

Center for Advanced Aviation Campus

2016

Lake Superior College Annual Safety & Security Report



Office of Safety & Security

Lake Superior College

2016

Lake Superior College – Center for Advanced Aviation Campus Safety & Security Report 2016

1. INTRODUCTION

Lake Superior College (LSC) ERTC encourages all students and College community members to be fully aware of the safety and security issues on the campus and to take action to prevent and to report illegal and/or inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and the Higher Education Amendments of 1992, Lake Superior College monitors criminal activity and publishes this annual report, maintaining a three-year statistical history on the Lake Superior College campus, and at off-campus facilities owned or maintained by LSC and/or by recognized college organizations. LSC provides the information and statistics herein to college students, employees, and others upon request. LSC statistics may also be viewed by using the Department of Education's Security Statistics search site at <http://ope.ed.gov/Security/> or at the LSC Security Department web site at <http://www.lsc.edu/security/>

LSC has a variety of policies and procedures relating to campus security and 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.

A. Crime Reporting Policies:

General Information

The ERTC Campus does not have a Security Department stationed at the location. However any safety related matter can be reported Security located on the main LSC campus. The Security Department is staffed Monday-Friday from 6:30 AM until 10:30 PM and Saturday from 8:00 AM until 4:00 PM. All requests for immediate assistance relating to issues of security should be made by calling **(218) 733-6911 or Ext. 6911**, by email at security@lsc.edu or by visiting our facility at 2101 Trinity Road / Duluth, MN 55811. Security Officers respond will respond to all requests for service and assistance. These officers are contracted employees of the college and are not licensed police officers. In the event of any life-threatening emergency, persons are strongly encouraged to immediately and directly contact appropriate police, fire or medical assistance by calling:

9-911 (on Campus), 911

The Lake Superior College Security Department works closely with local, state and federal law enforcement agencies to respond to and track criminal activity on campus.

* All persons on campus are encouraged to immediately report any criminal activity to the LSC Security Department. Individuals who contact the Security Department will be strongly encouraged to also report incidents that are criminal in nature to the Duluth Police Department. The Security Department normally requires a written report from the complainant/victim to begin an investigation and support the ability to address concerns through the college's judicial system. LSC will make exceptions to this immediate need to file a written report when necessary, including cases presenting clear an immediate danger to an individual or the college community.

* Crime Report: LSC will issue an annual report of crimes occurring on campus and related property that are made known to the Security Department directly, or through other college departments or personnel and related law enforcement agencies. This report is made available by the Security Department. Requests for additional information regarding this report and its statistics may be made to the Security Department, 2101 Trinity Road / Duluth, MN / 55811, or telephone (218) 733-6911. The statistics in this report follow the uniform crime reporting procedures of the Federal Bureau of Investigation.

LAKE SUPERIOR COLLEGE – Center for Advanced Aviation CAMPUS CRIME STATISTICS

The following is the statistical report for criminal activity reported to Campus Security occurring on the Lake Superior College Center for Advanced Aviation

CRIME STATISTICS FOR 2015 – Center for Advanced Aviation / 4525 Airport Approach Rd / Duluth, MN 55811						
(January through December)	2015 – 1 st Year Reporting		TBA		TBA	
Reports of:	CAA Campus	Non Campus Sites	CAA Campus	Non Campus Sites	CAA Campus	Non Campus Sites
Criminal Offenses (OC-on campus, NC-non-campus, PP-Public Property)						
Murder/Non-negligent manslaughter	0	0				
Forcible Sex Offenses (including forcible rape)	0	0				
Non-Forcible Sex Offenses:	0	0				
Robbery	0	0				
Aggravated Assault	0	0				
Burglary	0	0				
Motor Vehicle Theft	0	0				
Arson	0	0				
Negligent Manslaughter	0	0				
Hate Offenses (OC-on campus, NC-non-campus, PP-Public Property)						
Murder/Non-negligent manslaughter	0	0				
Aggravated Assault	0	0				
All forcible sex offenses, including forcible rape)	0	0				
Forcible Rape	0	0				
Arson	0	0				
Negligent manslaughter	0	0				
Simple assault	0	0				
Arrests (OC-on campus, NC-non-campus, PP-Public Property)						
Liquor law violations	0	0				
Drug law violations	0	0				
Illegal weapons possessions	0	0				

The above categories and reported alleged criminal activity do not necessarily constitute an arrest or conviction. They are allegations of wrongdoing.

