



# NICC Safety and Security Plan

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# Overview

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The Northeast Iowa Community College Emergency Preparedness, Safety and Security Plan is intended to provide general rules in emergency preparedness, safety and health and to establish basic procedures to implement the Plan.

The Safety and Security Plan is published and updated by the College's Safety and Security Committee. The committee meets once per month, or as needed, to review and revise safety and health guidance, policies and procedures.

## Purpose

The purpose of the Northeast Iowa Community College's Safety and Security Plan is to provide oversight, guidance and recommendations for best practices for campus activities, operations, training and planning needs.

The Committee and Subcommittees will:

- Work to provide a safe environment for students, staff and visitors
- Promote a safety-conscious climate on campuses and centers
- Provide a mechanism for reporting safety concerns
- Identify, evaluate and control potential financial loss to the college, due to personal injury and/or property damage.
- Review loss and accident reports for insurance, compliance and corrective actions
- Review activities and events where existing or potential problems could occur
- Coordinate emergency resources and supplies throughout the districts
- Conduct and provide training on emergency protocols
- Ensure posted information on campus safety and security measures is accurate and complete

The Safety and Security Plan serves as a guide to organize and direct related programs in each division and department of the College. The guidelines include all facilities occupied or operated by an officially recognized group of students, college staff, faculty or authorized users.

## Objectives

The primary objective of the Safety and Security Plan is to establish, promote, implement and maintain good safety and health policies for the student body, faculty and staff.

Other objectives of the Safety and Security Plan include:

- a. Developing and recommending policies that shall ensure the College's compliance with local, state and federal regulations.
- b. Supporting College units, individually, in the implementation of their safety and health progress.
- c. Developing and maintaining an effective College committee for the purpose of providing a safe campus, assuring compliance with standards and facilitating communication between the committee and the campus community.

- d. Developing and maintaining information on safety and health as an educational resource for the College.
- e. Providing effective and beneficial training programs for the purpose of assuring safety and health awareness.
- f. Conducting periodic evaluations of each college unit to assure compliance with the College's Safety and Security Plan and all regulations issued by local, state and federal agencies.
- g. Maintaining safety and health records, as required.
- h. Facilitating technical problem-solving activities to ensure compliance with local, state and federal regulations.
- i. Providing the president of the College with information on safety and health activities.
- j. Submitting reports to local, state and federal agencies, as required.

## Changes

Suggestions for additions and/or enhancements to the College's Safety and Security Plan shall be made in writing and communicated to one of the co-chairs of the NICC Safety and Security committee. The committee shall review the changes and either approve or not approve the change. Any change not approved shall be returned to the originator with an explanation regarding the reason(s) for not approving the suggested change.

## Reporting an Incident

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*\*\*If the incident threatens the health and/or safety of an individual or the College community or emergency medical care is necessary, call 911 IMMEDIATELY.\*\**

### Report It!

#### **Accident, Injury, Illness, Property Damage/Loss, Theft, etc. Form**

If you are involved in an accident, have a work-related injury or illness or suffer from property damage/loss or theft, etc., you are required to fill out the REPORT IT! Form at the following link: [REPORT IT! Form](#).

This form must be completed within **24 hours** of the incident either by the student, employee or supervisor.

This report immediately notifies Administration of the incident and serves as the First Report of Injury should Workers Compensation be needed due to an injury requiring medical care and/or lost time from work.

### Incident of Concern Form

Northeast Iowa Community College is committed to providing a safe and secure learning environment. NICC community members and stakeholders may use the [Incident of Concern form](#) to report concerning, disturbing or suspicious behavior and/or possible Conduct Code violations. All reports are investigated to determine an appropriate course of action.

An Incident of Concern form may be completed anonymously; however, without the identity and contact information of the person submitting the report, the College's efforts to fully investigate the concern and resolve the incident will be limited.

## Complaints

In the event of a complaint with College services, we encourage you to address this directly with the faculty, staff or department involved. In the event that the complaint is not resolved satisfactorily through this informal process, a [Complaint Form](#) may be submitted. The complaint will be routed to the appropriate College personnel for review and resolution. NICC is committed to appropriate resolution of complaints in a timely manner. Please include contact information so that the College may contact you, if needed, for further information and/or to provide information on the resolution of the complaint.

## Cyber Security Suspicious Activity

Contact the NICC Helpdesk at 844.642.2335, ext. 555 or [helpdesk@nicc.edu](mailto:helpdesk@nicc.edu) to report technology-related suspicious activity or a cyber security event.

# Safety and Security at NICC

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## Safety & Security

Northeast Iowa Community College prepares, publishes and distributes information on campus crime statistics and security policies annually to all students and employees, and upon request, to any applicant for enrollment or employment.

