

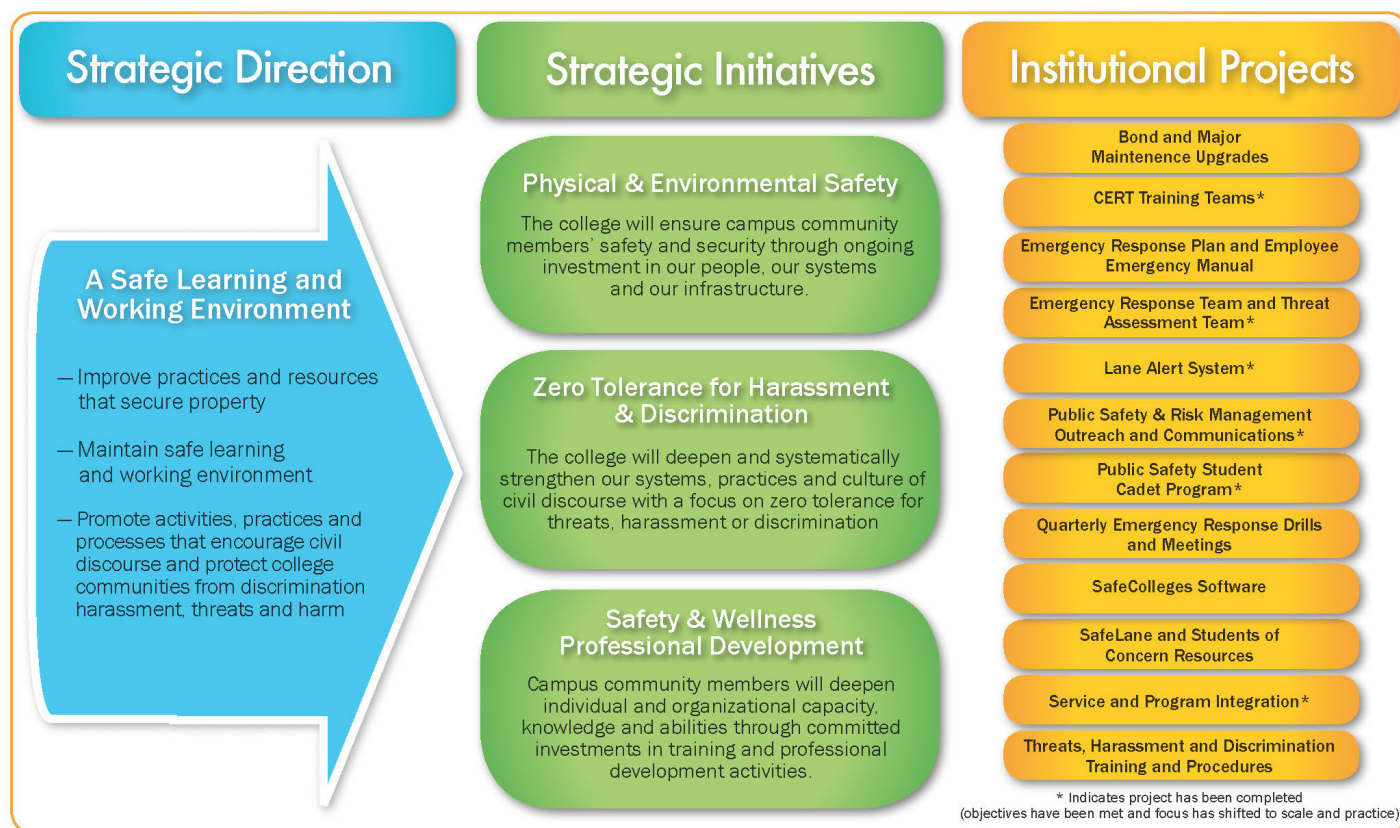
A Safe Learning and Working Environment

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Maintain a safe learning and working environment

Improve practices and resources that secure property

Promote activities, practices and processes that encourage civil discourse and protect college communities from discrimination, harassment, threats, and harm



Overview

Personal and property safety and security on college and university campuses across the nation has been the subject of increasing attention and analysis in recent years. In particular, the randomness and severity of recent acts of violence on a number of college and university campuses have raised community consciousness concerning the need to put in place effective plans and systems to assure the safety and security of all community members as well as college property.

At Lane, safety and security have multiple dimensions; all members of our community have a right to learn and work in environments in which they are protected against threats to personal safety or physical harm, as well as protected against discriminatory and harassing behaviors. In addition, as an institution of higher learning Lane Community College is a place where people should feel free to engage in respectful, civil discourse, and where tolerance of alternative views is actively encouraged. In order to assure the above, Lane shall engage in ongoing efforts to provide training and professional development activities to support safety and security throughout the college community.

The college also commits to taking an active role in designing and maintaining healthful physical surroundings that are as free as possible from environmental toxins, pathogens and other contaminants. Source: [Lane Community College Strategic Plan](#).