Lake Superior College endorses and implements a policy of equal opportunity in employment and admission to its programs and services for all persons regardless of race, color, religion, national origin, ancestry, sex/gender, marital status, age, disability and status as a disabled veteran or sexual orientation. Reasonable accommodations and support for students with disabilities are available.

B. Crime Definitions:

The definitions listed are taken from the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS) and used to classify the criminal offenses previously listed:

- Murder – The willful (non-negligent) killing of one human being by another.
- Forcible Sex Offense – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; to include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- Non-forcible Sex Offense – Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the above.
- Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even though the vehicles are later abandoned; including joyriding.)
- Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Liquor Law Violations – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Drug Related Violations – Violation of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).
- Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above.

The LSC Director of Safety and Security serves as the primary liaison with all law enforcement agencies for security issues occurring on all campus and / or locations owned or operated by Lake Superior College. When such incidents occur, the Director of Safety & Security or designee will determine the proper means of communicating these concerns to the campus community. The following media methods are used to inform the campus about security issues, to report to the campus community crimes considered to be an immediate threat to students and employees, and to encourage students and employees to be responsible for following stated security procedures and practices: LSC Emergency Notification System, campus-wide e-mail and voice-mail, student newspaper, Public Affairs Office, Student Senate assistance, posted announcements (Security Alerts) and mailings.

C. Reporting Procedures:

1. All criminal activity occurring on the CAA campus should be reported immediately to the Security Department located on the LSC main campus. The Security Department will assist the complainant in completing reports. The Security Department will strongly encourage and support complainants and victims to report all crimes to the Duluth Police Department. In appropriate cases, reports will also be shared with the College's Judicial Process. The Security Department will assist the Duluth Police Department and the College's Judicial Process with investigations when requested. The Security Department also accepts reports of criminal activity occurring to or caused by persons involved in college sanctioned functions and groups off-campus locations. Such incidents are included in the college's annual report and may be addressed on and/or off-campus. The Security Department cannot hold reports of crime in confidence.

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

Call the Duluth Police Department (911) and/or LSC Security Department (218-733-6911) for any emergency including medical emergencies, fires, suspicious people or activities, crime reports, traffic accidents, or other illegal activities:

- A. 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 about the offender(s):
 1. Gender
 2. Approximate age
 3. Height
 4. Weight/build
 5. Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)
 6. Dress/clothing
 7. Distinguishing marks (scars, tattoos, etc.)
 8. Voice.
 - B. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report those to the Security Department and Duluth Police Department; Preserve the crime scene; do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until the Security Department and Duluth Police Department Officers arrive.
3. When necessary to protect the victim's identity, in sexual assaults, the Security Department will accept third-party reports. Whenever possible, the Security Department prefers to receive reports from the victim, as the detail is often more accurate in such situations. Maintain all physical evidence; do not risk losing critical evidence. All employees who become aware of an allegation of violation of college policy, student code of conduct, civil or criminal law should report the allegation to their supervisor, the Security Department and/or the Duluth Police Department. 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 Director of Human Resources, Financial Aid Director, Deans, Registrar, Vice Presidents of Administration, Director of Safety & Security, President, Vice President of Academic and Student Affairs, Physical Plant Director, Executive Administrative Assistants as well as any assistants and associates.

