

CAMPUS COMPLIANCE AND SECURITY REPORT – 2013

Fond du Lac Tribal and Community College, 2013

1. CAMPUS SECURITY:

Fond du Lac Tribal and Community College is concerned about the safety and welfare of all students, staff, faculty, and visitors, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Fond du Lac Tribal and Community College has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on campus. Although we have been fortunate in not experiencing a significant number of serious crimes, it would not be honest to state that such incidents have not taken place. We have taken numerous steps to enhance security in our buildings and on our grounds. In addition, we wish to provide all members of the College community with the facts about the policies and programs that are designed to increase safety and reduce crime.

Fond du Lac Tribal and Community College (FDLTCC) encourages all students and college community members to be fully aware of safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. FDLTCC students and staff are encouraged to promptly report crimes to campus officials and local law enforcement agencies.

The Dean of Student Services is the administrator directly responsible for working with local law enforcement officials for the security and safety of Fond du Lac Tribal and Community College students and staff. In the event of a life threatening emergency situation, members of the campus community are instructed to contact 911 and to then contact the Dean of Student Services or other campus officials, if possible. Because FDLTCC is a small, rural campus, it does not have a security force to provide security 24 hours a day, 7 days a week; however, FDLTCC works closely with local law enforcement agencies. Local law enforcement authorities randomly drive through the college campus for security purposes, in addition to being available in the event of emergency situations.

Pursuant to the Student Right to Know and the Campus Security Act, FDLTCC monitors criminal activity and publishes and maintains a three-year Campus Security Report and Data (See Campus Security Report Data). This report includes alleged criminal activity reported to College and the Cloquet Police Department and occurring on the campus of FDLTCC. The College will distribute a copy of this report to each current student and employee. FDLTCC will notify prospective students and employees of its availability, and will provide a copy of the report upon written

request. FDLTCC currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

2. CRIME REPORTING POLICIES:

A. Reporting Policies:

- (1) In the event of an emergency situation during regular business hours, call 911 and go to the college's Information Desk and request to see an administrator.
- (2) After 4:30 p.m. and on weekends, reports can be made by calling 911 (emergency only) or the Cloquet Police Department at: 879-1247 (non-emergency) or the Carlton County Sheriff's department at: 384-3236.
- (3) Individuals reporting to FDLTCC officials who also wish to file a complaint with law enforcement agencies will be provided with assistance from FDLTCC upon request. FDLTCC normally requires a written complaint from someone to begin the investigation process. FDLTCC usually needs the assistance of the complainant in the disciplinary process against the accused. FDLTCC will make exceptions when necessary, including cases presenting clear danger to the victim and /or the College community.
- (4) FDLTCC will issue an annual report of criminal activity reported to college officials and law enforcement agencies for crimes occurring on College property. The annual Campus Security report includes crimes alleged to have occurred on the campus. It includes the following reports or crimes:
 - I. Murder
 - II. Sex offenses
 - A. Forcible:
 1. Forcible rape
 2. Sodomy
 3. Sexual assault with object
 4. Forcible fondling
 - B. Non-Forcible:
 1. Incest
 2. Statutory Rape
 - III. Robbery
 - IV. Aggravated assault
 - V. Burglary
 - VI. Motor vehicle theft
 - VII. Murders evidencing hate crimes
 - VIII. Forcible rape evidencing hate crime
 - IX. Aggravated assault evidencing hate crime

The report also includes arrests or disciplinary actions for the following:

- I. Liquor law violations
- II. Drug abuse violations
- III. Weapons possession

Please Note: Information on level 3 offenders can be found at the Department of corrections website www.corr.state.mn.us/level3/level3.asp and information about level 2 offenders can be provided by your local law enforcement agency.

(5) The Dean of Student Services or designee serves as the primary liaison for campus security with all law enforcement agencies.

(6) When reports are made to the Dean of Student Services or other college administrative personnel, the individual in charge/on duty will decide if a threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community of the threat.