NICC is committed to the safety and security of each campus community member and encourages you to read the [Campus Security Report](#). Questions on this report are directed to the Executive Director for Risk Management.

## Crime Reporting

NICC is dedicated to the premise of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property and provision of services to the College community. The College continues to provide for your safety and security needs through the local law enforcement offices.

In the event of imminent danger, threats or an immediate crisis, all persons are instructed to call 911 and then follow up with the NICC Risk Management office.

If you witness a crime, become the victim of a crime, or have any law, safety, or security concerns, all persons should report an [Incident of Concern](#). Incidents are electronically submitted to the Office of Risk Management and copied to appropriate departments to address the event. Concerns are handled in a professional manner and assistance is provided in contacting local authorities when requested. All efforts will be made to: (a) resolve the conflict and (b) identify the offender or hazard. All incidents of crime are reported on an [Incident of Concern](#) and addressed by designated College administrators.

The Northeast Iowa Community College (NICC) Annual Crime and Security Report is posted on the College's [website](#) for review. Visit [www.clerycenter.org](http://www.clerycenter.org) to learn more about crime categories, crime reporting geography, victims' rights and resources. When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students. In the event of an immediate, significant danger to the health or safety of the campus community (weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus, or be limited to a specific area deemed to be at risk.

The 2022 Violence Against Women Act (VAWA) reauthorization to the Clery Act expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence and stalking. The 2022 VAWA reauthorization expands services and support for survivors of gender-based violence from underserved and marginalized communities, including LGBTQ+ survivors and those in rural communities; expands the criminal jurisdiction of tribal courts over non-Native perpetrators; establishes a federal civil cause of action for victims of cybercrimes; and crucially for educational institutions—expands prevention education programs and grants for students in K-12 and higher ed. [Read the full VAWA Amendments to the Clery Act.](#)

## **Facility Safety & Security - Facility Accessibility**

Concerns related to facility accessibility such as sidewalks in need of attention or accessible doors not working should be reported on a [maintenance service request](#) form located in Etrieve. Urgent or immediate needs can be reported to the Operations office on each campus.

NICC maintains regular business hours from 7:30 am to 4:30 pm daily. Building hours vary depending on programming and scheduling of events on campus. The Peosta campus houses a public library which is open from 9 am until 1 pm on Saturdays. All other use of NICC facilities on weekends is dependent upon class and meeting schedules. NICC does not have any campus residence halls or facilities. The College does not have any student organizations that own or control non-campus facilities.

During closed periods, all exterior doors are locked and secured prohibiting any but authorized entry. Local police and sheriff's departments are utilized to maintain safety and security during closed periods.

All exterior locations are well-lit during hours of operation and into late evening and morning hours. A program is in effect which assures prompt maintenance of the lighting system when required.

[Security Cameras](#) have been installed in buildings throughout the NICC district-area. These cameras provide real-time and retrospective views related to reported concerns and in response to crime incidents. Cameras will be strategically placed in interior public space and exterior entrances.

In the event of a lockdown, NICC has installed interior door locks on classrooms on the main campuses. The Calmar and Peosta campuses and the Dubuque locations have the ability to lock exterior doors simultaneously on an electronic scan card system.

## **Campus Security & Law Enforcement**

NICC works harmoniously with all local law enforcement agencies concerning matters relevant to the College community.

**Everyone has the ability and the authority to call 911 in case of an emergency.**

Security personnel are hired by the College to provide security for the Peosta and Calmar campuses and at the Town Clock Business and Dubuque Centers during evening hours when classes, events or services areas are scheduled. Security hours vary slightly by campus and center but are roughly from 4:30 pm to closing, Monday through Thursday, and Fridays as activities and events are scheduled. Responsibilities of security include: walking all buildings and grounds, interruption of suspicious activity, immediate response to requests for help, calling 911 for any serious safety or crime issues and handling and defusing situations until authorities arrive. Students and staff are encouraged to utilize security personnel to walk them to their vehicles as desired. Security personnel at NICC Calmar, Peosta and the Dubuque Centers are trained to de-escalate hostile and threatening situations. They do not carry weapons or have the authority to arrest but are to call 911 for law enforcement support if needed. No other NICC Center locations have on-site security personnel but rather contact their local law enforcement authorities for assistance as needed.

Crimes are reported by completing an [Incident of Concern](#) report and/or by contacting the Executive Director for Risk Management. The Incident of Concern document is received by the Office of Risk Management and communicated to the appropriate party(ies). The Incident of Concern form is available via the College website at [www.nicc.edu/incidentofconcern/](http://www.nicc.edu/incidentofconcern/) and in MyCampus and BrightSpace. All students, staff and visitors are able to access this link to report incidents. Any criminal activity reported or observed is promptly reported to local law enforcement authorities. Licensed mental health counselors on campus are trained to help individuals in the most appropriate way which includes informing them of their right to voluntarily report crimes on a confidential basis for inclusion in the annual disclosure of crime statistics if applicable.