D. LSC Response to Reports:

1. All allegations will be investigated. These investigations may be made in conjunction with the Duluth Police Department or other law enforcement agencies.
2. The Director of Safety & Security will classify reports in conjunction with the 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 Director of Safety & Security for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the campus judicial process.
4. LSC will issue a timely warning to members of the campus community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), or murder, forcible rape or aggravated assault, in cases where the Director of Safety & Security (or the Director's designee) determines there is a continuing threat to the college community. In such cases, warnings may be provided through campus bulletins (via e-mail), campus newspapers, and other significant means.
5. In cases where an alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request the LSC Registrar to change his/her class section(s). Such a request will be granted, if possible, and if a complaint has been filed with the college and/or the Duluth Police Department. LSC will assist in completing the reports, if the individual desires.

2. PERSONAL SAFETY AND ACCESS TO CAMPUS FACILITIES

A. Personal Safety:

1. Security Officers are available to assist you in protecting yourself by providing regular foot and vehicle patrol and various security communications; however, only you can protect yourself by being aware of your surroundings and take appropriate steps in preventing crime. Remember to:
 - If needed, contact the Security Department to assist you to your vehicle.
 - Walk in a group, stay in well-lighted areas and wear light-colored clothing when walking at night.
2. Protect your property:
 - Personal property (purses, backpacks, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or your vehicle.
 - Lock your door whenever you leave your car or office. Always lock your car doors and remove all valuables from plain view.
 - Protect all valuables in your room or office. Do not leave valuables in plain view.
 - Take valuables home with you during vacations.
 - Students are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in their wallets. 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.
 - Park your bike where you can keep an eye on it if possible. Always lock your bike to the bike racks provided. There are several good anti-theft devices available. Case hardened heavy (U-Bolt) locks and chains afford the best protection for security of these items.

3. 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 personal property where it is visible inside your vehicle.
4. Protect YOURSELF:
 - Avoid walking alone at night.
 - Refrain from taking shortcuts; walk where there is plenty of light and traffic.
 - Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
6. Help us protect you:
 - Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them.
 - Call the Security Department or the Duluth Police Department immediately.
- a. Suspicious Activity:
 - If you see any suspicious activity or people on or near campus, call the Security Department immediately at ext. **6911 or 218- 733-6911** or Duluth Police Department at **9-911 (on campus) or 911**. Do not assume that what you observe is an innocent activity or that it has already been reported.
 - Do not assume the person is a visitor or college staff member that you have not seen before.
- b. Suspicious people may be:
 - Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - Exhibiting unusual mental or physical symptoms. Person(s) could be in distress and need medical or psychiatric assistance.
 - Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles. Violations of this rule should be reported immediately.
 - Report all thefts and property loss immediately to the Security Department and/or the Duluth Police Department.
 - Be safety and security conscious at all times.

B. Campus Facilities Security:

1. Building access and maintenance:
 - The LSC campus is for the use of the students, faculty, staff, guests and those on official business with LSC.
 - Access to campus buildings is limited outside of normal business and class hours.
 - Students, faculty, staff and visitors are encouraged to report needed repairs by submitting a work order to the Buildings & Grounds Maintenance Office by phone at 218-522-1197.

2. Policies and procedures for safe access to academic buildings:
 - Keys and Access Badges are issued to authorized faculty, staff and students only.
 - Exterior building doors should not be propped open when the doors are locked.
 - Building evacuation is mandatory for all fire alarms.
 - Individual academic buildings are normally open from 7 AM until after evening classes or scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a College Access Card in their possession and present an I.D. when requested.
 - Faculty or staff members who appear to be the last person in a building should ask unauthorized people to leave the premises. If the employee does not feel comfortable making this contact, that employee may call a Security Officer at **218-733-6911** or ext. **6911** or Duluth Police Department at **9-911 (on campus)** or **911** for assistance. The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.
 - On campus phones located in most buildings for emergency calls. Problems related to people in buildings after hours should be reported to Duluth Police Department at **911** immediately.