B. Reporting Procedures:

All criminal activity occurring on campus is ultimately reported to local law enforcement agencies and the Dean Student Services. If a life threatening criminal activity is occurring, the campus community is instructed to call 911 for immediate assistance. In a non-life threatening situation, please contact the Cloquet Police Department at 879-1247 or the Carlton County Sheriff's Office at 384-3236. The Dean of Student Services or another college administrator should be notified immediately. The Dean of Student Services or designee will assist the complainant in completing criminal reports. These reports will also be forwarded to the suitable law enforcement agency. The Dean of Student Services or designee will assist the law enforcement agencies with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

If you are a victim of a crime or witness a crime:

Call 911 for any emergency including medical assistance, fire, suspicious person(s) or activities, crime reports, traffic accidents, or other illegal activities. If it is a non-emergency situation contact the Dean of Student Services or another college Administrator.

Obtain a description of the offender(s), including: gender, age, race, hair color, height, description of clothing, and any distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders when they depart and report all available information to the Dean of Student Services or designee, or law enforcement officers.

Preserve the crime scene: Do not touch any items involved in the incident and do not allow anyone into the crime area until appropriate assistance arrives.

Campus officials will accept third-party reports in cases of sexual assault in order to protect the victim's identify.

All employees, faculty, or staff who become aware of an allegation of a violation of College policy, student code of conduct, civil or criminal law, should report the allegation to their supervisor and the Dean of Student Services or designee. The following people with significant responsibility for student and campus activities (not including counselors) must report potential criminal activity of which they are aware to the Dean of Student Services or designee: Activities/Organizations, Advisors, Admissions Representative, Affirmative Action Officer, Bookstore Supervisor, Disability Services Coordinator, Financial Aid Director, TRIO Advisors, Housing Director, Human Resources Officer, Registrar, as well as any assistants and associates.

C. Reporting Process:

1. All allegations will be investigated. These investigations may be made in conjunction with the Cloquet Police Department or the Carlton County Sheriff's Department.
2. Reports will be classified by the Dean of Student Services or designee in conjunction with appropriate police agency according to the FBI Uniform Crime Reporting Definitions.
3. When alleged perpetrators are identified as students, the case will be forwarded to the Dean of Student Services or designee for investigation and appropriate action. Criminal investigation, arrest, and persecution can occur independently, before, during, or after the campus judicial process.

3. EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION POLICY/ PROCEDURES:

FDLTCC recognizes and trains the campus community to understand that any employee of the college might have to take the lead during a crisis; however, the college has established a core group of people (see item D below) who are responsible for responding to crisis situations either at the time of their occurrence or immediately thereafter if timing is difficult (e.g., 2:00 a.m. on Sunday).

Timely notification to one or more members of the team should be made once a situation is deemed an emergency, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to containing, respond to, or otherwise mitigate the emergency.

FDLTCC has developed an Emergency Response and Evacuation Plan which contains procedures the college implements in the event of emergency situations. The Emergency Response and Evacuation Plan will be shared with students at New Student Orientation and with faculty and staff at campus-wide annual meetings.

- A. If a significant emergency or dangerous situation exists, the college community will be notified via their FDLTCC student and staff email accounts and/or directly by faculty, staff and administration, (unless issuing a notification will compromise efforts to contain the emergency.) Phones are located in each classroom and will be used in the event of an emergency.

To be notified by text message, staff and students are encouraged to register for the Star Alert System. Star Alert is an opt-in, emergency notification messaging system used by Fond du Lac Tribal and Community College. To receive emergency alerts, staff and students must register. In the event of an emergency, a text message will be sent to the cell number and/or an email will be sent to the email address provided. (Star Alert can be accessed from college's website under Current Students > Student eServices > Start Alert System)

The Star Alert system will be used only for emergencies. For example, if there is a crisis situation currently affecting the campus, a message will be communicated via the Star Alert system. It will also be used to notify students and employees when the campus is closed due to weather conditions.

