

 Methodist College UnityPoint Health	Page # 1 of 6	Section: A	Policy #: A-35
	Approval:		Date: 08/15 Review by: 08/18
	Date Revised: NEW		
	Policy/Revision Submitted by: Linda Moore		
SUBJECT: CAMPUS VIOLENCE PREVENTION PLAN			

I. Introduction

The safety and security of the Methodist College campus and community are very important. Our students, employees, and visitors must be able to pursue their education, work, and other activities in a safe, non-threatening environment. To educate and empower all members of the College community, resources and procedures are in place to prevent, deter, and respond to concerns regarding acts of violence. Safety and prevention of violence is everyone’s responsibility.

II. College Violence Policy

A. Violence Not Tolerated:

Methodist College is committed to a safe and secure environment for all employees, students, and visitors. Conduct that threatens the health or safety of any person, or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on College-controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Methodist College and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the College.

B. Responsibility:

The entire College community shares the responsibility for a safe and secure campus. Knowledge of violent acts or threats planned or carried out are to be reported to director/dean, other administrators or Methodist College Human Resources immediately. In case of an emergency, please call 911 and Methodist Security at 3333.

C. Application:

This policy covers all persons:

1. On College property;
2. At College-sponsored events;
3. Fulfilling duties of a College student off-campus (such as work in the clinical setting);
4. Engaging in any action having direct impact on the College community.

D. Definitions:

1. **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.

2. **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.
3. **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 President.

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 an 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 5/33A-1, *et seq.*)

III. **Reporting**

Students, faculty, staff, and visitors should address emergencies by calling 911 and Methodist Security at 3333.

For all other non-emergency concerns of violence, the students, employees, and visitors should notify Methodist Security at 672-5921.

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.

IV. **Notification and Preparedness**

Methodist College, 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.methodistcol.edu). Notifications of the plan and testing will occur annually.

V. **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 that they could impair the investigation by divulging information to persons outside of the investigatory process.

VI. 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.

VII. Resources

A. Hospital Security

1. Methodist Security at 672-5921

B. Environmental Health and Safety:

1. Emergency Management Plan

The purpose of the Methodist Emergency Management Plan is to define the program to respond effectively to events that pose an immediate danger to the health and safety of students, staff, faculty, and visitors. The Emergency Plans consists of a number of procedures designed to respond to those situations most likely to disrupt the normal operations of the College and Methodist and return them to a normal status. Each response is designed to assure availability of resources for the continuation of student learning and Methodist patient care during an emergency.

Scope

The Emergency Management Program is designed to assure appropriate, effective response to a variety of emergency situations that could affect the safety of students, Methodist patients, staff, faculty and visitors, or the environment of the College or Methodist Medical Center of Illinois (MMCI), or adversely impact the hospital's ability to provide healthcare services to the community. The program is also designed to assure compliance with applicable codes and regulations. For further scope information, see Methodist Emergency Management Plan.

2. **Emergency Notification System:** Red Alert through Methodist Medical Center is activated and notifies the President of the College and the MC Human Resources Director.

C. Sexual Assault Prevention and Survivor Services:

1. Methodist College 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. Methodist College 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.
2. The College is committed to:
 - a. Providing educational programs which promote awareness of sexual assault/abuse and target prevention of such acts.
 - b. Informing students of available services both within the College and surrounding community and facilitating their decision-making in regards to recovery needs.

- c. Encouraging and assisting in the reporting of sexual assault/abuse to the appropriate law enforcement authority.
- d. Upon request, reviewing available options for modifying academic environments and implementing modifications if such modifications are reasonably available.
- e. Ensuring the confidentiality of an individual's status as a survivor of sexual assault/abuse.

D. Dean of Enrollment Management:

1. **Critical Incident Response Team:** Methodist College has a values based commitment to creating an optimal learning environment for all Methodist College students. These values include providing a supportive environment of a small-college experience.

a. **Purpose:**

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

b. **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 the Division of Enrollment Management.

