A Blueprint for Creating a Safe Campus Model

Presenters:

- Janice Marks, Associate Vice President of Student Development
- Shelly Bilello, Capital Programs Administrator
- Kim McNair, Director of Judicial Affairs

Howard Community College

Gauging the Audience

- How many of you come from campuses that have a behavioral intervention team? an emergency operations team?

- How many of you serve as part of your BIT or emergency operations team.

- How many of you are from campus security offices, counseling offices, judicial affairs, resident life?

- Would you classify yourself as a novice, intermediate or expert on campus safety initiatives?

Workshop Overview

- HCC's Safe Campus History
- Teams Make-up and Role
- Building Cross Campus Connections
  - Breaking Down Silos and Increasing Communications
- Maintaining Best Practices through Training & Practice
- Developing a Culture of Reporting
- Utilizing Technology to Support Safe Campus
  - Maxient
  - Student Intervention Icon
- Partnerships
  - Maryland Community College's Chief Student Affairs Affinity Group
  - Maryland Community College's Statewide BIT Affinity Group
  - Maryland Community College's Risk Management Affinity Group
  - Howard County and State of Maryland Linkages
- Sharing of Best Practices/Discussion

HCC's Safe Campus Initiatives

Health & Safety ◆ **EOP** ◆ **Security** ◆ **Emergency Communications**

ASSIST ◆ **Judicial Affairs** ◆ **CARE**

Health and Safety Team

- Established in 1982
- Reviews incidents and conditions on campus and makes recommendations for corrective action
- Achieves compliance with established health and safety standards
- Membership includes representatives from:
  - Plant Operations , Facilities, Environmental Services (chair)
  - Security
  - Human Resources
  - Information Technology
  - Athletics
  - Theatre
  - Health Sciences
  - Science & Technology
  - All academic divisions
  - All constituency groups
  - Student government association

Emergency Operations Plan (EOP) Team

- Established in 2000 before the 9/11 World Trade Center incident
- Initially formed to write the college's emergency operations plan
- Manages all phases of emergency management: mitigation, preparedness, response , and recovery
- Creates and implements policies and procedures for emergencies and incidents, both man-made and natural disasters
- Identifies most common threats to the college
- Conducts trainings, tests, drill, and exercises
- Coordinates activities with local and state agencies
- Membership includes representatives from:
  - Administration and Finance (chair)
  - Safety
  - Security
  - Public Relations and Communications
  - Information Technology
  - Student Services
  - Academic Affairs

Security

- Interacts with all teams including the campus community
- Mission is to create and maintain a safe and secure environment
- Provides services including escorts, parking, crime prevention, ID cards, 24-hour surveillance, reporting, and investigations
- Responds to all incidents on campus
- Collaborates with local and state law enforcement agencies
- Oversees security dispatch center
- Prepares annual statistics for the campus crime report under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Conducts trainings and drills

Emergency Communications

- Integral to the success of emergency response on campus
- Follows the National Incident Management System (NIMS) Incident Command System (ICS)
- Disseminates information to the campus community
  - Mass notification
  - Emergency notification system
  - Immediate emergency notification
  - Timely warnings
- Channels of communications
  - First alert
  - Updates
  - All-Clear
- Confirms threat to the health and safety of the campus community
- Coordinates communications to EOP Team, Emergency Response Team, Building Monitors, Critical College Areas, Public, and Media