- B. If possible, FDLTCC implements an emergency response, notification and evacuation strategy through members of its core emergency response group (see item D below). In all emergency situations, the campus community is directed to phone 911 if there is no time to locate members of the team. In the event that a dangerous or emergency situation exists, 911 will be called immediately and members of the team will convene to address the situation. Once Law Enforcement or Fire Department authorities arrive, members of the team will be available to assist law enforcement officials as needed. If the plan requires removal of students and employees from the building or housing facility, members of the team will go to each classroom and dorm room to ask people to leave the building. Members of the team are provided walkie-talkies, which allows communication from a variety of areas on campus and allows for immediate feedback on what is taking place in different areas of campus.

- C. During the school year, FDLTCC will conduct a test of emergency response and evacuation procedures. Results of the test will be documented and information will

include: the nature of the exercise, time, date and whether the test was announced or unannounced.

D. Persons responsible for carrying out actions:

Larry Anderson, President

Dr. Anna Fellegy, Vice President of Academics

Stephanie Hammitt, Chief Financial Officer

Keith Turner, Dean of Student Services

Mark Bernhardson, Physical Plant Director

Scott Lyons, Law Enforcement Program Director

Jesse Stirewalt, Housing Director

4. MISSING STUDENT NOTIFICATION:

Fond du Lac Tribal and Community College is committed to the safety of students on campus. As part of this effort, the Housing Office requests emergency contact information be kept on record for all students in housing. Housing students have the option to register a confidential person/s to be notified in the case that the student is determined missing. Only authorized campus officials and law enforcement in furtherance of a missing person investigation have access to this information. This information will be used for notification if a student is reported missing for more than 24 hours. Students under the age of 18 and not emancipated must have the custodial parent or guardian as emergency contact. If a student is reported missing for more than 24 hours and no contact information is given, the college is obligated to contact the appropriate law enforcement agency. Official missing student reports will be referred immediately to the Housing Director and responsible campus safety officials. If emergency contact information has been provided by the student, the housing director will notify the contacts. If the student is determined to be missing, local law enforcement with jurisdiction in the area will be immediately contacted. If a student is reported missing for 24 hours, Jesse Stirewalt, Housing Director and Keith Turner, Dean of Student Services are to be notified. In the event that the Housing Director or the Dean of Student Services is not available, contact an administrator.

5. POLICIES CONCERNING SAFETY OF AND ACCESS TO CAMPUS FACILITIES:

A. Personal Security Recommendations:

- (1) Campus staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.
- (2) Call for an escort! Call the Information Desk at 879-0800 or the Dean of Student Services, 879-0805, between 8:00 a.m. and 4:30 p.m. weekdays and cell phone number: 590-3345 or 879-0708 (RA office in dorms).
- (3) Protect yourself! Never walk alone at night; always walk in well-lit areas; always have keys in hand when approaching your car; always have gas in your car.

(4) Protect your room or apartment:

- a. Lock your door, even if you are only going to be gone for a short time or a short distance. It only takes 8 seconds to walk into your room and steal your valuables.
- b. Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.
- c. Do not prop open locked exterior building doors. These doors are locked for your protection and for the protection of other residents.
- d. Never open exterior doors of the building for strangers or nonresidents; always escort your guests to and from the main entrance doors.
- e. Protect all valuables in your room or office. Do not leave valuables in plain view.
- f. Take all valuables home with you during vacations.
- g. You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- h. Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case hardened heavy locks and chains afford the best protection.

(5) Protect your automobile:

Always lock your car doors and never leave your keys in the vehicle.

Try to park your car in a well-lit area.

Avoid leaving property where it is visible in your car.

(6) Protect yourself at night:

Avoid walking alone at night.

Refrain from taking shortcuts, walk where there is plenty of light and traffic.

Call for an escort (daytime hours 8:00am-4:30pm: 879-0800 or 879-0805. After 4:30 p.m. call 590-3345 or 879-0708 (RA office in dorms)).

