

Definitions:

Violence: Violence is the use of physical force or activity that causes harm, damage, or abuse of an individual or property. This includes physical force and/or activity which causes mental anguish.

Threat or Threatening Behavior: A threat is any statement or action, expressed or implied, that could cause a reasonable person to fear for the safety of him/herself, that of another person, and/or college property. Examples of threats include, but are not limited to words or actions which intimidate; harassment; stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity; and the use of communication mediums to threaten such as telephone, fax, electronic, or conventional mail.

Weapon: Weapons are not permitted on college-controlled property except for purposes of law enforcement and as specially authorized for the purposes of instruction, research, or service and as approved in writing by the Chancellor.

Prohibited weapons include, but are not limited to any: (1) firearm, firearm ammunition, BB gun, pellet gun, paintball gun, tear gas gun, taser, or other dangerous or deadly device of similar type; (2) knife with a blade of at least 3 inches in length (except ordinary eating utensil), dagger, dirk, switchblade, knife, stiletto, ax, hatchet, or other deadly or dangerous weapon or instrument of similar type; (3) bludgeon, blackjack, slingshot, sandbag, sand club, metal knuckles, billy club, throwing star, nunchaku, or other dangerous or deadly weapon of similar type; (4) bomb, bombshell, grenade, firework, bottle or other container containing an explosive, toxic or noxious substance, unless under academic/classroom supervision, (other than an object containing a nonlethal noxious liquid, gas, or substance designed solely for personal defense possessed by a person 18 years of age or older); (5) souvenir weapon or other weapon that has been rendered permanently inoperative; and any weapons outlined in the Illinois Compiled Statutes on Armed Violence (720 ILCS 5/33 A-1, et seq.)

Reporting:

Students, faculty, staff, and visitors should address emergencies by calling 911 and if on medical center grounds, emergencies are reported by dialing “55” on medical center phones. A switchboard operator will recognize this as a priority call. The operator will notify security officers to report to the needed area. The security officer(s) will notify local fire and/or police officers if needed.

Crimes can also be reported to the Director of Student Services & External Relations at 309-779-7720 or to the Dean of Nursing & Health Sciences at 309-779-7708.

The College has adopted procedures for responding to and addressing conduct that violates this policy and urges all students, employees, and visitors to be alert to the possibility of violence on campus. As part of the college community, all students, employees, and visitors are responsible for reporting violence they experience or witness.

Notification and Preparedness

Trinity, as part of its annual communication on safety, will inform individuals of this plan and its related procedures and resources. The plan will be made available online and as part of the Annual Campus Crime and Security Report (www.trinitycollegeqc.edu). Notifications of the plan and testing will occur annually.

Confidentiality

Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. Parties and witnesses to a complaint are also expected to maintain confidentiality of the matter, understanding that they

will often not have all the facts and they could impair the investigation by divulging information to persons outside of the investigatory process.

Non-Retaliation and False Claims

The College prohibits retaliation against persons who in good faith report violations of policy or cooperate in an investigation. The College also prohibits the filing of knowingly false or misleading reports and providing knowingly false or misleading information in an investigation. Discipline or other action can result from either of these acts of violation of policy.

Campus Violence Prevention Committee

A Campus Violence Prevention Committee was formed as a standing committee to provide support, assistance, research, and policy review in regard to violence prevention on campus. The Team is chaired by the Director of Student Services & External Relations and shall include representatives from the Faculty/Staff/Student and Threat Assessment Team, and other departments or units when deemed appropriate.

Mission:

As part of this plan, the Team shall be responsible for the following:

- Incorporate violence prevention strategies into related policies and/or procedures;
- Encourage zero tolerance policy statements that reaffirm violence prevention strategies;
- Integrate existing campus programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
- Evaluate physical facilities and grounds and make recommendations to improve safety and further the goal of violence prevention;
- Implement the Campus Violence Prevention Plan throughout campus;

On an annual basis the Team shall ensure that an exercise of the Campus Violence Prevention Plan is designed and implemented.

Strategies:

The Team shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the College community with regard to violence prevention, safety measures, and environmental security enhancement of College property.

Policies:

The Team operates under the policies of the College and its own internal procedures in order to fulfill its purpose.

Members:

Members of the Campus Violence Prevention Committee include, but are not limited to:

- Director of Student Services & External Relations
- Student Services Staff Member
- Faculty Member
- Student Member
- Security Officer

Resources

Hospital Security:

Trinity Medical Center's Campus Safety and Security Department is responsible for all enforcement of security matters for the College. Trinity Medical Center offers a comprehensive crime-prevention program, which has two major goals:

- To eliminate or minimize criminal opportunities whenever possible;
- To encourage students, faculty administration, and staff to be responsible for their own safety and security.

Crimes can be reported to campus security by dialing Trinity Medical Center's Switchboard at 779-5000 or "0" when on the Trinity Medical Center Rock Island Campus. The Manager of Security at TMC Rock Island can also be notified by dialing 779-2872.