The Division of Enrollment Management has defined the critical incidents to which they may 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

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

E. Mental Health:

1. **Student Counseling Services:** The Student Counselor at the College is the primary counselor for the students at Methodist College. They are LCPC licensed.

- a. **Counseling:** Offering individual, group, and couples counseling to currently enrolled students of the College. Violence prevention aspects of this work include assessments of risk of self harm (suicide) as well as harm to others.
 - b. **Outreach:** Several aspects include programming and outreach specifically address concerns of violence prevention.
2. **Employee Assistance Program (EAP):** At one time or another as people go through life, difficult situations may arise. Sometimes these situations interfere with personal lives or job performance. Whether the problems are personal, family, or job-related, professional assistance is available. Recognizing this, MC offers a confidential Employee Assistance program for all employees and their immediate family members. Participation neither adversely affects your job status nor prevents normal corrective action from occurring. You may contact Employee Assistance directly 1-800-433-7916 or your director/dean may refer you.

F. 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 public institutions of higher education:

1. The Federal Student Right to Know and Campus Security Act (Clery)
2. Federal Safety and Drug Free Schools and Communities Act
3. Federal Drug Free Workplace Act of 1988
4. Higher Education Act of 1998
5. Higher Education Opportunity Act 2008
6. Uniform Crime Reporting (Both State and Federal)
7. Federal and State Alcohol, Drug and Weapon Laws
8. Illinois Campus Security Act Illinois Campus Security Enhancement Act 2008 Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
9. Illinois Education Sexual Assault Awareness Act
10. Illinois Mental Health and Developmental Disabilities and Confidentiality Act

VIII. Approval and Revisions

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

Procedures for Supporting a Violence Free Campus

As part of the College's Violence Prevention Policy, the College has adopted the following procedures and resources that students, employees, and visitors may use to prevent and address acts of violence, threats, and intimidation.

Stop Immediate Threat or Harm – Report It

You should call 911 for emergencies. Please do not ignore or disregard violence or threats against you or others – the College needs your assistance to make our campus safe.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local enforcement as soon as you are able. Delaying your report may unnecessarily allow the behavior to continue, harm your own well-being, or jeopardize the investigation due to the passage of time, fading memories, or departure of witnesses.

Other Complaints

As a member of the College community, you are also encouraged to report other behavior that is unusual or threatening even if you do not perceive the risk as immediately dangerous or imminent. To report other concerns that may not pose immediate threats, call Methodist Security at 671-5921.

If you have concerns over the conduct of a student, employee or visitor on campus, contact one:

- Your director/dean, if the concern is about a student, employee or visitor.
- The Director of Human Resource Services, if the concern is about an employee.
- The Director of Student Services if the concern is about a student or visitor.

In all cases, be sure to communicate that you feel the behavior involves violence or a violation of the College Violence Policy. You may be asked to provide your complaint in writing.

If a director/dean receives a complaint that the College Violence Policy has been violated, the director/dean is responsible for informing the College President. The director/dean should also coordinate with MC Human Resources or the Dean of Enrollment Management as appropriate to make sure the complaint is addressed. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that person's classification.

Preparedness: How You Can Help Prevent and Mitigate Violent Situations

Do not ignore a potentially violent situation. On the other hand, do not unnecessarily put yourself at risk of danger – call 911.

Recovery from Violent Situation

After a violent situation occurs, the affected employees, students, or families may often face difficulties in resolving their feelings and concerns. As situations are assessed, the Critical Incident Response Team can facilitate group discussions or debriefing sessions as needed for the affected area to provide some understanding of and closure to the situation. The affected students may access the MC student counselor and the affected employees may access the Employee Assistance Program.

Protective Orders/Restraining Orders Issued by a Court

If you have an order of protection or restraining order that covers you while you are on campus, you should provide a copy of the order to the College President and Methodist Security.

Interim Measure/Restrictions

In some cases, it may be reasonable for the College to take interim measures or impose restrictions on contact with persons who may be subject to a threat of violence. In addition, the College may also revoke permission of persons violating this policy from remaining on campus.