Contact information for security is posted on the [Emergency Response Guide](#) in each classroom and lab area.

## Information Security

Information security is a holistic discipline, meaning that its application, or lack thereof, affects all facets of an organization or enterprise. The goal of the information security program at NICC is to protect the confidentiality, integrity and availability of the data employed within the organization while providing value to the way we conduct business.

NICC has recognized that our business information is a critical asset and as such our ability to manage, control and protect this asset will have a direct and significant impact on our future success. To learn more or to review the College's Acceptable Use Policy visit the [NICC Helpdesk Systems Information's Google Site](#).

## Alcohol and Controlled Substance Use Policy & Prevention Programs

The Student Code of Conduct and Board of Trustee Policy 204 titled, [USE OF TOBACCO, ALCOHOL, AND OTHER CONTROLLED SUBSTANCES](#), Item 3. Illegal Drugs and Misuse of Alcohol state, "The unlawful use, abuse, possession, selling, distributing or purchase of illegal prescription or non-prescription drugs and alcohol by students or employees on the property of Northeast Iowa Community College or as part of any of its activities will subject the student or employee to immediate disciplinary action, up to and including expulsion or termination of employment and referral for prosecution. Disciplinary sanction may include the completion of an appropriate rehabilitation program."

Information regarding drug and alcohol abuse prevention services is available to members of the campus community upon request. Campus counselors maintain an updated referral list of service providers and treatment centers and are available to assist with making such a referral. Another source for resources is [211iowa.org](http://211iowa.org). The College's [Employee Assistance Program](#) (EAP) is open to all employees and employee families.

## Nondiscrimination including Title IX

Northeast Iowa Community College is dedicated to providing a learning and working environment that is free from harassment and discrimination. We are committed to ensuring a safe campus climate for all of our students and the entire college community. Through a comprehensive compliance program, we promote fundamental rights, advance individual and institutional integrity and uphold the vital aims of Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Anonymous reports may also be filed online, using the reporting form posted online at [www.nicc.edu/incidentofconcern/](http://www.nicc.edu/incidentofconcern/). The reporting form is also available in My Campus.

For further information on nondiscrimination, please refer to the [Annual Notice of Nondiscrimination](#). Detailed information about sexual respect and Title IX can be found at [www.nicc.edu/about/consumer-information/title-ix/](http://www.nicc.edu/about/consumer-information/title-ix/).

# Occupational Safety and Health Act (OSHA)

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## NICC Hazard Communication Program

The purpose of this program is to protect our employees, as well as the public, from injuries or illnesses that may result from exposure to hazardous chemicals or substances within our workplace.

Northeast Iowa Community College complies with the OSHA 29 CFR Hazard Communication Standard at §1910.1200 by compiling a hazardous chemicals list, by using safety data sheets (SDSs), by ensuring that containers are labeled and by providing our employees with training and information availability.

This program applies to all work operations at our College where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Please review the NICC Hazard Communication Program at the following link: [NICC Hazard Communication Program](#).

[SDS sheets](#) are available and searchable for employees.

## Lab Safety and PPE

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Each department/program has safety requirements relative to their program. Students would be expected to adhere to these programs. Contact your instructor for more information.

## RAVE Notifications

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NICC has partnered with Rave Mobile Safety to provide emergency notification services. Our goal is to communicate timely information to each member of our community in an emergency. The emergency alert notification system is a free service provided to members of the NICC community.

Your name, NICC email address and mobile cell number are uploaded to the Rave system at the start of the semester.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending on your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 226787. If you need assistance with RAVE access, please contact the Helpdesk.

## Emergency Preparedness Plan

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Northeast Iowa Community College's [Emergency Preparedness Plan](#) shall provide written guidelines concerning emergencies occurring on Northeast Iowa Community College's campuses.

The Emergency Preparedness Plan for NICC is updated annually for all staff. All employees have access to this document and receive notification regarding updates to this document. In addition, educational emergency videos for active threats are posted to the NICC website. Safety drills are carried out each semester to ensure familiarity among all



campus community members of safety procedures. Annually, staff are oriented to the emergency plan and procedures. Faculty review emergency procedures with students each semester.

The Northeast Iowa Community College Emergency Preparedness Plan was written to address emergencies that may arise such as:

- a. Internal disasters that include bomb threats and fire
- b. External disasters such as tornadoes, blizzards and severe/heavy snow watches and warnings
- c. Personal injuries/illnesses.

The Emergency Preparedness Plan is in coordination with local county officials.

