



DMI Presents...A Panel Discussion on

“Campus Violence Preparedness”

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Policy & Procedure – Tim Greene, Presenter

What a Policy and Procedure should address:

- Purpose & Scope
 - Definitions
 - Non emergency vs. Emergency situations
 - Weapons
 - Reporting of Incidents/Incident Reports
 - Investigation
 - Responsibilities General Reporting Responsibilities
 - Support Staff
 - Instructional
 - Administrative
 - Media/Public Relations
 - WTCS Crisis Communication Plan (Zeppos & Associates)
 - Restraining Orders/Orders of Protection
 - Crisis Intervention Team
 - Proactive Response
 - Reactive Response
 - Training
 - Employee Assistance/Student Assistance Programs
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Student Code of Conduct – Susanne Fenske, Presenter

Importance of having a Code

- Must make it accessible to all students (handbook, web)
- Must have Judicial Affairs staff that knows the Code and is able to education other faculty and staff about it
- Sets up a standard for behavior and clearly defines expectations for students

Code Content

- Needs to inclusive of a wide variety of offenses
- Code writers must balance the demand for specificity with the need to maintain flexibility and adaptability (Weeks, 2005)
- Should address key policy issues:
 - General Student Conduct
 - Cheating and Plagiarism
 - Computer Use/ Acceptable Use
 - Drugs and Alcohol
 - Discrimination and Harassment
 - Sexual Harassment
 - Religious & Disabilities Accommodations
 - Appeals system - both for conduct and academics

Classroom Management

- Importance of setting a standard of behavior in the class and using the Code to manage it
 - Make the rules very clear in your syllabus:
 - Attendance and tardiness
 - Active class participation
 - cheating
 - appropriate conduct
 - Reference computer use and e-mail policies
 - Specify consequences and follow through in a fair and consistent manner.
 - Always make reference to the fact that “Code of Conduct violations will not be tolerated”

BE CONSISTENT WITH ALL STUDENTS!

Role of Incident Response Teams – Deb Wallendal, Presenter

Team of trained professional staff

- Membership
- Campus Police
- Facility Services
- Human Resources
- Public Relations
- Risk Manager
- Safety Coordinator
- Student Services
- Others as needed

Proactive involvement

- Assessment of appropriate intervention based on facts and concerns
- Role play of intervention
- Ability to plan response
- Example

Reactive response

- Critical incident has occurred
- Violence response procedures are implemented
- Assessment of incident
- Summon assistance as needed
- Example

Importance of Debriefing

- Non-judgmental review of situation
 - Not a time for blame or finger pointing

Timeliness (within 24 hours)

Analysis of critical incident

- Documentation of what occurred from each member's perspective
- What went well
- Lessons learned

Opportunity for members to also share feelings (EAP involved as needed)

Schedule any necessary follow-up

Role of Campus Safety & Security – Tom Hinz, Presenter

What is the role of Campus Security?

- TO HAVE A PRESENCE, Crime Prevention 101
- Be more pro-active than re-active

Why have Campus Security? (TIMES HAVE CHANGED)

- Today **people expect** a safe environment to work and learn in, now more than ever since, Columbine in April of 1999 & the 9-11-01 Terrorist attack
 - Students
 - Parents of students
 - Staff
 - Visitors
 - Good Security =equals=good Risk Management

What TYPE of Security do you need?

- There is NO one answer, it depends on your location, resources and budget
 - Just like local law enforcement is different from community to community, each college needs to address their individual need!

What does NWTC in Green Bay do and what is the purpose of Security?

- There are 4 areas that need to be addressed:
 1. PREPAREDNESS
 2. PREVENTION
 3. RESPONSE
 4. RECOVERY & FOLLOW UP

1. PREPAREDNESS:

- Put together a Planning Committee:
 - Who is responsible for overseeing violence strategies at your college?
 - Do you have a Safety Committee that also looks at Security?
 - i.e., Facilities, Human Resources, Staff Development, 1st Responders, Administration, your Switchboard?
 - What are the major problems that your college needs to address?
 - This will depend on your location and make up of your student body.
 - Conduct an assessment of your areas of vulnerability such as:
 - Interior and exterior lighting, staff training, parking lot safety, interior safety, emergency response procedures
 - Train staff in the areas of vulnerability
 - Suicidal Student (Do you train on LISTENING?)
 - What to do if someone makes a fatalistic statement
 - Loner mentality
 - Not realizing we DON'T know the precipitating stressors in someone's life
 - Domestic Violence issues and resources in your community
 - Workplace Bullying (Do you know how serious an issue this is?)
 - Stalking and lack of knowledge of what STALKING is (i.e. Family example)
 - PTSD of students returning from Iraq and Afghanistan

2. PREVENTION: (At NWTC)

- 90 Surveillance cameras, over 30 card access locations, Emergency/Assistance phones in all parking lots
- Emergency Procedure Quick REFERENCE Guide
- Table top Exercise i.e. Bomb Threat Call
- Hiring Criminal Justice Students (WHY?)
 - Students who will someday be our Police Officers/Correctional Officers/Probation Agents
 - They have a vested interest in the college and their future
 - Interview, background check, supply a uniform, and do training

3. RESPONSE

- Educate STAFF on Security & Safety
 - Crisis Prevention Training
 - Be aware of your surroundings
 - How to confront negative behavior
 - What do Mediators do?
 - Do you know who to call in an emergency?
 - Do you know where you are right now if you had to call for an emergency?
 - Would you call 911, or 9-911, or whatever your college requires?
 - Do you document all behavior problems?
 - Does your Security and Counselors work as a TEAM?
- College Emergency Response Team
 - Need to review your plans (most of us do not do adequate reviewing of our plans)

4. RECOVERY & FOLLOW UP

- Document & Debrief
- Adequate reports
- Who, what, where, when, why and how?
- Who reviews the Incident Reports for content?
- Do you do an adequate follow up review?

Working with your local Law Enforcement Agency

- Who are your contacts?
- Do your local law enforcement agencies, dispatch center and Bomb Squad have copies of your floor plans?
- Do you have anyone who keeps in contact with Probation & Parole to be aware of sex offenders on campus who might pose a threat?

Sources and Recommended Resources

WI Department of Administration Safety & Loss Control
(scroll down and click on Workplace Violence & Threats Prevention)
http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=169

OSHA Workplace Violence
<http://www.osha.gov/SLTC/workplaceviolence/index.html>

Districts Mutual Insurance – School Safety & Violence Resources
<http://www.districtsmutualinsurance.com/Hot%20Topics%20-%20School%20Violence.html>

CDC NIOSH Workplace Safety & Health
<http://www.cdc.gov/node.do/id/0900f3ec8000ec09>

“Not in My School – A Proactive Guide to School Violence Prevention”
Ted Hayes, CSP, MSE & Sheriff Bill Kruziki
ISBN 0-615-11455-5

“Violence on Campus – Defining the Problems, Strategies for Action”
Allan M Hoffman, John H Shuh, Robert H Fenske
ISBN 0-8342-1096-7

“Classroom Killers? Hallway Hostages? How Schools Can Prevent & Manage School Crisis”
Kenneth S Trump
ISBN 0-7619-7510-1

Student Handbook Policies: A forms Manual for College Decision Makers
Kent M. Weeks, 2005
www.collegelegal.com

21st Century Model Code
Edward Stoner, 2006
www.edstoner.com

Association of Student Judicial Affairs
<http://www.asjaonline.org/>