

EMERGENCIES

If you have an emergency, dial 9-1-1

Call 911 in *ALL* emergencies; this will contact campus police.

<https://www.sandhills.edu/safety-security/security-sandhills-community-college.html>

(LINK to access most updated information)

What is an emergency?

An emergency is any **immediate threat to life and/or property** that requires immediate response from police, fire, or ambulance personnel. If you consider a situation to be an emergency, then it is an emergency. **If in doubt, err on the side of safety and call 9-1-1.**

If you encounter an emergency – call 911 or ask someone to do so – this will alert and activate our campus police department and EMS public services. Campus police and public safety personnel are staffed on campus during weekdays, evenings, and weekends.

Medical Emergencies

Police and maintenance personnel are First Responders at the College. They are not medical technicians but **WILL RESPOND** to medical emergencies on campus. Any medical emergency should be reported by **calling 911**.

Illness or injury to Students/Instructors/Staff

Emergency treatment for job-related injury or medical illness may be obtained by **calling 911**. The center will dispatch the appropriate emergency response personnel. The Police and Public Safety Department will respond and arrange for transportation if required.

Police and Public Safety will complete an injury/illness form for all medical incidents relating to students, instructors, or staff.

STEPS TO REPORTING AN EMERGENCY

- Dial 911
- Stay on the line with the dispatcher.
- Provide the address, campus location, and a description of the emergency.
- Provide the phone number at your location (if you know it) or your cellphone number.
- Provide a thorough description of the incident to ensure the appropriate resources are dispatched.
- After emergency personnel arrive and take control of the situation and classroom is in order, excuse yourself to make your department phone contact(s).
- Contact your program director and complete an Incident Report Form (last page of this guide) and submit it to your program coordinator promptly.

HANDLING SPECIFIC EMERGENCY SITUATIONS ON CAMPUS

Witnessing a Crime – How to report

If a crime is occurring on campus, you must contact campus police by dialing 911. If a crime has already occurred and immediate medical attention is NOT needed, you can reach campus police at ext. 3831 or by calling 910-690-2762.

Active Shooter

The college provides active shooter training to all personnel. If notified of an “active shooter,” take the following steps:

1. Protect yourself. Take cover immediately; lock or barricade yourself and your students inside a secure area, if possible.
2. Call 911. Remain out of sight from the suspects if possible. Report the suspect(s) movement to 911 Dispatcher and provide description(s) if possible.
3. Shelter in place or EVACUATE if safe to do so, or if instructed to do so by emergency responders. Campus evacuation Map: <https://www.sandhills.edu/safety-security/campus-life-safety-security-campus-police-evacuation-map.html>

SEXUAL HARASSMENT and TITLE IX POLICIES

The U.S. Department of Education’s Title IX regulation (34 CFR Part 106) prohibits sex discrimination in all college programs and activities including academic programs and training courses, student services, guidance, discipline, and class assignments and grading.

<https://www.ecfr.gov/on/2018-09-01/title-34/subtitle-B/chapter-I/part-106>

Title IX: Sex Discrimination/Sexual Harassment/Sexual Violence

DOMESTIC VIOLENCE AND SEXUAL ASSAULT POLICY

Sandhills Community College supports policies in accordance with the U.S. Department of Education, Section 485 of the Higher Education Act, the Student Right-to-Know, the Violence Against Women Act, and the SaVE Act of 2014, and Title IX. For more information visit the following link: <https://www.sandhills.edu/resources/document/2024-SCC-Title-IX-Policy-August-2024.pdf>

MANDATORY REPORTERS: ALL EMPLOYEES

All college faculty and staff including work-study students other than those deemed “Confidential Employees” (e.g., certified counselors) are “Mandated Reporters” and expected to promptly report all known details of actual or suspected sexual discrimination, harassment, retaliation, and/or some other prohibited conduct to the Title IX Coordinator, Campus Security, or another campus official (e.g., Vice President, advisor). For more information on Mandatory Reporting see the link below.

<https://www.sandhills.edu/resources/document/2024-SCC-Title-IX-Policy-August-2024.pdf> (p. 7)

REPORTING A SEXUAL ASSAULT

The College encourages all victims of sexual offenses to report an incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted:

1. Title IX Coordinator at alstonc@sandhills.edu or 910.246.2868.
2. Title IX Deputy Coordinator at bluek@sandhills.edu or 910.695.3979.
3. Campus Police and Public Safety at Pinehurst Campus (910) 695-3831 or “0” from a college phone
4. Vice President of Student Services (910) 695-3714

The Title IX Coordinator for Sandhills Community College is in Stone Hall Office 226 and available by email at alstonc@sandhills.edu, or by phone at 910-246-2868. Please refer to the following webpage that provides more information about Title IX definitions, provisions and covered areas, and **how to file a complaint**; website link: <https://www.sandhills.edu/about/title-ix.html>.