3. POLICY / REPORTING OF SEXUAL OFFENSES AND HARASSMENT

A. Policy:

1. Lake Superior College's policy on sexual harassment is governed by the Minnesota State Colleges and Universities System's policy. In support of the system policy, Lake Superior College reaffirms the policy that sexual harassment, including violence and abuse, 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 harassment. To prevent sexual harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate sexual harassment and what steps can be taken if instances of sexual harassment are experienced.
2. Lake Superior College conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include conducting nightly security patrols of the campus, providing escorts, inspecting the campus for potential dangerous areas and implementing programs to inspect campus lighting and shrubbery.
3. A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action.
4. Sexual assault survivors may contact any one of several Lake Superior College departments or community services for assistance. The following resources provide immediate aid or ongoing consultation for survivors of sexual assault:

EMERGENCY NUMBERS:

Lake Superior College Counseling - 218-733-7601
PAVSA – 218-762-1442
Duluth Police Department, 911
CASDA – 715-392-3136 or 1-800-649-2921
Bethany Crisis Center – 218-626-1479
Safe Haven – 218-728-6481

B. Procedure:

1. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Duluth Police Department. Counseling 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. Sexual assault survivors should be aware of the need of the college to release information regarding the fact that an assault has occurred for the protection and safety of others.
2. The LSC Safety & Security Office will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Director of Safety & Security and the Vice President of Academic & Student Affairs to report any information regarding assaults.
3. Sexual assault survivors have the right to have reports made anonymously (third-party) to the Duluth Police Department. Campus Security 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 Duluth Police Department from actively investigating the criminal activity.
4. If the Vice President of Academic & Student Affairs or Director of Safety & Security in conjunction with the Duluth Police Department 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 Director of Safety & Security will inform the campus community of reported sexual assaults by posters, appropriate notices, campus newspaper, radio station, and/or the local media.
5. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by the Duluth Police Department personnel.
6. The college will take appropriate action to safeguard the alleged 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 change their class schedule or accommodate a schedule alteration as best as possible.
7. The college normally will not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines that there is a clear danger to the victim or the college community.

4. CAMPUS DISCIPLINARY ACTION IN ALLEGED SEX OFFENSES

- A. PROCEDURE:** The college disciplinary process is an option for any person wishing to report a case of student misconduct. In order for the college to address behavior through the Student Conduct System, a written complaint must be filed with the Director of Safety & Security. Any criminal complaint is reported to Campus Security and the local law enforcement center for investigation. Acts of sexual violence, assault or abuse, such as rape, acquaintance rape, or forms of non-consensual sexual activity are criminal behaviors. These acts will be swiftly investigated and will subject an individual to complaints and disciplinary sanctions under the System's Nondiscrimination/Harassment/Violence Policies or the College's Student Conduct Code as well as referral to appropriate law enforcement agencies. Victims of sexual violence may report incidents to the appropriate college authorities including the Campus Information Center, the Director of Safety & Security, or the Vice President of Academic & Student Affairs. See Victim's Rights, Minnesota State Statutes Section 135A.15 Rights of Accuser and the accused regarding witness/advisors. Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to cross-examine these witnesses during the hearing. Both the accuser and the accused have the right to call a reasonable number of witnesses to testify on their behalf. These witnesses will be subject to cross-examination by both parties. Names of all witnesses must be submitted to the Director of Safety & Security no later than twenty-four hours in advance of the hearing. Both the accuser and the accused have the right to have an advocate (or advisor) present at the hearing; however, the advocate / advisor cannot speak in their place or cross-examine witnesses.

- B. OUTCOMES:** Both the accuser and the accused will be informed of the outcomes of any campus disciplinary proceeding concerning the complaint of a sexual offense according to Minnesota Government Data Practices, Minn. Stat. Ch. 13. This information should not be disclosed to the public generally.
- C. SANCTIONS:** Students found guilty of violations of serious cases, such as rape or other forcible or non-forcible sex offenses, are subject to suspension or expulsion.