Emergency Communication Channels

Evacuation

Mobile Alert

Zone Page
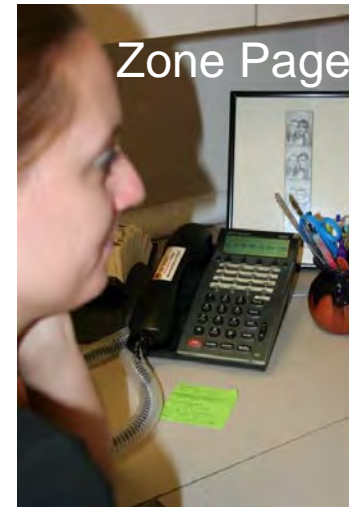
Email
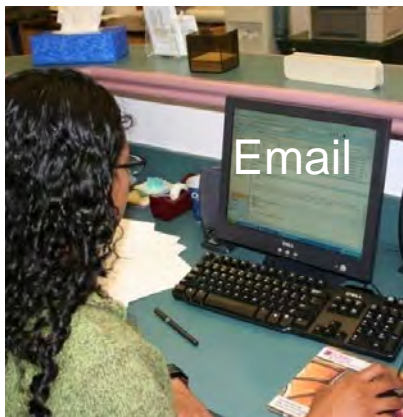
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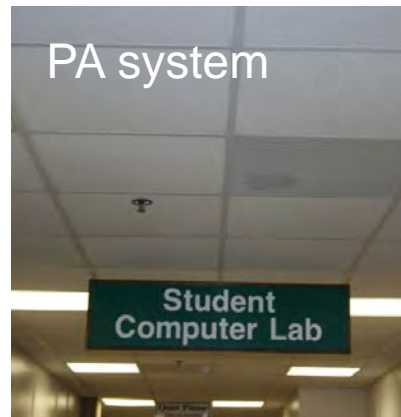
Digital clocks
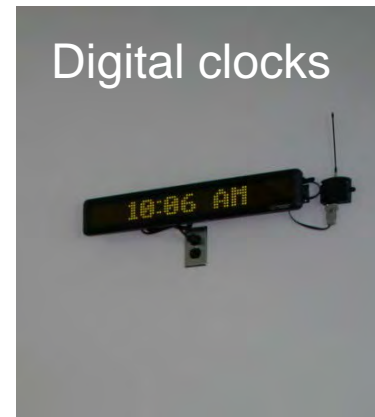
Health & Safety

CARE
Concern, Assessment and Response for Employees

Emergency Operations Plan

Safe Campus

Judicial Affairs

Security

ASSIST
Assessment and Intervention for Students

Emergency Communications

ASSIST TEAM
(Behavioral Intervention Team)

Core Team

- **Janice Marks, Associate Vice President Student Development**

- Alissa Putman, Associate Director Counseling & Career Services

- Suzie Friedman, Assistant Director Mental Health Counseling

- Kathy McSweeney, Assistant Director Disability Support Services

Advisory Team

- **Cindy Peterka, Vice President of Student Services**
- Lynn Coleman, Vice President of Administration and Finance
- Kimberly McNair, Executive Associate to the VP of Student Services, Director, Welcome Center
- Ken McGlynn, Director of Security
- Barbara Greenfeld, Associate Vice President of Enrollment Services
- Yvonne Everett, VPSS Office Executive Assistant
- Diane Schumacher, Director of Athletics
- Melodie Gale, Assistant Director of LAC, Retention Services
- Julie Knox-Brown, Assistant Director of Advising
- Camilo Garcia, Director of Records, Registration & Veterans Affairs
- Llatetra Brown, Director of Student Life
- Traci Palm, Coordinator of Co-Curricular Programs
- Bob Marietta, Facility Renovations, Sustainability & Safety Manager
- Shelly Bilello, Capital Programs Administrator
- Peggy Armitage, Professor of Psychology
- Jean Svacina, Assistant Division Chair, English and World languages, Associate Professor ESL
- Dave Karn, Assistant Professor, Business & Management
- Jerry Casway, Professor, History; Division Chair Social Sciences/Education, Director Rouse Scholars

ASSIST MISSION

The mission of Howard Community College's behavioral intervention team, called the **ASSIST** Team *(Assessment and Intervention for Students Team)* is to assess circumstances involving students of concern and to initiate appropriate responses to specific behavioral problems such as suicidal ideation, threats of harm to self or others, and other behaviors that demonstrate a significant disruption to the college community. The **ASSIST** Team will provide referrals for early intervention and support for identified students to help facilitate a successful outcome for the student's well being and the safety of the college community.

