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# CAMPUS VIOLENCE PREVENTION PLAN

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## ILLINOIS VALLEY COMMUNITY COLLEGE

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District No. 513  
815 North Orlando Smith Road  
Oglesby, Illinois 61348

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## MISSION STATEMENT

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It is the mission of IVCC to prevent violence on campus by promoting cooperation and communication in all phases of the prevention, management, and resolution of incidents.

## PURPOSE

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The safety and security of the Illinois Valley Community College campus and community are very important. Our students, employees, and visitors should be able to pursue their education, work, and other activities in a safe, non-threatening environment. Unfortunately, violence can occur. 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. The College also offers workshops to assist departments and individuals in detecting indicators for concern and resources to protect themselves and their environments. Safety is everyone's responsibility.

## PLAN MAINTENANCE

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Training on the content and use of this plan will be provided initially and supplemented with follow-up training regularly. This plan will be updated as needed in order to reflect changes in personnel and contact information as well as innovations in response. Copies of this plan will be maintained at these strategic locations: President's Office, Campus Security, Community Relations, and Business Services & Finance. This document is also available on the College's website under: [https://www.ivcc.edu/businessservices/Campus\\_Violence\\_Prevention\\_Plan.php](https://www.ivcc.edu/businessservices/Campus_Violence_Prevention_Plan.php).

# POLICY STATEMENT

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## **Violence Not Tolerated**

Violence, threats or implied threats of violence, and intimidation (verbal or physical acts intended to frighten or coerce) impede the goal of providing a safe environment and will not be tolerated. All students, employees, and visitors are covered by this policy as well as the policies referenced below. This policy applies to conduct on “campus,” which by definition is not limited to the main campus property but includes all property owned or used by the College.

## **Weapons**

Concealed carry remains prohibited in public and private educational institutions. A properly registered person can possess a handgun within a vehicle on his/her person while in the vehicle, or stored in a concealed case/locked vehicle or locked container within the vehicle, out of plain view. The individual also may possess the firearm in the immediate vicinity of the vehicle for the limited purpose of properly securing the firearm within or retrieving it from the vehicle prior to or after conducting business with the school.

## **Enforcement**

The College will pursue disciplinary, student judicial, or civil or criminal action as appropriate under the circumstances against any person who violates this policy by engaging in violence, threats of violence, or intimidation.

## **Reporting**

***Students, employees, and visitors should address emergencies by calling 911.***

For all other non-emergency concerns of violence, the students, employees, and visitors should notify Campus Security at extension 314, or 815-739-1290, or by contacting a member of the Threat Assessment Group:

|                                      |                 |
|--------------------------------------|-----------------|
| <b>Campus Security</b>               | <b>ext. 314</b> |
| VP for Academic Affairs              | ext. 405        |
| VP for Business Services and Finance | ext. 419        |
| VP for Student Services              | ext. 393        |

Campus Security will complete an incident report form, which must be signed by the person(s) involved in the incident and his/her supervisor at the time the incident occurs, and then forward the completed form to the Vice President for Business Services.

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.

### **Threat Management**

The Campus Safety Team (CST) is an administrative group formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, or intimidation. In addition, a Threat Management Team, which is part of CST, may assist Campus Security and departments across campus in assessing the potential for violence and to recommend interventions to de-escalate and prevent such situations where the potential for violence is possible. The CST is a confidential body; while it may be working to address a situation, it may not be able to publicly disclose its assessment, plans, or actions.

### **Resources and Preparedness**

Illinois Valley Community College, as part of its annual communication on safety, will inform individuals of this policy and its related procedures and resources.

### **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.

### **Non-Retaliation and False Claims**

The College prohibits retaliation against persons who in good faith report violations of this 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 this policy.

# PROCEDURES FOR SUPPORTING A VIOLENCE-FREE CAMPUS

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As part of the College's policy on a Violence-Free Campus, 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. When you encounter immediate or imminent danger, call 911.

If you are experiencing or observing an immediate threatening or violent situation, you are responsible for alerting local law 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.

Local law enforcement agencies will coordinate their response with the College's Campus Security.

## **Other Complaints**

As a member of the College community, you are 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, you may contact Campus Security at extension 314, or 815-739-1290.

