

**Purpose** - Labette Community College (LCC) has a long-standing philosophy to ensure the safety, health and well-being of all its employees, students, and visitors and is committed to maintaining a safe, secure and positive learning environment. As such, in the event of a substantiated serious safety concern on or near the campuses, we have established policies and procedures to notify the campus community. Information on situations that are crime-related or potentially threatening will be carefully disseminated in a timely manner to the campus community through the issuance of an Emergency Notifications (EN) or a Timely Warning Notice (TWN). This program serves to outline the College's commitment to this philosophy and to provide guidance to all employees on the standards the College expects its employees to adhere to.

### Emergency Notification

In the event of an emergency, LCC's Emergency Response Team will assess the significance, level of danger, and immediate threat to the health, safety, and security of the college community. Directly thereafter, an Emergency Notification (EN) will be issued. The Emergency Response Team will determine the content of the message and will utilize the appropriate systems (stated below) to communicate the threat to the LCC community or to the appropriate segment of the community if the threat is limited to a particular population, campus location, or building. Taking into account the safety of the college community, the Team will initiate the notification system. This communication may include School Messenger (LCC's emergency notification system which includes e-mail to all LCC email accounts, text and voice messaging), public address system, College website, posted notices in buildings, and/or local media. Students, employees, and visitors will be directed to a location of safety and the building(s) will be secured. Depending on the nature and severity of the incident the Emergency Response Team may need to confer with local, state and federal agencies, who will then determine if notification to the larger community is required.

As required by the Higher Education Opportunity Act (Public Law 110-315), LCC's Emergency Response Team will promptly determine the details of the situation and initiate the notification system. Taking the safety of the community into consideration, the notification will be implemented unless the Team determines that it would compromise or hinder the response or efforts to assist the victim(s) or mitigate the emergency. In such a circumstance, the notification may be delayed.

The Emergency Response Team consists of the President, Vice President of Finance and Operations, Vice President of Student Affairs, Vice President of Academic Affairs, Human Resource Director, Public Relations Director, Athletic Director, Facilities Director, and the Director of Information Technology.

Procedure 5.070 details the Emergency Response Plan for Labette Community College.

### Timely Warning Notice

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act of 1998, LCC will issue Timely Warning Notices whenever a serious criminal incident is reported and deemed to pose an ongoing threat to the campus community. These efforts help keep the campus community safe and empowered to protect itself from harm. The Clery Act defines specific crimes that require the issuance of Timely Warning Notices when crimes are reported to Campus Security Authorities (individuals with significant responsibility for student and campus activities), Campus Security, or local law enforcement and for

crimes that are believed to have occurred on campus property, public property immediately adjacent to campus property, or in/on non-campus buildings or property. Clery crime classifications include criminal offenses: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offenses, and stalking ; hate crimes: any of the aforementioned crimes and any incident of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that is motivated by bias.

The College's Emergency Response Team or member thereof will review all reports to determine if there is an ongoing threat to the community and if a Timely Warning Notice is warranted. The Emergency Response Team will determine the content of the message and Timely Warnings will be communicated to students, faculty, and staff through a "blast e-mail" to all Labette email accounts. At times other methods of communicating the Timely Warning may be used in conjunction with the "blast e-mail" and may include any of the following: School Reach (voice and text messaging), public address system, College website, posted notices in buildings, and/or local media.

#### Criteria for Issuance of a Timely Warning Notice

The intent of a Timely Warning Notice is to alert the campus community of ongoing threats and enable individuals to protect themselves. It is also considered a tool to use in the prevention of similar crimes.

The decision to issue a Timely Warning Notice will be decided on a case-by-case basis. Issues taken into consideration are details surrounding a crime, the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. While the Clery Act does not specifically state what information should be included in a Timely Warning Notice, the information should include all information about the crime that would promote personal awareness and safety. Generally, the Warning will specify the type of reported crime, the time and location that the reported crime occurred, a clear description of what occurred, and information to the campus community regarding the steps to take to protect oneself and avoid becoming a victim. The Timely Warning Notice WILL NOT include any information that would identify the victim.

## How Timely Warning Notices are issued:

1. Upon receipt of pertinent information that a criminal incident or dangerous situation has occurred that would impact the campus community and/or the surrounding area the Emergency Response Team will promptly convene and/or communicate to determine if the incident occurred on campus defined geography, was reported to a CSA, meets the Clery Crime definitions, and if there is an ongoing threat to the campus community.
2. The Emergency Response Team will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system.
3. The Timely Warning Notice will be disseminated to the campus community through a “blast e-mail” to all Labette email accounts. LCC may also use one or more of the following means to distribute the Timely Warning notice:
  - School Messenger - LCC’s Emergency Alert System which includes e-mail to all Labette accounts, text and voice messaging.
  - Posting on LCC’s website ([www.labette.edu](http://www.labette.edu))
  - Posting on college buildings
  - Through local media

**On-the-Job Injuries and Illnesses** - Any job-related injury or illness, regardless of severity, must be reported to an employee’s supervisor, the human resource payroll and benefits specialist (also see Work Compensation Procedure) and safety coordinator for prompt evaluation and medical attention as necessary. The employee’s supervisor will complete the employee accident and injury incident form found on public folders and then forward it to the Business Office.