RESOURCES FOR COMPLAINANTS AND OTHER PARTIES

College Title IX policy procedures provide several resources and services to ensure Title IX parties receive support under due process. Whether someone is a student, faculty or staff member, contractual instructor or third party or guest, a person has the right to file a complaint through the college’s Title IX Coordinator to address a situation to determine if Title IX violation(s) exist.

All options for addressing sex discrimination and other sexual offences will be fully explored under federal guidance and college policies. Other parties including those who report suspicious or alleged behavior (“reporting parties”) are also protected through due process and against adverse action: 2.13 Whistle-Blower (2012). <https://www.sandhills.edu/policy/2-13-whistle-blower.html>

More information about Title IX is available through the U.S. Department of Education <https://www.ed.gov/>.

Campus Resources, Support, and Training on Policies

Sandhills Community Colleges provides a variety of resources and training exercises available to all personnel that addresses workplace violence, firearms, sexual harassment, and discrimination.

Instructors should contact Human Resources (246-2868) if they have any questions and should refer students who may approach them for assistance or information to Human Resources, to the college’s community resources web page below, or to the following professional counselors on staff:

Anita Mashburn, Director of Counseling Services can be reached at 910.695.3968, office located in 229 Stone Hall, Pinehurst Campus

Rosa McAllister-McRae can be reached at 910.875.5804; office located at the Hoke Center, 112 Johnson Hall; email: mcallisterr@sandhills.edu

Community Resources for students are posted online at:

<http://www.sandhills.edu/safety-security/safe-scc-sandhills-community-college-4/>

REPORTING AN INCIDENT or CONCERN

NON-EMERGENCY INCIDENTS: If you encounter an unusual incident with a student or any other person on campus, or witness anything that concerns you, please report the incident online by going to www.sandhills.edu, click on “my SCC” and “report a concern.” This reporting tool ensures that all incidents are reported, and the appropriate personnel notified. Such incidents may not be limited to accident, injury, crime, or a security matter involving campus police. Please provide your program director with the same information as soon as possible; you can use the following template below.

INDIVIDUAL CONCERNS: Any person that you encounter who wishes to formally notify the college of an incident or concern(s) can do so by going to the website area: www.sandhills.edu, click on “my SCC” and “report a concern.” Any concern or incident brought forward through this reporting link will be addressed and followed-up by a college official and the appropriate department.

CONTACTING YOUR PROGRAM DIRECTOR OF INCIDENTS: Please contact your program director by phone and email as soon as you are able following any incident (emergency or non-emergency). If you cannot get to a computer to process an electronic report submission, please use the template on the last page of this document; report the details and communicate this to your program director as soon as possible. The template is available as a form on the Workforce Continuing Education webpage and there is one in your instructor folder. The most efficient way to report a concern or incident is through the online report tool referenced above.

SCC reserves the right to deny admission or readmission to students whose presence on campus is disruptive to other students, faculty, or staff Student Code of Conduct/Security Policy (4.4.1, 2012)
link:
<https://www.sandhills.edu/safety-security/student-code-of-conduct-sandhills-community-college.html>

INCIDENT REPORTING FORM

WCE INSTRUCTORS

Sandhills Community College

*If you encounter an **emergency** – call 911 or ask someone to do so – this will alert and activate our campus police department and EMS public services. Campus police and public safety personnel are staffed on campus during weekdays, evenings, and weekends. **Security phone: 910.695.3831***

REPORTING AN INCIDENT or CONCERN

(emergency and non-emergencies)

INCIDENTS: Please contact your program director by phone and email as soon as you are able following any unusual incident or when class has been dismissed (emergency/non-emergency).

REPORTING LINK: If you encounter an unusual incident with a student or any other person on campus, or witness anything that concerns you, please report the incident online by going to www.sandhills.edu, click on “my SCC” and “report a concern.” This reporting tool ensures that all incidents are reported, and the appropriate personnel notified. Such incidents may not be limited to accident, injury, crime, or a security matter involving campus police. Please provide your program director with the same information as soon as possible; you can use the report template below.

INDIVIDUAL CONCERNS: Any person you encounter who wishes to formally notify the college of an incident or concern(s) can do so by going to the website area: www.sandhills.edu, click on “my SCC” and “report a concern.” Any concern or incident brought forward through this reporting link will be addressed and followed-up by a college official and the appropriate department.

Term:	Year:	Class Title:	Instructor:	Incident Date:	Incident Time:

COMPLETE THIS INFORMATION TO THE BEST OF YOUR ABILITY:

Location of Incident: _____

Name of student(s) or individual(s) involved in the incident:

Description of Incident: _____

Action Taken: _____

INSTRUCTOR SIGNATURE: _____