(7) Protect yourself when walking and jogging:

Avoid walking and jogging alone after dark. If you must travel alone at night, use FDLTCC's escort service (daytime number: 879-0800 or 879-0805, or after 4:30 p.m. call: 590-3345 or 879-0708 (RA office in dorms)).

Use well-lit routes.

Be alert to your surroundings, if you suspect that you are being followed, run in a different direction, go to the other side of the street and yell for help, head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall, apartment, or vehicle, and keep your personal or valuable items concealed and close to your body.

(8) Help us protect you:

- a. Watch for suspicious people in and around campus buildings and in parking lots. Do not pursue them. Call 911 if you should enter your room and find a stranger, regardless of the “cover story” supplied.

If you see any suspicious activity or persons on or near campus, immediately call 911. If the Dean of Student Services is not available, go to the college’s Information Desk and request to see an administrator. After 4:30 p.m. call 911 (emergency only) or Cloquet Police at 879-1247 (non-emergency).

Do not assume that what you observe is an innocent activity or that it has already been reported.

Do not assume that the person is a visitor or FDLTCC staff member that you have not seen before.

Suspicious persons may be:

Loitering about at unusual hours and locations; running, especially if something of value is being carried. Exhibiting unusual mental or physical symptoms. The person could be under the influence of drugs or otherwise needing medical or psychiatric assistance. Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

- b. Door-to-door soliciting is not permitted in campus residence facilities. Violations of this rule should be reported to your hall director immediately.

- c. Report all thefts and property loss immediately to campus security.

- d. Be security conscious at all times.

(9) Security considerations of campus facilities:

- a. Building access and maintenance:

The FDLTCC campus is for the use of the students, faculty, staff, and their escorted guests and those on official business with FDLTCC. All others are subject to being charged with trespassing.

Access to campus buildings is limited to normal business hours.

Students, faculty, staff, and visitors are encouraged to report needed repairs to the maintenance department for all academic areas.

- b. Policies & procedures for safe access to buildings:

Keys are issued to authorized faculty, staff, and students only.

Exterior building doors should not be blocked open when the doors are locked.

Building evacuation is mandatory for all fire alarms.

The academic building is normally open from 7:00 a.m. until evening classes end and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a campus ID in their possession and present the ID when requested.

Faculty or staff who appear to be the last person(s) in a building should ask unauthorized persons to leave the premises or contact maintenance. The building should be secured

when the last employee departs. In buildings that have outside windows, employees should close and lock the windows before leaving the building.

On-campus telephones are located in most building hallways or classrooms for emergency calls. These phones may also be used to contact 911.

Problems related to people in buildings after hours should be reported. Call the Cloquet Police Department, 879-1247.

c. Policies and procedures for safe access to residence halls:

After the first class day of fall semester, residence hall exterior doors are normally locked.

Residents are encouraged not to prop doors open and not to open these doors to anyone other than their guests.

Residents who lock themselves out of their rooms should contact their respective residence hall desks. After hours, contact a member of the residence life staff.

All nonresidents of the buildings should be escorted.

Escorted visitors of the opposite sex should not be in student rooms and/or residential floor lounges between the hours of 11:00 p.m. and 8:00 a.m.

Residents are allowed to have overnight guests of the same sex. Before having an overnight guest, you must notify your Resident Assistant and have your roommate's permission.

The definition of an overnight guest is someone of the same sex who stays in your room for no more than three consecutive nights five times a semester, or someone who stays two nights no more than seven times a semester.

d. Policies concerning law enforcement:

(i) Campus staff are employees of FDLTCC. They are not certified or sworn peace officers. Campus staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of a police officer.

(ii) Campus officials work closely with the local law enforcement agencies, and State and Federal law enforcement agencies to track and respond to campus criminal activity.

(iii) Report all crime immediately: All criminal activity on campus should be reported immediately to the Cloquet Police Department by calling 911 (emergency only) or 879-1247 (non-emergency). The Dean of Student Services should be notified by calling 879-0805 during normal work days. If the Dean of Student Services is not available, go to the college's Information Desk and ask for an administrator. After 4:30 p.m. or on weekends and holidays contact the Cloquet Police Department.