ASSIST PROTOCAL

- **Team receives a report via Maxient and/or security report**

- **Team meets to discuss in person or via technology**

- **Team determines if the report is also a conduct issue and refers to judicial affairs.**

- **Team researches the incident and collects background information concerning the student**

ASSIST PROTOCAL

- **Information collected can include:**

➢ **History with counseling office**
➢ **Disability documentation and appointment history with DSS**
➢ **Connection with other support services like tutoring, SSS program, athletics, learning communities**
➢ **Prior history with judicial affairs**
➢ **Maryland criminal/civic court involvement**
➢ **Facebook, MySpace pages & other social network outlets**
➢ **Current faculty reports**
➢ **Emergency contact information**

ASSIST PROTOCAL

- **Team determines the risk level**
  - NaBITA Threat Assessment Tool
- http://www.nabita.org/docs/2009NABITAwhitepaper.pdf

  - Northern Illinois University Student Threat Assessment Team' Matrix
- http://www.naspa.org/programs/threatassess/Matrix1.doc
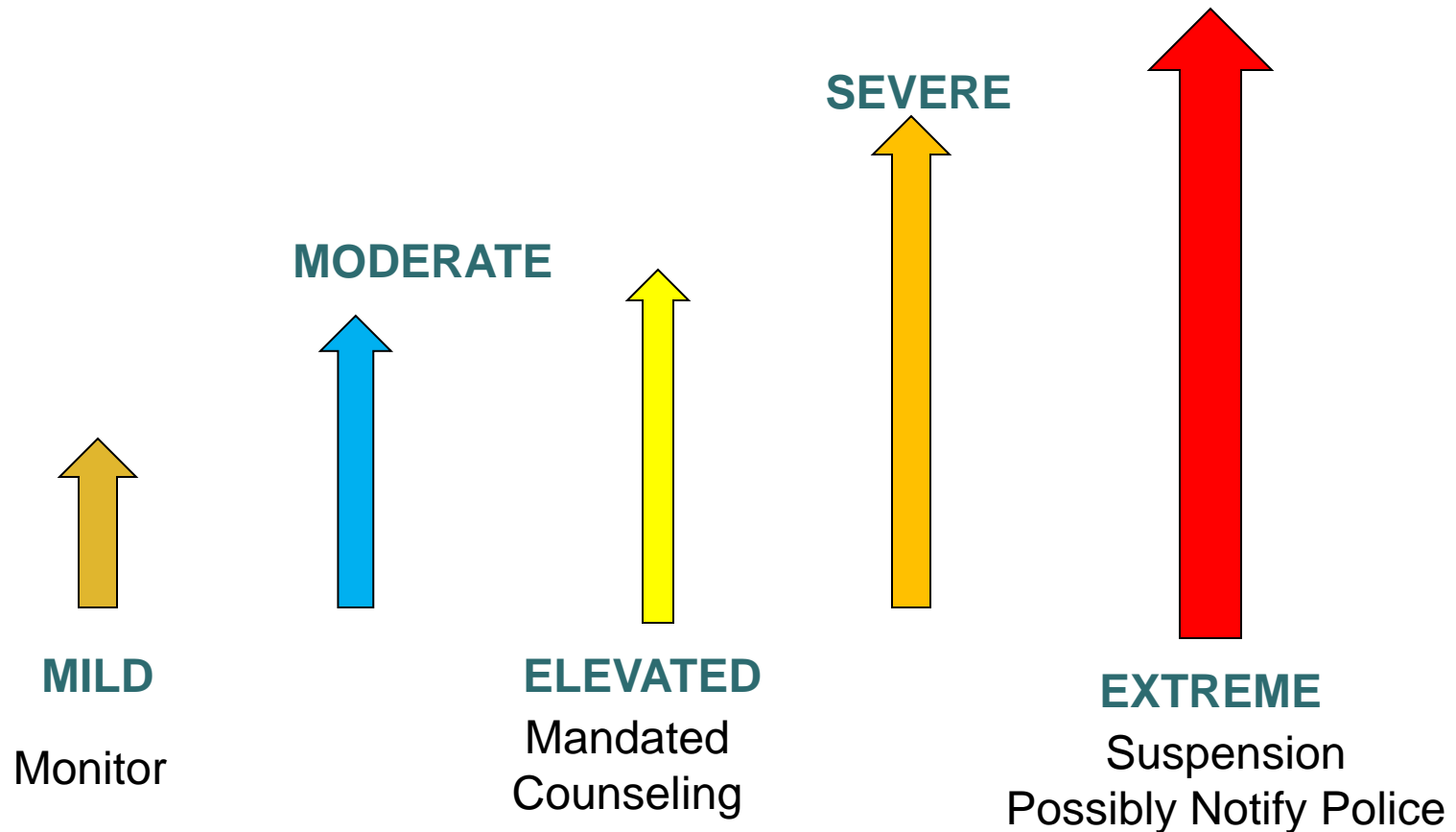
ASSIST PROTOCAL

