

## **Campus Violence Prevention Policy**

Sandhills Community College is committed to providing a safe learning and working environment for everyone associated with the college.

The college prohibits any form of violence. For purposes of this policy, “violence” includes, but is not limited to, harassment, intimidation, threats, physical attack, domestic violence and property damage.

Sandhills Community College will respond to workplace violence promptly and aggressively. This policy includes, but is not limited to, employees, students, visitors, college officers and college officials.

Any individual who commits an act of violence toward other persons or property in the Sandhills Community College workplace or at Sandhills Community College sponsored events, shall be subject to disciplinary action, up to and including dismissal from employment or expulsion from the college, in addition to any civil and/or criminal penalties that may be pursued.

No existing college policy, practice, or procedure should be interpreted to prohibit prevention of violence as defined in this policy.

**Sandhills Community College**  
**Workplace Violence Campus Safety Procedures**

*Any faculty members, staff members, or students who become aware of situations that threaten the safety of the campus community must notify campus security immediately.*

Employees who recognize early warning signs of workplace violence should evaluate the situation and report their concerns to their immediate supervisor and/or campus security.

**Immediate Threat of Workplace Violence**

1. In certain cases, an individual may become violent without warning. It is important for staff to remain calm, evaluate the situation and summon assistance immediately.
2. Employees should utilize the safest means available at the time to notify campus security.
  - Do not attempt to challenge a violent individual.
  - Immediately dial “0” to reach the switchboard operator. The caller should provide as much information as possible to ensure a quick and safe response.
    - **Off-campus sites**: Immediately call the police by dialing 911, or 9-911. Remain calm and listen to the dispatcher’s instructions.
    - When possible, call the main campus switchboard operator (692-6185). The switchboard will alert campus security of the situation.
  - If engaged in dialogue with the individual, attempt to calm the individual. If the situation escalates, disengage as soon as safely possible.
  - Employees should secure themselves in an area removed from the situation and remain there until security advises otherwise.

**Imminent Death or Serious Bodily Injury**

1. If an incident of workplace violence escalates to a level that jeopardizes the life of an employee or student, faculty and/or staff should utilize the safest means available to notify the police and campus security.
  - a. Do not attempt to challenge the individual.

- b. Immediately call the police by dialing 911 or 9-911. Remain calm and listen to the dispatcher's instructions.
  - c. When possible, dial "0" to reach the switchboard operator. The caller should provide as much information as possible to ensure a quick and safe response. The switchboard will alert campus security of the situation as soon as possible.
  - d. If engaged in dialogue with the individual attempt to calm the individual. If the situation escalates, disengage as soon as safely possible.
  - e. Upon exiting, secure yourself in an area removed from the situation and remain there until security advises otherwise.
2. At the discretion of campus security, it may be necessary to initiate the crisis management plan. Accordingly, the crisis management team will assemble and execute the crisis management plan.
3. When appropriate, the crisis management team will review the incident and evaluate the plan.

## *Workplace Violence Awareness*

Identifying **early warning signs** of workplace violence:

- An individual:
  - makes direct or veiled threats of harm towards another person.
  - intimidates a staff member.
  - carries a concealed weapon or flashes a weapon to test the reactions of faculty, staff or students.
  - displays paranoid behavior.
  - cites righteousness and believes that the college is not following its own rules.
  - is unable to take criticism of his or her job or work performance.
  - expresses extreme desperation over recent family, financial, or personal problems.
  - has a history of violent behavior.
  - shows an extreme interest in firearms and their destructive power to people.
  - displays a fascination with incidents of workplace violence and approves of such violence under certain circumstances.
  - has a blatant disregard for the safety of others on campus.
  - displays an obsessive involvement with their job, often with uneven job performance and no apparent outside interests.
  - displays a romantic obsession with an employee or student who does not share the same interest.

Identifying an **immediate threat** of workplace violence:

- An individual:
  - uses profanity, a loud voice, makes threats, and/or insistent demands.
  - appears anxious, paces, throws items or displays restless motor activities.
  - has ripped or torn clothing and/or has visible signs of bruises and lacerations.

Identifying an incident that could result in **imminent death or serious bodily injury**:

- **Serious imminent incidents often involve a weapon whereby an individual:**
  - has shot or is threatening to shoot someone on the campus
  - has used or is threatening to use a weapon against another person and is still on the campus.
  - is holding members of the campus community hostage.