FDLTCC will assist the complainant in completing criminal reports. FDLTCC will accept the third party reports in certain cases, like sex offenses. FDLTCC prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim. Maintain all physical evidence. Do not wash off or destroy what may be critical evidence.

(iv) Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. **WRITE DOWN AS MUCH INFORMATION AS YOU CAN REMEMBER AFTER A CRIME.** If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

Gender

Approximate age

Height

Weight/build

Description of face, including eye color, hair color, hairstyle (short, curly, etc.), jaw, nose.

Dress/clothing

Facial hair

Glasses

Distinguishing marks, including any scars

Distinguishing gait

Voice (accent, tone, etc.)

6. PROGRAMS TO EDUCATE THE FDLTCC COMMUNITY REGARDING SECURITY:

A. Educational programming on campus:

FDLTCC encourages students and employees to be responsible for their own security and the security of others.

Student Services personnel and campus safety personnel provide assistance in presenting programs on campus security and safety.

FDLTCC's educational programming includes presentations in the area of crime prevention, sexual assault awareness, personal safety, fire prevention, etc.

Student Services has available at no cost, brochures, flyers, pamphlets, and posters concerning various safety and security issues.

The FDLTCC Student Services office will provide staff or referrals to aid students in coping with alcohol and drug abuse.

B. Educational programming in residence halls:

The Housing Director works with the FDLTCC Law Enforcement program and other organizations to promote safety and security in the residence halls.

At the beginning of each semester, the Housing Director holds an informational meeting for each residence hall student to review security and safety procedures in each of the residence halls.

The Housing Director will bring in a guest speaker to discuss safety and security with persons living in residence halls.

7. POLICY REGARDING THE ENFORCEMENT OF UNDERAGE DRINKING LAWS AND THE ILLEGALITY OF ALCOHOLIC BEVERAGES ON CAMPUS:

FDLTCC forbids the use (consumption), possession, manufacture, sale, transportation, or furnishing of alcoholic beverages on campus. FDLTCC also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age. The only exception is authorized use for special (non-student) functions. Only the FDLTCC President may authorize such use.

FDLTCC enforces Minnesota drinking laws, including the prohibition of use by persons under 21 years of age. Possession or consumption of alcohol on campus is prohibited by FDLTCC and may result in a student disciplinary complaint.

If the accused is not cooperative or is underage, the local law agencies may be called to assist.

8. POLICY REGARDING THE ILLEGALITY OF DRUGS ON CAMPUS AND THE ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS:

FDLTCC forbids the possession, use, or sale of illegal drugs (other than by a doctor's prescription) on campus. This includes but is not limited to possession, sale, use, growing, manufacturing, and making of narcotic drugs.

FDLTCC enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs.

9. DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS:

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is enclosed in the class registration brochure and may be obtained from the Registrar's Office or the Student Services Office. Interested individuals may obtain a copy of the brochure as it lists policies and programs.

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against this dependency, campus organizations provide prevention programs to the College community.

The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on or treatment of chemical dependency. Various departments, including housing and student services provide information and prevention programs for those seeking help with substance abuse.

11. POLICY REGARDING SEXUAL VIOLENCE AND ASSAULT PROGRAMS AND PROCEDURES:

A. Policy

FDLTCC'S policy on sexual assault is governed by the Minnesota State Colleges and Universities System's policy/procedure 1.B.3 and 1.B.3.1. In support of the system's policy, FDLTCC reaffirms the policy that sexual violence will not be tolerated. Every

effort will be made to assure that all members of the College community are provided an atmosphere free from sexual violence. To prevent sexual violence, educational efforts will be undertaken to inform students and employees of their responsibilities regarding such behavior, how to identify and eliminate potential sexual violence, and what steps can be taken if instances of sexual violence are experienced.