- ### Close the loop and monitor the gaps

1. Student is unable to remain on campus – interim suspension goes to Disciplinary Committee to determine if suspension will stand
2. Psychological and/or threat assessment determines that student may return to class but must do so from a distance, if applicable
3. Student may return to campus with compliance with mandated sanctions; periodic checks for compliance will be monitored, determine effectiveness of interventions, monitor
4. Student is no longer a threat and may return to campus, but will be monitored, determine effectiveness of interventions, do periodic check ins on student's progress.
5. Student never removed, mild threat level, continue monitoring for future reports, determine effectiveness of interventions, if any

Safe Campus

Health & Safety

CARE
Concern, Assessment and Response for Employees

Emergency Operations Plan

Judicial Affairs

Security

ASSIST
Assessment and Intervention for Students

Emergency Communications

Judicial Affairs

Mission:

To create a supportive and inclusive environment that fosters personal growth and development by holding students accountable for their actions and behaviors that are inconsistent with the college's high standards of honor and good citizenship.

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CARE Team

Concern, Assessment, and Response for Employees

- Newest campus safety team launched in fall 2010.
- Purpose: to prevent workplace violence and to get help for employees with emotional or psychological problems.
- Protocol similar to ASSIST Team
- Has an Advisory Team made up of 8 additional members from faculty/staff

Core Team:

- Associate VP of Human Resources
- Director of Security
- Associate Director of Counseling & Career Services
- Director of Mediation and Conflict Resolution Center
- Director of Human Resources

Building Cross Campus Connections

- **Breaking Down Silos and Increasing Communication By:**

- **Overlap in Team Membership**

- **Cross-Training Tabletop Exercises**

- **Frequent Reporting to Constituencies**

Overlap in Team Membership

SAFE CAMPUS INITIATIVE
Team Membership and Campus Collaboration

Health and Safety Team

Name	Title
Beegle, Larraine	Human Resources/Risk Management
Bilello, Shelly	Programs Administrator
Bohandy, Scott	Audio/Visual Equip Services Manager
Breuninger, Simone	Office Supervisor, Facilities/Plant Ops
Cahill, Melissa	Benefits & Employment Manager
Coles, Polly	Office Associate, Bus/Comp & Eng/Wld Lng
Collier, Dennis	Facilities Operations Manager
Collier, Peter	Assistant Professor, Art
Davis, Kim	Environmental Services Supervisor
Diggs, Eric	Student Representative
Fisher, Kathy	Physical Sciences Laboratory Manager
Gray, Nancy	Risk & Safety Manager, Howard County
Gulliford, Gina	Office Associate, VPAF
Gregoire, Karen	Administrative Office Associate, CLC
Heinmuller, Mike	Director of User & Network Services
Henlon, Errick	Facility and Athletic Operations
Hinton, David	Assoc Professor, Computer Aided Design
Hopkins, Travis	Design, Constr, Renovations Specialist
Keiner, Vera	Biological Sciences Laboratory Manager
Keys, Cathy	Office Associate, Facilities/Plant Ops
King, Joan	Asst Dir/Counselor, Student Support Srvs
Lowery, Linda	Textbook Manager
Marietta, Bob	Facility, Sustainability & Safety Director
McGlynn, Ken	Director of Security
Neal, Keith	Electronics/Technology Lab Manager
Nightingale, Chuck	Executive Dir of Capital Project/Facilities
Nitz, Cheryl	Nursing & Health Laboratory Manager
Popp, Michael	Maintenance Manager
Rea, Carol	Rider School Program Assistant
Reynolds, Frances	Assistant Professor, Nursing
Saunders, Michael	Office Associate, Facilities/Plant Ops
Setter, Buck	Senior Testing Specialist, Test Center
Sharma, Narinder	Welcome Center Supervisor
Smedley, Mark	Production Coordination, Theatre
Thomas, Scott	UNS Computer and Network Support Tech
Wiley, Jon	International Enrollment Specialist