Environmental Health and Safety:

Trinity has developed a campus Emergency Management Plan that details how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. The following resources are in place to aid in campus emergencies.

Exterior Lighting - Exterior lighting for parking lots and buildings are monitored by the security guards that report deficiencies to Trinity's Facilities Services. Security guards patrol all building and parking facilities and inspect internally and externally. Students are encouraged to report any lighting or security concerns to the Student Services staff as soon as they occur.

Blue Light Station - Located in the Trinity College of Nursing & Health Sciences parking lot is a **BLUE LIGHT EMERGENCY STATION**. This is a direct line to the Trinity Safety and Security department. This 9' tall tower acts as a crime deterrent and serves as an emergency communication system. This tower is wheelchair accessible and has a highly visible push button on its faceplate. A single touch on the push button summons campus officers to the location and triggers the bright blue police-type strobe light on top of the phone, which brightly lights the surrounding area.

Emergency Alert System - This alert system is used to notify the campus community of threats to physical safety in emergency situations (tornado, violence, hazardous material incident, college closure, severe weather, etc.). The **Trinity Alert** allows Trinity College administrators to send recorded or electronic emergency messages (Trinity Alerts) to Trinity College students, faculty and staff by cell phone, home phone, office phone, and e-mail (all at once) using contact information from the College Directory. The entire campus community can be notified simultaneously. In an emergency situation the College will, without delay, send out an announcement taking into account the content of the notification, and initiate the **Trinity Alert System**, unless the notification will, in the professional judgment of authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Administration or a designated person will determine the severity and extent of the emergency and to whom the Alerts (via the Trinity Alert System) should be sent. Administration or the designated person will determine the content of the message and subsequently initiate the notification system (Trinity Alert System). The Director of Student Services & External Relations is the primary contact person for the Trinity Alert System.

If the emergency extends beyond the College and Trinity Medical Center Campus, a panic button (several of which are located throughout the campus) will be pushed and local police will respond to the incident. The local police will handle any expanding situation.

The Trinity Alert is built upon the Connect-ED System, developed specifically for schools, colleges, and universities by Blackboard Connect. Emergency Alerts will also be posted on the website.

It is imperative that the College has up-to-date contact information so you can be notified in an emergency situation. It is also recommended that a cell phone number is provided for emergency alert purposes. The mobile phone number will not be published.

Note: Trinity Alert calls will come from 309-779-7700, the College main line. It is recommended that students program a unique and audible ring tone for calls coming from that number, especially if the mobile phone is usually on vibrate mode.

The Emergency Alert System will be tested at least once annually.

Panic Alarms - Panic alarms have been placed in all classrooms and in other key areas, such as offices and restrooms. Students or staff who believe they are in danger may pull these alarms. This will set off an overhead sound system to alert all others in the building and at the same time will transmit an alarm to Per Mar's security. They in turn, will notify the local police to respond as well as Trinity's own security department.

If the panic alarm is heard throughout the building, all classroom doors should be closed and locked, and the lights turned off unless in the affected area. Students, faculty, and staff should stay away from windows and doors. Windows may be used for evacuation purposes if the situation warrants. If faculty and staff are in the impacted area, they need to seek safety in another part of the building or evacuate. When police officers and/or campus security officers arrive, they will handle the emergent situation. Administration/faculty/and/or staff will work with security personnel to diffuse the situation in the safest and most efficient way possible.

See Policy: TMC Code Silver – Active Violence

In the event an individual is using or displaying a weapon on *any of the* Trinity Medical Center Campuses, TRHS will institute procedures to minimize the risk to patients, visitors, and employees by evacuation, facility lockdown and/or "shelter in place" procedures and by containing the incident as much as possible.

Supporting Information:

"Shelter in Place" is a term used to seek shelter outside of public view; Faculty/Staff should remain calm and clear the hallway of students, visitors, faculty and staff, close all blinds, turn out all lights, silence all cell phones, and remain quiet.

Any faculty/staff/student who encounters or suspects a person brandishing or using a weapon on College property should:

- Call the Emergency Code Line by **Dialing "55" (Inside Phone)** or **(309) 779-5000 from outside line or cell phone.**
- Depress the nearest "**Panic**" Alarm

After ensuring that you are in a safe location; provide Hospital Operator with the following:

1. Location
2. Number of suspects
3. Type of weapon displayed or using i.e. gun, knife, etc.
4. Any casualties
5. Direction of Travel
6. Physical Description of the Suspect (Include Clothing Description)

The hospital operator will overhead page “Code Silver” three times followed by the location of the incident (college will be noted as the Location).

Operator will immediately contact the Rock Island Police Department via 911 and provide as much information as possible.

The Trinity Alert system will be put into place at the College for all students and a college-wide email will be sent to all faculty/staff/students.

An all clear will not be given at the College until face-to-face contact is made with College Administration and local law enforcement/campus security. An all-clear will be sent via the Trinity Alert system and college-wide email.