To achieve safety strategic goals and objectives, work is focused and organized around three strategic initiatives: *physical and environmental safety, zero tolerance for harassment and discrimination*, and *safety and wellness professional development*.

Evidence that the college is making progress on the objectives of the Safe Learning and Working Environment Strategic Direction includes the establishment of the [SafeLane](#) and [Students of Concern](#) webpage resources, enhanced training and [Clery Act reporting](#) to the college community, and a measurable reduction in time loss incidents and accidents impacting college employees.

Time loss claims/days and the total incurred losses for workers compensation claims (a key safety performance indicator) have been reduced by over 30% during 2012-2013 compared to 2011-2012.

Completed Projects

During the 2012-2013 academic year the college successfully completed several institutional safety projects, achieving objectives, shifting focus toward scale and practice and successfully integrating the work into ongoing college programs and services.

Emergency Response Team and Threat Assessment Team

Leads: Jace Smith, Dawn Barth, Dennis Carr

The college has an active Emergency Response Team (ERT) to coordinate responses to a variety of potentially urgent and/or crisis circumstances consistent with the Emergency Response Plan. The college also deploys a Threat Assessment Team (TAT) when necessary to assess and effectively respond to threats and potential threats involving individuals or groups. ERT and TAT teams are staffed by different groups of college employees who either have position responsibility or subject matter expertise to inform the ERT and TAT assessments and decisions. The Emergency Response Team met monthly during the last two academic years. The Threat Assessment Team also meets monthly, or as frequently as needed, to actively apply established risk assessment protocols concerning both specific and general threats.

Effective with the start of the 2013-2014 academic year, the work of the ERT and TAT teams has resulted in establishment of both [SafeLane](#) and [Students of Concern](#) dedicated webpages that provide a variety of important emergency response guidelines and risk assessment tools for Lane employees and students. www.lanec.edu/copps/documents/emergency-plan, www.lanec.edu/threatassessment/team-information

CERT Training Teams

Leads: Dennis Carr, Dawn Barth, Mona Arbuckle, Jace Smith

The college has collaborated with Lane County and regional/national emergency response authorities to provide Community Emergency Response Team (CERT) training for more than 35 college employees. Members of Lane's CERT Team will be deployed in the event of an emergency or disaster to support the college's Emergency Response Team, Public Safety and Health Clinic personnel. Additionally, several Public Safety officers have completed Emergency Medical Technician training through the college's EMT academic program.

During the 2013-2014 academic year, CERT team members will be integrated into emergency response and emergency preparedness drills in order to assure a coordinated response in the event of actual emergencies. www.lanec.edu/safety/safety-committee-employee-safety-information

Lane Alert System

Leads: Dawn Barth, Jace Smith, Dennis Carr, Joan Aschim

Lane implemented the Lane Alert System using the web-based Blackboard Connect mass notification system, customized for Lane's needs. This system allows for timely and confidential notifications using a variety of methods of communication (examples: home phone, cell phones, text messages and email communications) to all Lane staff and students who self-enroll for alerts. The system may be activated from any computer with an Internet connection to provide real time warning and emergency guidance to all college community members who provide current contact information. The Lane Alert System has become the first level of emergency response notification communications to college community members and was recently tested during the college's participation in the Great Oregon Shakeout earthquake drill. Employees and students may self-enroll in the Lane Alert emergency notification system by accessing the system via MyLane or ExpressLane.

Public Safety and Risk Management Outreach and Communications

Leads: Jace Smith, Dawn Barth, Kerry Levett, Dennis Carr

Lane's Public Safety Department has collaborated with Risk Management to conduct a series of personal safety and property security training sessions, presentations and outreach communications for multiple college departments and campus community members. Examples include orientation presentations, response strategies for Active Shooter and Violent Actor situations, self-defense training courses, crime alerts and Lane Alert System notifications, safety newsletters, sexual assault prevention courses, and participation in employee wellness fairs. The Public Safety Department has institutionalized these focused training, outreach communications systems and practices over the past two academic years, and all college programs, departments and divisions are encouraged to schedule training sessions. Two great safety resource websites have been created for employees and students, [SafeLane](#) and [Students of Concern](#).

Public Safety Student Cadet Program

Lead: Jace Smith

A “student cadet” program has been implemented through Lane’s Public Safety Department to provide paid cooperative education learning opportunities for college students interested in safety and law enforcement careers. The Public Safety student cadet student workers augment the full-time and part-time Public Safety Officer workforce, with numerous student cadets participating in 2012-2013. This program provides additional “eyes and ears” focused on a safe and secure work and learning environment at the college, while providing valuable work experience to Lane students.

www.lanecc.edu/psd

Service and Program Integration

Leads: Dennis Carr, Jace Smith, Dave Willis, Mona Arbuckle, Wendy Simmons

A primary focus for leaders from Human Resources, Public Safety, Facilities Management and Planning, the Health Clinic and the Wellness Program takes a systems thinking approach to campus safety by developing coordinated processes, procedures and communications, and ensuring optimal integration of infrastructure, people and other resources in achieving safety objectives.