NOTE: **Bolded** members collaborate on multiple teams

EOP Team

Name	Title
Bengfort, Randy	Director of Communications
Bilello, Shelly	Programs Administrator
Burba, Angel	Assoc Prof EMS/Paramedics, EMS Prog Dir
Coleman, Lynn	VP of Administration and Finance
Glaser, Tom	VP of Information Technology
Gulliford, Gina	Office Associate, VPAF
Harwood, Pat	Office Associate, Human Resources
Heinmuller, Mike	Director of User & Network Services
Horvath, Steve	Assoc VP of Academic Affairs
Marks, Janice	Assoc VP of Student Development
Marietta, Bob	Facility, Sustainability & Safety Director
McGlynn, Ken	Director of Security
Muzlera-Mooney, Nanette	Executive Assistant to VPAF

CARE Core Team

Name	Title
Jordan, Dave	Assoc VP of Human Resources
McGlynn, Ken	Director of Security
Putman, Alissa	Assoc Dir of Counseling & Career Services
Rockefeller, Kathy	Dir of Mediation & Conflict Resolution Cntr
Young, Karlyn	Director of Human Resources

CARE Advisory Team

Name	Title
Burba, Angel	Assoc Prof EMS/Paramedics, EMS Prog Dir
Hawkins, JoAnn	Assoc VP, Con Ed/Workforce Dev
Herry, Tabitha	Senior Programmer/Analyst
Hopkins, Travis	Design, Constr, Renovations Specialist
Howard, Terry	Preventative Maintenance Clerk
Jeffrey, Jeanette	Professor, Public Health and Nutrition
Maltz, Rick	Workplace Violence Consultant
Plantz, Dorothy	Director of Transfer Center

Judicial Affairs

Name	Title
Everett, Yvonne	Executive Assistant, VPSS
McNair, Kim	Dir of Judicial Affairs, Exec Assoc to VPSS

ASSIST Core Team

Name	Title
Friedman, Suzie	Asst Dir of Mental Health Counseling
Marks, Janice	Assoc VP of Student Development
McGlynn, Ken	Director of Security
McNair, Kim	Dir of Judicial Affairs, Exec Assoc to VPSS
McSweeney, Kathy	Asst Dir of Disability Support Services
Putman, Alissa	Assoc Dir of Counseling & Career Services

ASSIST Advisory Team

Name	Title
Armitage, Peggy	Professor of Psychology
Bilello, Shelly	Programs Administrator
Brown, Llatetra	Director of Student Life
Casway, Jerry	Division Chair Soc Sci/Teacher Ed
Coleman, Lynn	VP of Administration and Finance
Everett, Yvonne	Executive Assistant, VPSS
Gale, Melodie	Asst Dir of LAC, Retension Services
Greenfeld, Barbara	Assoc VP of Enrollment Services
Karn, Dave	Asst Professor, Business & Management
Knox-Brown, Julie	Asst Director of Advising
Marietta, Bob	Facility, Sustainability & Safety Director
Palm, Tracie	Coordinator of Co-Curricular Programs
Peterka, Cindy	VP of Student Services
Schumacher, Diane	Director of Athletics
Svacina, Jean	Asst Div Chair, English & World Languages