Post-Event (as needed basis):

Care of Casualties
Psychological and Grief Support
Media Relations
Damage Assessment & Repair
Cleanup
Debriefing

ID Badges - Each student, faculty, staff member, and Trinity employee can be identified with a Trinity ID badge. Anyone who is not wearing an ID badge can be asked whether he/she needs assistance.

Sexual Assault Prevention and Survivor Services

Trinity is committed to maintaining an environment conducive to the continued intellectual and social development of its students. A campus community of mutual respect and concern is established through the active efforts of all its members. Trinity maintains a proactive stance in the prevention of sexual assault/abuse and imposes strict sanctions against those found responsible for committing such acts. Sexual assault/abuse will not be tolerated. Victims of sexual assault/abuse will be provided the active support and intervention needed to support their continued progress on academic and career goals.

The College is committed to:

- Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
- Informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs.
- Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.

- Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonable available.
- Ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse.

Critical Incident Response Team:

Trinity has a values-based commitment to creating an optimal learning environment for all college students. These values include providing a supportive environment of a small-college experience. This team is comprised of the Director of Student Services & External Relations, the Dean of Nursing & Health Sciences, and the Chancellor.

Purpose:

- To serve as a coordinating entity in responding to critical incidents affecting students.
- To assist local emergency agencies with their response to critical incidents affecting students.
- To assist students to return to normal following a critical incident.

Definition of a Critical Incident:

A critical incident is an adverse event that causes or has the potential to cause harm to an individual student, group of students, or the College and requires immediate response from Student Services.

Student Services has defined the critical incidents to which they respond to include:

- Death of a student (on or off campus)
- Fire/explosion or significant damage to property affecting students
- Communicable disease
- Life threatening injury or illness of a student
- Missing person (student)
- Sexual assault (student)
- Natural disaster affecting students

Trinity recognizes that the above list may not cover all situations that warrant intervention.

Mental Health

Counseling:

The Trinity Employee Assistance Program (EAP) provides resources to faculty, staff, and students who are experiencing personal problems that can affect their ability to function optimally at the College or at home. To request information or an appointment with EAP call 800-383-7900. Participation in the EAP is strictly confidential.

Federal and State Laws and Regulations

The following Federal and State laws provide regulatory compliance with regard to issues of campus safety and violence at institutions of higher education.

- The Federal Student Right to Know and Campus Security Act (Clery)
- Federal Safety and Drug Free Schools and Communities Act
- Federal Drug Free Workplace Act of 1988
- Higher Education Act of 1998

- Higher Education Opportunity Act of 2008
- Uniform Crime Reporting (both State and Federal)
- Federal and State Alcohol, Drug, and Weapon Laws
- Illinois Campus Security Act, Illinois Campus Security Enhancement Act of 2008, Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
- Illinois Education Sexual Assault Awareness Act
- Illinois Mental Health and Developmental Disabilities and Confidentiality Act.

Threat Management

The Campus Violence Prevention Committee and Threat Assessment Team are administrative groups formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, intimidation, or property damage. The chairs of the respective teams communicate with each other regularly and collaborate when there is an issue involving an individual not affiliated with the College and when a particular concern about a student, faculty, or staff member has implications for the campus community.

Threat Assessment Team:

Purpose: To identify, monitor, and when deemed necessary, recommend appropriate interventions for Trinity faculty and staff who display unhealthy, threatening and/or dangerous patterns of behavior. Such behaviors include, but are not limited to:

- Suggesting intent to harm self or others.
- Creating disruptions in the work environment.
- Intimidating other faculty, staff, and/or students.
- Stalking or following someone with the intent to harass, intimidate, harm, or cause other malicious activity, acting in frightening or threatening manner.

Team Membership:

- Chair of Student Affairs Committee (Faculty Member)
- Executive Cabinet Member (Director of Student Services & External Relations)
- Student Member from Student Affairs Committee
- SGA Officer

Team Responsibilities:

- Due to the infrequencies of threats on campus, TAT shall meet as needed.
- Meetings shall be convened and facilitated by the Chair of Student Affairs or designee. TAT members shall share information and make decisions about next steps to be taken.

Procedure:

- The issue/concern is identified by or reported to a TAT member by email, phone or in person.
- TAT member contacts chair or his/her designee for appropriate investigation and follow up to get the most accurate and complete information.
- Chair or his/her designee assesses report to determine behaviors of concern.
- Chair or his/her designee initiates a meeting if necessary. Chair or his/her designee contacts and extends a meeting invitation to the supervisor or major area administrator depending on the circumstances.

- Point person is identified to monitor the situation.
- Point person provides regular updates to TAT chair or designee until the issue is resolved.

Approval and Revisions

This plan has been approved by the highest executive official at Trinity on behalf of the Board of Trustees of Trinity in accordance with the College's approval and notification policies and procedures.

TRAINING

Faculty and Staff are updated on an annual basis.