If you have concerns over the conduct of a student, complete a Student Behavior/Incident Report form. The purpose of the Student Behavior/Incident Report form is to document any behaviors or incidents on campus that warrants disciplinary action or any behavior that is of concern. This may include violence, threats of violence, inappropriate contact with the teacher or other students, or inappropriate written assignments that reference violence toward anyone. This form is not mandatory, but allows individuals involved in the incident the option to provide additional information regarding the event. Forms are available on the intranet and reports for on-campus and extension site incidents should be submitted to the Vice President for Student Services. Incidents at the Ottawa Center can be provided to the OC Coordinator, who will communicate with the Vice President.

If you have concerns over the conduct of an employee or visitor on campus, you should inform a member of the IVCC Threat Assessment Group in addition to notifying Campus Security:

|                                      |                 |
|--------------------------------------|-----------------|
| <b>Campus Security</b>               | <b>ext. 314</b> |
| VP for Academic Affairs              | ext. 405        |
| VP for Business Services and Finance | ext. 419        |
| VP for Student Services              | ext. 393        |

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

If a supervisor receives a complaint that the policy on a Violence-Free Campus has been violated, the supervisor is responsible for informing the Threat Assessment Group. If disciplinary action against the accused is required, such action shall be taken in accordance with the applicable contract, policy, or handbook for that employee'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 Campus Security at **314** or **815-739-1290** or local law enforcement at **911**.

### **Management of Concerns**

The Campus Safety Team (CST) is an administrative group formed to promote awareness and responsiveness across campus to avoid or address situations that may involve violence, threats, or intimidation. In addition, a Threat Management Team, which is part of CST, may assist Campus Security and departments across campus to assess the potential for violence and to recommend interventions to de-escalate and prevent such situations where that is possible. The Threat Management Team is a confidential body; so while it may be working to address a situation, it may not be able to publicly disclose its assessment, plans, or actions.

Similarly, while the College, including Campus Security, will work with the complainant to keep him or her informed of the investigation and procedures, please understand that not all action taken against an accused can be revealed if it is confidential. If you have questions about a complaint you have made, you may contact a member of the Threat Assessment Group or the President's Council to see if there is any information that can be released.

### **Recovery from a 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 CST 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 or employees could also seek assistance from CST in the recovery process. Please also know that the Employee Assistance Program and the Student Counseling Center are available as resources.

### **Protective Orders/Restraining Orders Issued by a Court**

If you have a protective order or restraining order that covers you at the College, both students and employees should notify and provide a copy of the order to the Threat Assessment Group and to the Campus Security Office.

### **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.

# WORKPLACE VIOLENCE

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## Weapon on Campus

If a weapon is brought to campus, there is a range of possibilities of where and what the weapon might be, as well as motivation and intended plan of action. An assessment of each situation will determine the response.

Without placing yourself at risk, attempt to determine:

- Has the subject been seen with the weapon or is the subject actively displaying or using the weapon?
- Is the subject aware the weapon has been observed?
- Is the weapon identifiable?
- How many weapons are observed?
- Has the subject harmed others or just made threats?
- Is the subject stationary or mobile? If mobile, what direction is he/she traveling?

## Shooting

How to respond when an active shooter is in your vicinity:

- Run.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.
  
- Hide.
- Hide in an area out of the shooter's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone and/or pager.
  
- Fight.
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.
- If you are aware of a Duress button location, and can safely do so, please press the Duress button.

Call 911 when it is safe to do so.

Information you should provide to law enforcement or 911 operator:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in our hands (i.e., bags, jackets).
- Raise hands and spread fingers
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

### **Hostage Crisis**

It is possible that students, faculty, staff, and visitors could be in close proximity to, or drawn into a hostage crisis. The ability to act appropriately will be of extreme importance to the safety of all. Your actions during a crisis will enhance your chances of survival.

- Stay calm and obey the orders of the hostage taker(s). Do not become confrontational or antagonistic. Do not debate, argue, or discuss political issues with the hostage taker(s) or other hostage(s). Avoid whispering or raising your voice.
- Keep movements to a minimum and in view. Try to locate everyone as far away from windows, doors, and the hostage taker(s) as possible.
- Answer all questions unless your answer may pose a threat to the hostage taker's ideology.
- Inform the hostage taker(s) of any medical conditions or disabilities of hostages.
- Do not discuss possible actions to be taken by police or other agencies.

**IN THE CASE OF ONE OF THE ABOVE OCCURRENCES**, you will receive instructions either by telephone or verbally from responding staff. Directions for evacuation may be given along with safe routes. Once the decision to evacuate is made, it is mandatory.