Security

Name	Title
McGlynn, Ken	Director of Security
Weinrich, Jay	Electronic/Security Technician (Fac/Plant)
Wood, James	Security Supervisor

Emergency Communications

Name	Title
Bengfort, Randy	Director of Marketing & Communications
Scrivener, Mike	Communications Specialist
Sharp, Jane	Marketing Manager

Drills, Exercises, Tests, Training (EOP Team)

- In FY 2010, completed 4 drills, 3 exercises, 10 tests, and 38 trainings

- EOP Team meets every two weeks

- **Recent accomplishments:**

  - ✓ Emergency Quick Reference Guide
  - ✓ Web-based on-line emergency training
  - ✓ Three Protocol System – Evacuation, Shelter-In-Place, Lockdown
  - ✓ College Emergency Operations Center
  - ✓ Tornado shelter assessment
  - ✓ Emergency notification system study and integration

Drills, Exercises, Tests, Training (EOP Team)

- **Recent accomplishments continued:**
  - ✓ Exercises with County and State agencies
  - ✓ Collaboration with MEMA, FEMA, NEMA
  - ✓ Threat Assessments
  - ✓ Pandemic Flu preparedness
  - ✓ Continuity of Operations (COOP) Plan in coordination with Center of Health and Homeland Security
- **New Initiatives:**
  - ✓ U-Tube training video
  - ✓ Comic boards, academic division and SGA involvement
  - ✓ 3-D modeling

Cross-Training & Tabletop Exercises
Behavior Intervention/Treat Assessment/Aggression

- **On-going Team Training by:**
- Brett Sokolow, JD (NCHERM/NaBITA)
- W. Scott Lewis, JD (NCHERM/ASCA)
- John Byrnes (Aggression Management)
- James N. Madero, PhD (Violence Prevention International)
- Margolis, Healy & Associates
- Association of Threat Assessment Professionals

ASSIST College Community Training & Reporting

- **Visits and updates to constituency group meetings (administrators, professional technical, support, faculty and adjunct faculty) each semester.**
- **Professional Development Workshops on safety initiatives, recognizing students in distress, classroom management**
- **Counseling E-Newsletter to Faculty**
- **How to Help a Friend Series, Food for Thought Series**
- **Presentation at New Student Orientation, article in student newspaper.**
- **Student Intervention Icon demonstrations**
- **Closing the loop with reporters.**

ASSIST Communication Statewide

- **Maryland Community College BIT Affinity Group Meetings 3-4 times per year**

- **Reports to the MD Community College Chief Student Affairs Officers yearly**

- **Participating in the new MD BIT Affinity Group Yahoo Group.**

- **Increased MOUS with other colleges to exchange information on students who may be a threat to themselves/others**

Developing a Culture of Reporting

Challenges:

- Concerned the student will get into trouble.

- Fear of Reporting.

- Don't know how to report.

Strategies:

- Stress early intervention, solving the issue before it escalates.

- Listen to reporters concerns, answer questions, involve supervisors as needed, and advise them on safety tips.

- Provide training on how to report, make reporting easy and accessible- Icon

Utilizing Technology to Support Safe Campus

- **Maxient**

- **Student Intervention Icon**

Faculty, Staff, Students   **Faculty, Staff, Students**   **Faculty**

| ASSIST Reports | Conduct Reports | Academic Reports |

MAXIENT

- Office Management
- Data storage
- Hearings
- Analytics

| Notifications to staff about reports | Communication to students | Alerts to staff about sanctions | "Watch list" alerts to staff |