Community Notification of Sexual Offenders

In 1996 the Minnesota Legislature passed the Community Notification Law (Minnesota Statutes 244.052) that permitted the release of information about certain offenders in Minnesota. The intent of the legislature was as follows: "If members of the public are provided adequate notice and information about an offender's release, the community can develop constructive plans to prepare themselves."

Prior to this law, most information regarding predatory offenders was known to law enforcement agencies and others in the criminal justice system, but beyond those agencies and individuals the information about offenders was classified as either private or confidential. Community notification allows some information about some offenders to be converted from private or confidential information to public information. In Minnesota the amount of information, and the scope of individuals to whom information is released, is indicated by the risk level assigned to the offender by an End of Confinement Review Committee (ECRC) established by the notification law, and operated by the Department of Corrections (DOC). The higher number risk level assigned to the offenders, the more information can be released, and the broader the audience that will receive that information. Law enforcement agencies where the offenders reside have the responsibility for the notification of their communities under this law.

* Information regarding Level 3 sex offenders can be found at:

<https://coms.doc.state.mn.us/Level3/searchresults.asp?searchtype=nonminnesota>

* and information regarding Level 2 offenders is available at the Duluth Police Department.

Level One

Level One offenders are determined to be at a lower risk to re-offend. Police agencies may open a file on these offenders and may release information about the release of the offender to victims of, and witnesses to the crime, other law enforcement agencies, and anyone identified by the prosecuting attorney to receive the information

Level Two

Level Two offenders are determined to be at a moderate risk to re-offend. Police agencies may release information to anyone included in the Level One information release, and in addition may notify organizations about the offender's release. These organizations may include schools, daycare centers, and other organizations where individuals who may become victims of the offender are regularly found. Law enforcement will make the decision on which organizations to notify based on the offender's past pattern of behavior. Law enforcement officials may also choose to notify certain individuals that they determine to be at possible risk from the offender, but this is not a wide spread community notification. Organizations notified about a Level Two offender are given this information to protect individuals in their care while they are on or near the premises of those organizations. The information is not to be re-distributed by those organizations that have been notified.

Level Three

Level Three offenders have been determined to be at the highest risk for re-offense out of all of the three risk levels. Law enforcement may notify all individuals and agencies included in Level One and Level Two notifications, and may also distribute information about the offender to everyone else in the community. In addition, officials may use the media and other distribution methods to get this information to the public. According to law enforcement policy, enforcement officials hold public meetings in the areas where Level Three offenders reside. At those meetings, information about the notification process, about the registration of predatory offenders, and information about the general population of these offenders is distributed and discussed. In addition, information about a specific offender or offenders is released. The information includes a general area of residence, a description of the offender (with photograph), and a description of the pattern of behavior that this offender has been known to display in the past. This disclosure does not apply to offenders that are in licensed residential facilities where staff have been trained to manage sexual offenders (halfway houses) nor does it apply to offenders in secure hospital facilities operated by the Department of Human Services (hospitals at Moose Lake and St. Peter, Minnesota).

5. ILLEGALITY OF ALCOHOLIC BEVERAGES ON-CAMPUS AND ENFORCEMENT OF UNDER-AGE DRINKING LAWS

Lake Superior College forbids the consumption, possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. Lake Superior College 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 President may authorize such programming use. Lake Superior College enforces college policy and Minnesota drinking laws, including the prohibition of use by persons under 21 years of age. Possession, consumption, or being in the presence of alcohol on campus is prohibited by Lake Superior College and may result in a student disciplinary action and/or law enforcement involvement. If the accused is not cooperative or is underage, the local police may be called to assist.

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

Lake Superior College 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, being in the presence of, growing, manufacturing and making of narcotic drugs. Lake Superior College enforces college policy and Minnesota and federal drug laws regarding the use, possession, and sale of illegal drugs.