Campus Security and Facilities will be notified of the situation and may be asked to assist. This assistance could be in the form of shutting down elevators and/or power, or in aiding in an evacuation. First Responders will be notified so they can prepare to render any necessary first aid once the scene is secured.

### **COLLEGE EMPLOYEE RESPONSE**

- Dial 911. Give address – Illinois Valley Community College. Give your name, extension and location, the last known location for the intruder, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the operator. The 911 dispatcher will call Campus Security. In medical emergencies, Campus Security will page the First Responders.

- All doors should be locked. Students and staff should remain out of sight and stay low to the ground. The lights should be turned off, blinds should be drawn, and everyone should stay quiet until further instructions are given by authorized personnel. Cell phone usage should be minimized.
- If the order is given to evacuate, follow evacuation procedures calmly:
  - Close the door to the room as you are exiting.
  - Remain calm.
  - Do not run, push or crowd.
  - Maintain personal safety and offer assistance to anyone in need of help.
  - Do not use elevators.
  - Do not enter the courtyard, unless there is no other safe route available.
  - Once outside, proceed to the following designated areas:
    - \* **Main Campus, CTC and Building G:** move immediately to the closest parking area.
    - \* **East Campus:** move immediately to the closest parking area.
    - \* **Ag Building:** move immediately to the parking area on the north side of the building.
    - \* **Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*
- Check in with your department dean/director/administrative assistant.

## CRISIS MANAGEMENT

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The term “crisis” can be applied to any one of a number of situations that may occur at the College or in some way affect the institution. A crisis could consist of major catastrophes such as natural disasters, terrorist attacks, bomb threats, outbreaks of violence, or any number of other types of emergency situations.

Sometimes a crisis can develop out of nowhere. It may take the form of public attacks on the College or its administration, student or faculty protests, or accusations of ecological mismanagement. In many of the previously mentioned instances, a crisis may be unavoidable.

If not handled properly, it could permanently damage the sharing of correct, accurate, and timely information with the media by the Community Relations Office. When accurate information is dispersed quickly, rumors are stopped, nerves are calmed, and a continuous flow of information indicates that people are working on the problem. To that end, the responsibility of keeping the media informed in a crisis situation is delegated to the Director of Community Relations at the following phone number:

Director of Community Relations:   (815) 224-0466 or (815) 224-0465

By centralizing the release of all crisis-related information in the Community Relations Office, common pitfalls are avoided with the following results:

- Information shared is consistent;
- Campus Security knows what the media is entitled to;
- Established sources are utilized;
- The College supports emergency personnel and Emergency Response personnel and their actions.

# CHECKLIST FOR THREAT ASSESSMENT AND MANAGEMENT

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The following steps are to be taken after a threat has been made. Some steps may be taken concurrently or in a different order than shown, depending on the circumstances.

1. **\_\_ CONVENE AND NOTIFY: Convene the Threat Assessment Group: Site administrators, mental health professionals, and Campus Security personnel.**

A. \_\_ Identify the specific threat and determine the degree of impact on the College.

B. \_\_ Determine the level of risk. The categories are:

\_\_ Category 1: High violence potential; qualifies for immediate arrest or hospitalization.

\_\_ Category 2: High violence potential; does not qualify for arrest or hospitalization.

\_\_ Category 3: Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.

\_\_ Category 4: Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.

\_\_ Category 5: Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

C. \_\_ Determine whether additional support is needed and request it if appropriate:

\_\_ Threat Assessment/Management Team or larger group

\_\_ Law enforcement agency

\_\_ Mental Health Agency – Psychiatric Emergency Team

2. **\_\_ ASSESS & INVESTIGATE: In assessing the validity, review the warning signs and all background information of the individuals; interview witnesses, staff, peers, etc.**

A. \_\_ Review history, using a questioning and skeptical mind set

i. Copy of student Identification Information (SIS)

ii. Copy of Social Adjustment/Discipline record

iii. Copy of Attendance record

iv. Copy of most recent report card and/or progress report

v. Copy of Health record

vi. Other pertinent information (IEP, written material, email, pictures, etc.)

B. \_\_ Interview individuals on campus who had contact with the student. (Refer to 11 key questions below)

i. What was said? To whom?

ii. What was written? To whom?