## General Safety Rules

Labette Community College employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to:

- Comply with the rules in this procedure.
- Use common sense in performing duties.
- Report any work injury or illness to a supervisor, the HR payroll and Benefits specialist and safety coordinator.
- Report unsafe conditions to a supervisor or safety coordinator.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect judgment.
- Keep the work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any College or rented vehicle or driving a personal vehicle while on College business.
- Be sure that aisles or exits are kept clear.
- Do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Properly store all sharp objects when not in use.

- Open and close doors cautiously, and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.
- Shoes must be worn at all times.

### Safety Data Sheets

Required by the Occupational Safety and Health Administration (OSHA), a material safety data sheet (SDS) is a detailed description of each hazardous chemical located in the workplace and includes information regarding potential health risks, symptoms and treatment measures to be taken if exposure occurs. The College will keep SDSs on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the SDS pertains or in the director of facilities office. Employees should help ensure that SDSs are kept in their respective areas or report missing ones to their supervisor or safety coordinator.

### Preventative Measures

The safety coordinator will walk the facilities on a quarterly basis and document issues if any found. For more information, call 620-820-1284 or visit the Facilities office, SU209.

Violations will be guided with students per Policy/Procedure 4.08 – Student Code of Conduct and employees per Policy/Procedure 2.16 – Performance Improvement Counseling.

- The facilities office maintains a log on LCC vehicle's maintenance. For more information, call 620-820-1284 or visit SU209.
- On the Main Campus and Cherokee Center, fire drills are conducted annually in the fall. A testing log is kept in the facilities office, call 620-820-1239 or visit M204.
- On the Main campus and Cherokee Center, tornado drills are conducted annually in the spring. A testing log is kept in the facilities office, call 620-820-1239 or visit M204.
- Walkie-talkie drills are conducted twice yearly. Walkie-talkies are found in various offices on the Main campus. A testing log is kept in the Dean of Instruction office, call 620-820-1239 or visit M204.
- Safety training, ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) is conducted on a yearly basis. For more information, call Human Resources, 620-820-1234 or the Facilities office 620-820-1284 or visit SU 207 or SU209.
- Safety training, department and job specific, and or campus-wide is conducted on a continuous basis. For more information, call Human Resources, 620-820-1234 or the Facilities office 620-820-1284 or visit SU 207 or SU209.
- Red Flag, Identity Theft, training is conducted with all new employees and annually for employees that use the Student Information System (SIS) For more information, call Information Technology, 620-820-1146 or visit M100.
- SchoolMessenger, an emergency phone system is utilized for weather and class cancellations and other emergency situations. For more information, call Information Technology, 620-820-1146 or visit M100.
- The emergency intercom system is utilized for room emergencies. The system is tested monthly. For more information, call Information Technology, 620-820-1146 or visit M100.

- AED's (Automatic External Defibrillators) are located in the Student Union, 1<sup>st</sup> floor; Gymnasium, 1<sup>st</sup> floor and portable; H Building, 2<sup>nd</sup> floor by elevator; Main Building, Main level; Zetmeir, 1<sup>st</sup> floor; athletic training room in the Gymnasium, and Cherokee Center, north entry door. Testing is done monthly and a log is kept in the facilities office and front office of the Cherokee Center.
- Preventing slips, trips and falls on snow and ice: the facilities office will clear walking surfaces of snow and ice, and spread deicer, as quickly as possible after a winter storm. In addition, the following precautions will help reduce the likelihood of injuries:
  - Wear proper footwear when walking on snow or ice is unavoidable, because it is especially treacherous. A pair of insulated and water resistant boots with good rubber treads is a must for walking during or after a winter storm. Keeping a pair of rubber over-shoes with good treads which fit over your street shoes is a good idea during winter months.
  - Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.

### Improper Health and Safety Practices

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of co-workers. Infractions of the College's health and safety practices will be dealt with in accordance with the College's policies on discipline and will be based on the following factors: severity of the infraction, whether the infraction endangered only the employee or also co-workers and whether the infraction was a first or repeat violation, see below. Employees are to use their common sense and honesty to avoid discipline. (See also procedure 2.16 Performance Improvement Counseling.)

### Violations

First Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and the employee will be cautioned orally.

Second Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and the supervisor will complete an incident form and place it on file in the supervisor's office.

Third Offense: The Human Resource Director contacts the employee's supervisor regarding the incident and the supervisor and Human Resources will complete a Performance Improvement Plan to allow the employee to correct the behavior.

Fourth Offense: Reference Policy and Procedure 2.16: Recommendation for immediate termination.

**Also see Procedure 5.070 – Emergency Response Plan**

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