FDLTCC conducts programming aimed at preventing sexual offenses and making the community aware of the potential for such crimes. These programs include providing escorts, inspecting the campus for potentially dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition, yearly educational programs concerning sexual violence awareness are sponsored by the residence hall director, Student Services department, campus safety committee and/or student clubs/organizations.

A guiding principle in reporting of sexual assault is to avoid revictimizing the sexual assault survivor by forcing the person into any plan of action.

B. Procedure:

Call 911 in the event of an emergency and contact the Dean of Student Services at: 879-0805, as soon as possible after the offense. If the Dean of Student Services is not available, go to the college's Information Desk and ask for an administrator. Please remember it is most important to preserve evidence. Do not bathe, douche, use the toilet, or change clothing. Note everything about the location. If you have been raped, you should seek medical attention immediately regardless of whether you report the matter to the police.

Every attempt will be made to preserve the anonymity of the sexual assault survivor.

Every attempt will be made not to release names to the media. Unless requested otherwise by the sexual assault survivor, names and addresses of survivors are released to the City Police Department. Campus staff will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the campus community. For the protection of others, sexual assault survivors should be aware that the College will need to release information regarding the fact that an assault has occurred.

The Student Services Office will be the office of the official record for reports of sexual assault, as it is in all reported law violations. Students, faculty, and staff are encouraged to contact the Dean of Student Services or designee to report any information regarding assaults.

Sexual assault survivors have the right to have reports made anonymously (third party) to the City Police Department. The Dean of Student Services or designee will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third party reports may prevent the College and the City Police from actively investigating the criminal activity.

Counseling services are available both on and off campus. Medical services are available off-campus. If you are the victim of a sexual assault, FDLTCC encourages you to contact one or more of the following:

FDLTCC Counselor: 879-0819

FDLTCC Affirmative Action Officer: 879-0795

If the Dean of Student Services or designee determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location date and time of the assault, and any information which might help identify the assailant will be reported. The Dean of Student Services will inform the campus community of the reported sexual assault via posters, appropriate notices, campus newsletter, radio station, local media, and/or residence hall posting.

Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all the facts by City Police and/or Sheriff Department personnel.

The College will take appropriate and immediate action to safeguard the survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the College will attempt to provide, if reasonably available, alternative housing for on campus residents as well as a change in classes.

C. Procedures for campus disciplinary action for sex offenses:

The College disciplinary process is an option for any person wishing to report a case of student misconduct. In order for FDLTCC to proceed, a written complaint (written by the survivor or a third party) must be filed with the Sexual Harassment Officer. If the complaint is criminal in nature, it will also be forwarded to the Dean of Student Services or designee and to the Cloquet Police Department.

There are different standards of proof in the College conduct proceeding than in the possible criminal action. The College conduct proceeding determines whether the accused's status as a student will be altered. The criminal process determines if there will be limitations on the accused's liberty. As there are different standards and the purpose of each proceeding is different, FDLTCC encourages students who are the victims of sexual assault to go forward with the College disciplinary process.

Both the accuser and the accused are entitled to have others present (an advocate or advisor) during the disciplinary proceeding. This person may not, however, speak in your place or ask questions of witnesses.

Both the accuser and the accused have the right to call a reasonable number of witnesses during the hearings to testify on their behalf. The witnesses may be asked questions by the other party.

Both the accuser and the accused have the right to request, in advance, the names of witnesses and shall have the right to question witnesses during the hearing.

Both the accuser and the accused shall be informed of the outcome of the College disciplinary proceeding concerning the complaint of sexual offense. This information should not be disclosed to the public in general.

Sanctions following a college disciplinary proceeding include but are not limited to: expulsion, suspension, and eviction from student housing.

Please Note: Information on level 3 offenders can be found at the Department of Corrections website www.corr.state.mn.us/level3/level3.asp and information about level 2 offenders can be provided by your local law enforcement agency.