## *Domestic Violence Awareness*

For a victim, domestic violence is a very personal issue and can be potentially dangerous. Prompt recognition and assessment of a domestic violence situation is paramount in getting a domestic violence victim help. **In the case of domestic violence, the more indicators present the greater potential for a life-threatening situation.**

*Any faculty members, staff members, or students who become aware of situations that threaten the safety of the campus community must notify campus security individual immediately.*

- Dangerous indicators may be when an individual (batterer):
  - threatens homicide or suicide.
  - is in possession of weapons.
  - believes he/she (batterer) have "ownership" over another person (victim).
  - believes he/she (batterer) have lost hope for a positive future with the victim.
  - is involved in a separation.
  - displays signs of depression.
  - has gained or seeks access to the battered person and/or family members.
  - makes repeated calls to law enforcement.
  - engages in actions without fear of consequences.

**If you feel based on the circumstances [or indicators] that the situation warrants further action, encourage the victim to seek additional help by contacting the police, campus security, a campus counselor or the appropriate dean.**

- The following are possible (victim) indicators of domestic violence.
- An individual:
  - presents visible signs of bruises, cuts, burns, human bite marks, and fractures, especially injuries to the eyes, nose, teeth and jaw.
  - suffers injury during pregnancy, miscarries, or experiences premature birth.
  - allows injuries to go untreated.
  - has multiple injuries that are in different stages of healing.
  - displays inappropriate clothing or accessories, possibly to cover signs of injury (i.e. long sleeves on a hot day or sunglasses to cover bruises).
  - has stress-related ailments (i.e. headaches, backaches, problems sleeping)
  - has anxiety-related conditions (i.e. overwhelming feelings of panic).
  - is experiencing depression, suicidal thoughts or makes an attempt at suicide
  - displays excessive use of alcohol or other drugs.
  - has attendance problems, difficulty concentrating, or problems meeting deadlines/ assignments.
  - receives repeated upsetting telephone calls at work/ school.
  - has withdrawn from co-workers/fellow students.

## *Domestic Violence Victim Response & Safety Planning*

Discussing a safety plan with potential victims or those who have endured a violent incident should help victims assess his/her circumstance and evaluate whether his/her abuser is likely to injure or kill them, other family members, or police personnel.

- Sandhills Community College students who are victims of domestic violence should:
  - immediately make campus officials aware of his/her situation
  - become familiar with the use and location of emergency call boxes on campus.
  - know where phones are accessible inside buildings.
  - walk with someone while on campus.
  - not isolate his/herself while on campus.
  - request a change in his/her class schedule from the appropriate dean.
  - switch vehicles frequently (if possible).
  - alternate his/her route to the campus.
  
- General safety planning with the victim should include:
  - encouraging him/her to have the names and phone numbers of police, community resources, friends, family members, and shelter officials who can assist him/her.
  - alerting him/her that while the perpetrator may presently may be removed from the situation due to an arrest, it is likely he/she [batterer] will try to threaten or "sweet talk" their way back into his/her life.
  - discussing his /her potential options for temporary living arrangements, (i.e. shelter, staying with family/friend, asking someone to stay with them).
  - developing a plan of action in the instance that the batterer returns to the house after being released from custody.
  - advising him/her how to find out when their partner will be released.
  - explaining how he/she can obtain a domestic violence protective order.
  
- If the victim intends to leave their residence he/she should:
  - develop a list of items he/she will need to take (i.e. money, personal papers, car keys, change of clothing).
  - determine an individual with whom he/she can leave money, an extra set of keys, and extra clothes.
  - determine the best scenario for leaving or removing any children from the residence or arrange for someone to care for them in the interim.
  - keep the phone number to a shelter along with change or a calling card close at hand at all times.
  - review the safety plan in order to plan the safest way to leave.
  - understand that leaving the batterer can be the most dangerous time.
  
- If the victim plans to continue in the relationship he/she should:
  - try to have any unavoidable arguments in a room that has access to an exit, avoiding the bathroom(s), kitchen, or anywhere room which has weapons.
  - practice how to get out of the home safely.
  - have an undisclosed, readily accessible packed bag.

- identify a neighbor that he/she can tell about the violence and ask them to call the police if they hear a disturbance.
- have a plan where he/she will go if they have to leave his/her home.