- iii. What was done?
  - iv. When and where did this occur?
  - v. Who else observed this behavior?
  - vi. Did the student say why he or she acted as he or she did?
- C.  Interview students who may have been threatened and friends of the student. (Refer to 11 key questions below)
- D.  Interview the student
- E.  Interview the relatives if needed (last).
- Identify any new family or individual stressors, including changes in the family, loss or separation, or violence at home or in the neighborhood.
  - Ask if the student or any member of the family is currently receiving counseling.
3.  **MAKE A TEAM RECOMMENDATION: Make the decision with the input of the other team members.**
- A.  Implement an intervention plan
  - B.  Monitor progress toward reestablishing school safety
  - C.  Reconvene the team when necessary
  - D.  Decisions made and actions taken should result in:
    - i.  Contact with and/or apprehension of person(s) who initiated the threat
    - ii.  Warning and protection for the targeted victim(s) of the threat.
    - iii.  Disciplinary action, if needed.
    - iv.  Continuation of a safe school environment.
4.  **DOCUMENT: Document all steps taken. Strict confidentiality about student information should be kept among team members and appropriate District staff.**

## **11 Key Questions**

**Evaluation of information gathered from research and interviews conducted during a threat assessment inquiry should be guided by the following 11 key questions:**

- 1. What are the student's motive(s) and goals?**
  - What motivated the student to make the statements or take the actions that caused him or her to come to attention?
  - Does the situation or circumstance that led to these statements or actions still exist?
  - Does the student have a major grievance or grudge? Against whom?
  - What efforts have been made to resolve the problem and what has been the result? Does the potential attacker feel that any part of the problem is resolved or see any alternatives?
  
- 2. Have there been any communications suggesting ideas or intent to attack?**
  - What, if anything, has the student communicated to someone else (targets, friends, other students, teachers, family, others) or written in a diary, journal, or Web site concerning his or her ideas and/or intentions?
  - Have friends been alerted or "warned away"?
  
- 3. Has the subject shown inappropriate interest in any of the following:**
  - School attacks or attackers;
  - Weapons (including the recent acquisition of any relevant weapon);
  - Incidents of mass violence (terrorism, workplace violence, mass murderers).
  
- 4. Has the student engaged in attack-related behaviors? These behaviors might include:**
  - Developing an attack idea or plan;
  - Making efforts to acquire or practice with weapons;
  - Casing, or checking out, possible sites and areas for attack;
  - Rehearsing attacks or ambushes.
  
- 5. Does the student have the means to carry out an act of targeted violence?**
  - How organized is the student's thinking and behavior?
  - Does the student have the means, e.g., access to a weapon, to carry out an attack?
  
- 6. Is the student experiencing hopelessness, desperation, and/or despair?**
  - Is there information to suggest that the student is experiencing desperation and/or despair?
  - Has the student experienced a recent failure, loss and/or loss of status?
  - Is the student known to be having difficulty coping with a stressful event?
  - Is the student now, or has the student ever been suicidal or "accident-prone"?
  - Has the student engaged in behavior that suggests that he or she has considered ending his or her life?

- 7. Does the student have a trusting relationship with at least one responsible adult?**
  - Does the student have at least one relationship with an adult where the student feels that he or she can confide in the adult and believes that the adult will listen without judging or jumping to conclusions? (Students with trusting relationships with adults may be directed away from violence and despair and toward hope.)
  - Is the student emotionally connected to – or disconnected from – other students?
  - Has the student previously come to someone’s attention or raised concern in a way that suggested he or she needs intervention or supportive services?
  
- 8. Does the student see violence as an acceptable – or desirable – or the only – way to solve problems?**
  - Does the setting around the student (friends, fellow students, parents, teachers, adults) explicitly or implicitly support or endorse violence as a way of resolving problems or disputes?
  - Has the student been “dared” by others to engage in an act of violence?
  
- 9. Is the student’s conversation and “story” consistent with his or her actions?**
  - Does information from collateral interviews and from the student’s own behavior confirm or dispute what the student says is going on?
  
- 10. Are other people concerned about the student’s potential for violence?**
  - Are those who know the student concerned that he or she might take action based on violent ideas or plans?
  - Are those who know the student concerned about a specific target?
  - Have those who know the student witnessed recent changes or escalations in mood and behavior?
  
- 11. What circumstances might affect the likelihood of an attack?**
  - What factors in the student’s life and/or environment might increase or decrease the likelihood that the student will attempt to mount an attack at school?
  - What is the response of other persons who know about the student’s ideas or plan to mount an attack? (Do those who know about the student’s ideas actively discourage the student from acting violently, encourage the student to attack, deny the possibility of violence, passively collude with an attack, etc.?)