EMERGENCY CONTACT NUMBERS FOR 2012–2013:

911 (emergency only) or Cloquet Police: 879-1247 or Carlton County Sheriff: 384-3236 (non-emergency)

Keith Turner, Dean of Student Services: 879-0805 (8 a.m. to 4:30 p.m. Monday – Friday)

Jesse Stirewalt, Housing Director, 590–3345 (8 a.m. to 4:30 p.m. Monday – Friday) or 879-0708 (RA office in dorms) after 4:30 p.m. and on weekends

Larry Anderson, President, 879-0804 (8 a.m. to 4:30 p.m. Monday – Friday)

Dr. Anna Fellegly, Vice President of Academics, 879-0878 (8 a.m. to 4:30 p.m. Monday – Friday)

Stephanie Hammitt, Chief Financial Officer, 879-0810 (8 a.m. to 4:30 p.m. Monday – Friday)

FDLTCC Affirmative Action Officer: 879–0795 (8 a.m. to 4:30 p.m. Monday – Friday)

FDLTCC Counseling Office: 879-0819 (8 a.m. to 4:30 p.m. Monday – Friday)

FDLTCC Sexual Harassment Officer: 590–3345 or 879–0805 (8 a.m. to 4:30 p.m. Monday – Friday)

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA, July 2010) specifies new campus safety requirements regarding fire safety issues. The statistics are collected via the Department of Education's web-based Campus Safety and Security Survey. Any institution that maintains on-campus student housing facility must collect fire statistics, keep a “fire log” and publish an annual Fire Safety Report. These requirements are new and separate from the Clery Act requirements.

Fond du Lac Tribal and Community College keeps a hard copy of its Fire Log. The copy is available from FDLTCC's Housing Director. The fire log for the recent 60-day period is open to public inspection, upon request, during normal business hours. The portion of the log that is older than 60 days will be made available within two business days of a request for public inspection. Information in the fire log is used to gather the statistics that are required for the Annual Fire Safety Report discussed above.

I. FIRE STATISTICS:

A. Definition of a Fire: For the purposes of fire safety reporting, a fire is, “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

The following statistics must be collected and reported, both in the annual fire safety report and the Department of Education's web-based data collection system, for each on-campus student housing facility. (See Fire Safety Statistics document.)

- The number of fires and the cause of each fire. The cause categories to be used are:
 - Unintentional Fire
 - Cooking
 - Smoking materials
 - Open Flames
 - Electrical
 - Heating equipment
 - Hazardous products
 - Machinery/Industrial
 - Natural
 - Other
 - Intentional Fire
 - Undetermined Fire
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility.
- The value of property damage related to the fire.

II. DESCRIPTION OF FIRE SAFETY SYSTEM FOR HOUSING FACILITY:

Fond du Lac Tribal and Community College's fire safety system for our housing facility is monitored by an off-site company, 24/7. The building has a full sprinkler system, room smoke detectors are hard wired, fire extinguisher devices are provided, evacuation plans/placards are posted and fire drill are conducted two times per school year.

III. PROCEDURES FOR STUDENT HOUSING EVACUATION: At the first indication of a fire, whether it is a persistent smoke or fire alarms, smoke, or flames, follow these procedures:

A. Housing Fire Alarm Procedures:

The following procedures must be followed by residents, RA's and staff, in the event of a fire alarm activation or any emergency which requires the evacuation of the housing facility:

- a. If you see a fire, leave the area immediately. Call the fire department at 911.
- b. Call Housing Director 590-3345 or RA office 879-0708.
- c. When the alarm is activated, call 911. All residents and visitors must exit the building.
- d. Do not use the elevator.
- e. If possible, the RA on duty or staff present at the time of evacuation must retrieve the housing Fire Alarm Log and visitor sign in list when exiting the building. The log will have the current resident housing room assignment list.
- f. Using the current housing list, RA or staff will identify students who evacuated the building by checking off names.

- g. Give list to the fire department when they arrive.
- h. If there is immediate danger, the fire department will check room(s) for unaccounted persons.