Public Safety, Facilities Management & Planning, Human Resources, the State Fire Marshall and Goshen Fire & Rescue now conduct joint quarterly meetings. Additional meetings with internal college stakeholders and external compliance and emergency response partners are scheduled on both regular and as-needed bases. Integration work has resulted in successful joint exercises, pre-planned facilities inspections, improved emergency alarm communication and coordination, and ongoing and proactive communications between college representatives and our safety partners.

Continuing Projects

The following institutional projects will continue on into the 2013-2014 academic year:

Bond and Major Maintenance Upgrades

Lead: Todd Smith

As a result of the 15-year bond funds and Go Oregon deferred maintenance resources, during the past three academic years Lane has invested well over \$100M in upgrades to facilities, infrastructure, classrooms and security systems college-wide. These investments have resulted in significant improvements for the safety and security of college community members and property through projects such as new and renovated classrooms, enhanced contemporary interior and exterior lighting systems, keyless access security controls as well as new alarm and emergency communications systems. During the next three academic years, additional projects will include a major renovation of the Center Building transforming this building into the Center for Learning and Student Success (CLASS) and comprehensive upgrades to Lane’s central power plant and systems. The purchase of new boilers has already been authorized for the central power plant upgrade and installation of the new boilers for this project will significantly enhance both the safety and sustainability strategic directions.

www.lanecc.edu/bond

Emergency Response Plan and Employee Emergency Manual

Leads: Dawn Barth, Jace Smith, Dennis Carr

Lane's Emergency Response Plan has been updated during the past two academic years. Updates and improvements to the plan will continue during 2013-2014. A four-page summary Employee Emergency Manual has been updated for 2013-2014 and is being distributed as broadly as possible. There are four specific manuals, one each for main campus and the downtown, Florence and Cottage Grove centers. Copies of the manuals may be obtained by contacting Risk Management or Human Resources. Training programs and emergency response drills aligned with the ERP will be implemented on a regularly scheduled basis throughout 2013-2014 and beyond in order to standardize emergency response protocols for a variety of potential crises. www.lanec.edu/copps/documents/emergency-plan

Quarterly Emergency Response Drills and Meetings with Fire Marshall & Emergency First Responders

Leads: Dawn Barth, Jace Smith, Todd Smith

Quarterly meetings have been scheduled and conducted with the State Fire Marshall and Emergency First Responders (Goshen Fire and Rescue) during the past two academic years. These safety and security planning and problem solving meetings will continue and become institutionalized during 2013-2014 and beyond.

SafeColleges Software

Leads: Dennis Carr, Dawn Barth, Jace Smith, Kerry Levett

Throughout 2013-2014, members of the college's Emergency Response Team will collaborate to roll-out more safety training modules in the SafeColleges software made available through the college's liability insurance carrier, and to expand training to part-time classified and faculty employees. Safety and security components of the SafeColleges software include modules as diverse as safe responses to active shooter incidents, mandatory reporting guidelines for suspected child abuse situations and prevention and/or reporting of harassing and discriminatory behaviors. Safety training tools and resources are also available to employees and students through the new [SafeLane](#) and [Students of Concern](#) websites.

Threats, Harassment and Discrimination Training and Procedures

Leads: Dennis Carr, Kerry Levett, Donna Koechig

The language of the safety strategic direction clearly states: "The college will deepen and systematically strengthen our systems, practices and culture of civil discourse with a focus on zero tolerance for threats, harassment and discrimination." Therefore, during 2013-2014 the college will plan and implement training programs, as well as implement an updated complaint procedure, to assure that college employees and students may enjoy a safe and respectful work and learning environment consistent with the core values and strategic directions of the college.

<http://www.lanec.edu/board/policies/d020>

New Projects

As part of our continuous process of reflection, review and planning to achieve safety strategic direction goals, we have embarked upon several new projects and areas of focus as described below.

SafeLane and Students of Concern Resources

Leads: Kerry Levett, Dawn Barth, Jace Smith, Dennis Carr

During the 2012-2013 academic year, the college implemented two new web-based safety resources, [SafeLane](#) and [Students of Concern and Threat Assessment](#). These resources support many of the college's projects and initiatives in support of the safe learning and working environment strategic direction. SafeLane provides quick links to a variety of safety related resources on the Public Safety, Lane Health Clinic and the Employee Emergency Manual webpages. Students of Concern provides a variety of tools and resources for faculty and staff to report and process student behavioral concerns while the threat assessment pages provide consultation and referral information for both employees and students of concern. These resources are available as links off the college's home page. The objective of establishing these tools and resources is to provide information directly to faculty, staff, and students so that concerning behavior, risks, and threats may be directly reported to the correct college contact persons or teams. In 2013-2014, safety team members will continue to educate and inform the campus community of these resources and will conduct an end-of-year assessment and evaluation of their impact toward safety goals and objectives.