HCC Student Intervention Icon

- Automatically pops up on your desktop when computer is turned on

- Loaded on all college staff and faculty computers and on all teaching stations

- Accessible off campus from the college's intranet

- A one-stop resource for campus safety, emergency protocol, student referral, and reporting information
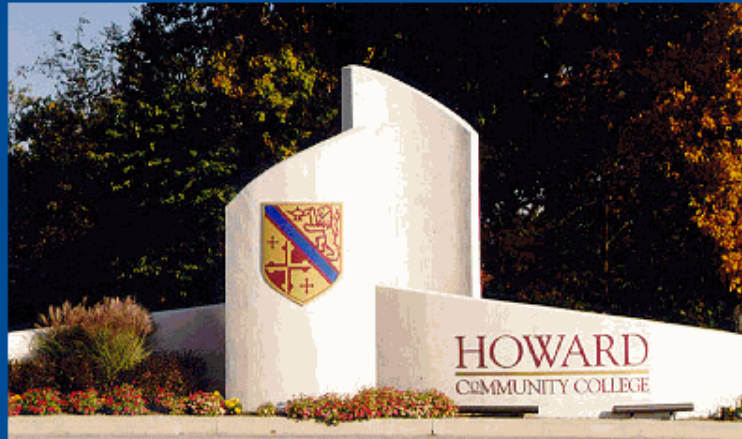
DEMONSTRATION of ICON

Developing Partnerships

Groups

- **MD. Community College Chief Student Affairs Officers**
- **MD. Community College's Statewide BIT Affinity Group**
- **Howard County Police Department**
- **Howard County General Hospital**
- **CERN**
- **Horizon**
- **MD Judicial Affairs Officers**
- **MD. Campus Security**

Benefits

- Joint training
- Buying Power
- Sharing of best practices
- Information Sharing
- Tips on students of concern-potential threats
- Funding for emergency planning
- Increase response time and performance to emergencies
- Better transition for students

Sharing of Best Practices

1. Do your teams use formalized protocols and strategies? How are they communicated to the college community?
2. How do you reach and educate adjunct faculty and part time staff regarding safety initiatives?
3. Do you have any unique and effective training strategies?
4. Has you college been successful in fostering a comprehensive reporting culture within the institution? How?
5. Has your college effectively broken down communication barriers/silos and integrated safety campus safety and intervention teams? How.
6. Are your Student BIT, Employee BIT and Judicial Affairs teams supported by comprehensive databases that allow the teams to have a longitudinal view of a student/employee's behavior patterns and trends? What do you use?
7. Does your BIT Team use risk rubrics to classify threats? Models used?
8. Do your behavioral intervention teams utilize mandated psychological assessments, when needed, to determine interventions and threat risk? Who does the assessments?
9. Does your BIT team have the authority to invoke involuntary medical/psychological withdrawal policies?
10. Any questions?

Presenter Contact Information

- **Janice Marks, Associate Vice President of Student Development : jmarks@howardcc.edu**

- **Shelly Bilello, Capital Programs Administrator: mbilello@howardcc.edu**

- **Kim McNair, Director of Judicial Affairs:**

- **kmcnair@howardcc.edu**

Resources

- http://www.nabita.org/

- http://www.ncherm.org/

- http://www.luc.edu/bct/pdfs/BCT_Presentation_ski.swf (excellent on-line training)

- http://www.nabita.org/docs/2009NCHERMwhitepaper.pdf

- http://www.nabita.org/docs/2009NABITAwhitepaper.pdf (NaBita Threat Assessment Rubric)

- http://www.theasca.org/

http://www.secretservice.gov/ntac/ssi_guide.pdf
Threat Assessment in Schools Guide – US Secret Service

http://maxient.com/
Conduct and BIT Software

http://www.sigmatma.com/books.html The Handbook for
Campus threat Assessment & Management Teams

http://www.ecu.edu/cs-ecu/calendar.cfm?a=5&e=5761
5th Annual N.C. Higher Education Safety E-Symposium

http://www.higheredcenter.org/resources/national-campus-
safety-awareness-month
National Campus Safety Month

http://www.securityoncampus.org/
Security on Campus , Inc.

http://www.naspa.org/enough/default.cfm
Enough is Enough Campaign to Stem Societal Violence