7. 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 and 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 and Alcohol Free Campus Policy may be obtained from the Office of the Vice President of Academic and Student Affairs or on the College's website. The College recognizes the reality of chemical dependency and is aware of its presence in the Lake Superior College community. As a safeguard against this dependency, campus prevention programs are provided to the Lake Superior College community. The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Student Services personnel provide information and referrals for those seeking help with substance abuse.

8. EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION PROCEDURES

PURPOSE: This procedure establishes emergency response, notification and evacuation procedures for LSC.

SCOPE: This procedure applies to all faculty, staff, students and visitors to Lake Superior College.

A. REPORTING AN ON-CAMPUS EMERGENCY

Individuals should report all on-campus emergencies, by calling **911** from any telephone, whether cellular or landline. If using a campus telephone call **9-911**, and by calling Campus Security at **218-733-6911** or **6911** from a campus phone, who will make sure 911 has been called, or the Duluth Police Department.

B. RESPONSIBILITY FOR EMERGENCY RESPONSE AND NOTIFICATION

Upon notification of a campus disaster or campus emergency, the Lake Superior College Security Department will immediately contact local emergency response agencies; such as law enforcement, fire department, EMS, etc. Upon completion of this emergency notification contact will also be made with the Director of Security and Safety, the Physical Plant Director, the Lake Superior College President, the Vice President of Finance and Administration, and the Vice President of Academic and Student Affairs.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, students, or college visitors occurring on campus, Lake Superior College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

C. METHOD OF NOTIFICATION

In the event of an emergency calling for immediate evacuation the LSC Emergency Notification System will be used to immediately notify people of the emergency on the Lake Superior College Main Campus, ERTC, and non-campus locations. The appropriate message would be broadcast through this system, mandating appropriate actions be taken.

In the event of a fire emergency the fire alarm system would be activated, by a white flashing light being exhibited and the appropriate message indicating a fire emergency has occurred would be broadcast. If a tornado, hazardous materials spill calling for immediate evacuation or an active-shooter emergency occurs, the ERTC would broadcast, through a public address system or a mega-phone system, the appropriate message calling for whatever action needs to be followed by people on the campus where this emergency is happening.

Upon completion of the immediate, emergency on-campus notification the Lake Superior College Security Department or their designees will continue the notification process as is deemed appropriate for the incident. This notification process may include any or all of the following actions:

- Administrative Support Personnel from the Emergency Management Team will send a text, email and/or phone message to all contacts registered with LSC Emergency Notification System.
- The Lake Superior College Public Information Officer will send a campus-wide e-mail message to all Lake Superior College student and employee e-mail addresses.

D. ADDITIONAL NOTIFICATION AND UPDATES FROM AN ON-CAMPUS EMERGENCY SCENE

It is anticipated that initial notifications to the general public will be the responsibility of the Duluth Police Departments, upon their receipt of this type of emergency situation occurring on Lake Superior College Property. However, it is recognized that any number of circumstances may cause this responsibility to fall to the President's Office or his or her designee, or the Lake Superior College Public Relations Officer or his or her designee, or another designated office. Additional messages may be released as the incident or situation dictates and as time permits.

E. NOTIFICATION TESTING PROCEDURES

The Lake Superior College will test the notification systems at least annually. The Director of Safety & Security will monitor the effectiveness of the test, with assistance from monitors and the emergency management team, and conduct appropriate follow-through activities.

F. EMERGENCY RESPONSE AND EVACUATION POLICY AND PROCEDURES

Lake Superior College will publicize this policy in the Lake Superior College Emergency Response Plan located on the LSC Safety and Security Office website at <http://www.lsc.edu/security/>

For additional information on policies and other important information, please visit the LSC Safety & Security Website - <http://www.lsc.edu/security/security-safety-awareness/>

Main Campus Boundary Map