IV. FIRE SAFETY INFORMATION FOR HOUSING STAFF AND RESIDENTIAL ASSISTANTS:

- a. Inform the front desk of the situation.
- b. Ask other staff to seek out additional residential life staff to provide assistance.
- c. Inform the Housing Director.
- d. Report to the alarm site. Remain outside the alarm area.
- e. Introduce yourself to emergency personnel of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area.
- f. When additional residential life staff members arrive, ask them to assist in crowd control and make sure no one is re-entering the alarm area until emergency personnel have given the "all clear."
- g. Complete the Fire Log and an Incident Report.

In the event of an actual fire, immediately contact the Fire Department by calling 911. Contact Housing Director, 590-3345 and confirm he is aware of the situation.

If not at risk, remain at the front desk to receive calls and help coordinate communication.

Evacuate if directed to do so by emergency personnel.

V. WHEN THE FIRE ALARM SOUNDS:

- a. Always assume there is a fire. Don't ignore it.
- b. If time permits, take a jacket and shoes, and a towel to cover your face.
- c. Stay low and crawl to your door. Smoke fills a room from the ceiling down.
- d. Test the door with the back of your hand.
- e. If the door is hot, keep the door closed and stay in the room.
- f. If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you.
- g. Do not use an elevator. An elevator may open at a floor on fire or may stop working, trapping you inside.
- h. If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and hear are too great, try an alternate escape route. If both escape routes are blocked, return to your room.

If you are trapped inside your room:

- a. Close the door between you and the fire.
- b. Stop up cracks and vents to keep smoke and toxic gases out.
- c. Put a wet cloth over your nose and wait at a window.
- d. Open the window a few inches for fresh air. Do not break the glass.
- e. Hang a sheet or some other article out your window to sign the fire department.
- f. Do not panic. Do not jump. Wait for help.

Once you have evacuated the area:

Notify civil authorities of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area (e.g. persons using wheelchairs or someone under the influence of alcohol or drugs).

If your clothes catch fire: Stop, do not run.

Drop to the ground or floor immediately and cover your face with your hands.

Roll over back and forth to smother the flames.

VI. FIRE SAFETY EDUCATION AND TRAINING FOR STUDENTS, STAFF AND FACULTY: During housing orientation, residents are provided with handouts and checklists regarding fire safety. Floor meetings are conducted at the beginning of each academic year to provide verbal instructions on overall safety procedures in the residence hall, including fire safety.

A. Fire Drills:

Fire drills are used to familiarize occupants with the building's alarm system, emergency exits that may not normally be used, and the procedures for calling the fire department. All residents must evacuate when the fire alarm is activated. Residential Life conducts fire drills twice a year and student cooperation is essential during fire drills.

B. Fire Safety Tips:

Evacuate promptly. Make a fire escape plan and practice it. Locate two fire exits close to your room and count the number of doors between your room and each room. Make a plan to assist others who are unable to evacuate on their own. Even if it is a temporary disability, plan ahead for fire emergencies.

VII. REGULATIONS ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES:

All students are expected to observe the following fire safety regulations. Violations of these regulations could result in a fine determined by the severity of the offense.

- a. Do not use the stove as a heat source.
- b. All portions of the resident housing facility will be designated as smoke-free. Smoking is not allowed in the facility.
- c. The use and/or possession of explosives (such as fire crackers and ammunition) or flammable liquids is forbidden.
- d. Propane tanks, car batteries and BBQ grills are prohibited.
- e. No candles, incense, or open flame may be burned in student rooms.
- f. Appliances with an open coil or that can bring oil to a boil are not allowed in the residence halls.
- g. Smoke detectors are to be connected, and operational at all times.
- h. Light fixtures, outlets and switches are not to be altered or have items hung from their surfaces (e.g. can top rings or foil which may conduct electricity)
- i. Motorbikes or other motorized vehicles are not allowed in the residence halls.
- j. Excessive use of flammable substances on walls is not permitted.
- k. Only metal or flame-retardant wastebaskets are allowed in students rooms.

1. Residents are not to leave cooking food unattended.

FDLTCC will review its fire safety procedure annually. Changes in the plan and improvements will be made as needed.