of the room after screaming at the professor, "You better watch your back". The professor feels very undermined and uncomfortable and does not want to see that student in her class again. This threat does not require urgent attention, because the student has left the room and is not a threat to the class that is currently in session. However, the professor feels unsafe around the student. A report should be filed with the Safety Director.

Procedure:

There are a variety of situations in which an armed offender may be observed on or near the SLCHC College campus. The offender may have been involved in criminal activity near the campus (i.e. a robbery to a nearby business), or the crime could have taken place on campus property (i.e. a robbery of a member of the college community). In either case, the following guidelines are suggested if an individual is observed with a weapon near the campus:

Immediately call 911 or the St Louis Fenton Police Department, and, remaining as calm as possible, relate the following information:

- Your name, exact location, and call-back number
- The location where you observed the armed individuals
- The details of the circumstances during which you made the observation
- A full description of the individuals - gender, race, approximate age, height, weight, body build, clothing description, and any identifying features (tattoos, limp, glasses, facial hair, etc.)
- A description of the weapons you observed and where the individual was carrying the weapon
- A description of any luggage, packages, or backpack that the individual was carrying
- An estimation of the number of potential victims at the location
- After calling 911, notify the SLCHC College Administration at 636-529.0000 x3575 or
- Immediately seek shelter in a campus building, away from windows or glass doors.
- Remain inside the building until you are contacted by either the Fenton Police Department or campus team member and advised that it is safe to leave your location.

Incident Involving an Active Shooter on the SLCHC College Campus:

An active shooter is a person(s) who appears to be actively engaging in killing or attempting to kill people in a populated area; in most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. Active shooter events are extremely dangerous, unpredictable, rapidly evolving situations requiring rapid response by law enforcement. If an active shooter situation occurs-you should take the following actions:

If the shooter is outside your building:

- Remain calm
- Turn off all lights, close and lock windows and doors, closeblinds
- Barricade doors if not lockable
- Warn others, if possible and safe to do so
- Get yourself and others on the floor and attempt to hide behind/under something
- If safe to do so, move to a core area of the building and lock/barricade yourself in a room
- Silence radios, cell phones and other devices; remain silent
- Call 911 and the SLCHC College Administration, 636-529.0000 x 3575 as soon as safely possible
- Remain in place until given the all clear by the Fenton Police or College Crisis Team member

If the shooter is inside your building:

- Remain calm
- If safely possible, flee the area
- If not safe to flee, lock/barricade yourself f in a room
- Turn off lights and hide under/behind furniture - staylow to the floor
- Remain silent, silence radios and cellphones
- Call 911 and the SLCHC College Administration, 636-529.0000 x 3575 as soon as safely possible
- Remain in place until given the all clear by the Fenton Police or A college crisis team member
- If the shooter enters your office/classroom:
There is no right answer for this scenario - your response must be based on variables related to the situation, shooter, and your own intuitions and common sense. Grab anything that you might be able to use as a weapon. Negotiating may work "Playing dead" may work
Attempting to overcome the suspect with force is always the last resort and should only be considered in extreme

Evacuation:

- Evacuate the building according to evacuation maps and fire drill procedures (A fire alarm can be pulled if necessary).
- Exit the building quickly and calmly using the nearest exit.
- Close all doors to prevent spread of fire.
- If smoke fills the stairwells or halls
- Maintain contact with the walls
- Keep to handrail side and use handrail while descending steps.
- Test doors for heat before opening. If hot, do not open and find another way out. If not, open slowly incase smoke rushes in.
- Do not block firefighters or their equipment.
- Stay in area (away from building) until all clear is given.

Bomb Threat:**If you should receive a bombthreat:**

- Remain Calm, keep the caller talking - Do not transfer the call or put the call on hold.
- Try to observe or obtain as much information as possible from the caller.
- Once caller has disconnected, do not hang up, call 911 from another phone.
- Notify the Dean of Education (636.529.000 X3575)
- He/ She will make the decision to evacuate the building
- Follow the general evacuations guidelines (a fire alarm may be pulled for quick evacuation)
- Instruct employees and students not to take any personal items
- Do not touch any unrecognizable or suspicious items but report them to the bomb squad.
- No employees or students should leave the premise in their car
- Wait for the all clear to be given by the bomb squad

2018 Campus Safety and Security Survey

Institution: Branch Campus (442426001)

Complete survey can be found at <https://slchc.edu/wp-content/uploads/2017/10/Crime-Data-Survey-County-Campus.pdf>

This survey includes statistics from the previous three years concerning reported crimes on campus, and public property within, or immediate adjacent to and accessible from SLCHC property.

Criminal Offenses - On campus

Total occurrences On campus
Criminal offense 2015 2016 2017
Total – 0 0 0

Criminal Offenses - Public Property

Total occurrences on Public Property
Criminal offense 2015 2016 2017
Total – 0 0 0

Hate Crimes - On campus

Occurrences of Hate crimes
Criminal offense 2015 2016 2017
Total – 0 0 0

Hate Crimes - Public Property

Occurrences of Hate crimes
Criminal offense 2015 2016 2017
Total = 0 0 0

VAWA Offenses - On Campus

Total occurrences On Campus
Crime 2015 2016 2017
a. Domestic violence 0 0 0
b. Dating violence 0 0 0
c. Stalking 0 0 0

VAWA Offenses - Public Property

Total occurrences on Public Property
Crime 2015 2016 2017
a. Domestic violence 0 0 0
b. Dating violence 0 0 0
c. Stalking 0 0 0

Arrests - On campus

Number of Arrests
Crime 2015 2016 2017
a. Weapons: carrying, possessing, etc. 0 0 0
b. Drug abuse violations 0 0 0
c. Liquor law violations 0 0 0

Arrests - Public Property

Number of Arrests
Crime 2015 2016 2017
a. Weapons: carrying, possessing, etc. 0 0 0
b. Drug abuse violations 0 0 0
c. Liquor law violations 0 0 0

Disciplinary Actions - On Campus

Number of persons referred for

Disciplinary Action

Crime 2015 2016 2017

a. Weapons: carrying, possessing, etc. 0 0 0

b. Drug abuse violations 0 0 0

c. Liquor law violations 0 0 0

Disciplinary Actions - Public Property.

Number of persons referred for

Disciplinary Action

Crime 2015 2016 2017

a. Weapons: carrying, possessing, etc. 0 0 0

b. Drug abuse violations 0 0 0

c. Liquor law violations 0 0 0

Unfounded Crimes

Number

2015 2016 2017

a. Total unfounded crimes 0 0 0