The [Emergency Response Guide](#) is posted throughout the College. This guide contains at-a-glance information, emergency contact numbers and what to do in the event of a Fire, Severe Weather, Urgent Situation and Violent Incident.

## Training

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The College is committed to providing ongoing education and prevention opportunities related to all forms of safety and security issues as outlined in this Safety and Security Plan.

- Northeast Iowa Community College’s supervisory personnel shall be responsible for orienting new employees regarding safe work habits and the importance of a safe work environment.
- Supervisors shall ensure that employees are trained to perform regularly assigned, as well as non-routine and specialized, job tasks safely, including training on the use and operation of new equipment.
- Northeast Iowa Community College faculty and staff shall be responsible for ensuring that students are properly trained for tasks in their assigned work areas.

### Vector Solutions Online Training (For Employees)

[Vector Solutions](#) provides online training courses to Northeast Iowa Community College’s employees to aid in awareness and prevention of a wide variety of topics. Some of these include bloodborne pathogens, chemical safety, back injury and lifting, slips, trips and falls, hearing loss prevention, science lab safety, discrimination in the workplace, workplace bullying, workplace violence and more.

If you are interested in a training opportunity, please contact the HR Specialist for more information on available training and training assignments.

### KnowBe4

Cybercriminals know it’s easier to trick people than to break through security technology, which means we’re all at risk. Completing the [KnowBe4](#) training modules will help protect you and NICC.

### Security and Crime Prevention Awareness Programs

NICC recognizes the reality that crime on campus requires special attention and special efforts by the College’s officials. The College feels it is our responsibility to attempt to reduce the likelihood and opportunities for criminal activity on campus. A proactive crime prevention approach has been adopted which involves all constituencies within the campus

community. The program is an on-going program which is readily adaptable to the various constituencies. College venues where safety and prevention are addressed include:

- a. New employee orientation – NICC Ready! Course
- b. New student orientation
- c. College Experience course
- d. Faculty and staff convocations
- e. Clubs and organizations
- f. Classroom guest speakers
- g. Common hour/co-curricular activities
- h. Emails to the campus community
- i. [Vector Solutions](#) online training modules (employees)
- j. Table top and practice drills

NICC focuses on the idea that prevention of crime is the responsibility of everyone. Electronic correspondence regarding safety issues and prevention strategies is delivered to students and employees as appropriate.

## The Power of Hello

Used effectively, the right words can be a powerful tool. Simply saying “Hello” can prompt a casual conversation with unknown individuals and help you determine why they are there. The [OHNO](#) approach – Observe, Initiate a Hello, Navigate the Risk and Obtain Help – helps employees observe and evaluate suspicious behaviors, empowers them to mitigate potential risk and obtain help when necessary. The OHNO approach to risk prevention relies on reasonable persons to make these observations to properly detect and report terrorism/criminal-related suspicious behavior.

## Training: Active Shooter

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### **WARNING**

The below video contains intense depictions of violence. It is designed in a realistic manner to educate the NICC community on best practices for responding to a violent attack. However, it does not provide comprehensive guidelines for all scenarios and does not guarantee safety. Viewer discretion is advised.

Active shooter incidents, in many cases, have no pattern or method to the selection of victims, which results in an unpredictable and evolving situation. In the midst of the chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident.

### **Run, Hide, Fight**

The [Run, Hide, Fight model](#) offers three simple and effective action steps if confronted with an active assailant, making it easy to remember and act upon in an emergency: run if you can, hide if you can't and fight as a last resort. Run, Hide, Fight is endorsed by the U.S. Department of Homeland Security and FBI and it has been adopted by many colleges and universities across the country.

### **Active Shooter Preparedness (FEMA & Homeland Security)**

[IS-904](#), Active Shooter Prevention: You Can Make a Difference

[IS-905](#), Responding to an Active Shooter: You can Make a Difference

[IS-907](#), Active Shooter: What You Can Do

Active Shooter Preparedness: [Options for Consideration](#)

## National Incident Management System (NIMS) training

The [National Incident Management System \(NIMS\)](#) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the [National Preparedness System](#). NIMS defines operational systems that guide how personnel work together during incidents.

Training is available at [training.fema.gov/nims/](https://training.fema.gov/nims/). To learn more about the Incident Command System utilized by NICC please complete the [ICS-100: Introduction to the Incident Command System](#) course offered by FEMA.

## Your Role in Safety

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The health and safety of our staff and students is very important and we all need to work together to make doing things safely part of our day-to-day work. Employees have a responsibility to look after their own health and safety and that of others who could be harmed by your work activities. It is important to follow safe work practices, attend training and report concerns, accidents, injuries and safety hazards.

Help our students do things safely. We are all responsible for contributing to our students' health and safety education, so it is important that we all set an example by exhibiting safe behavior. If you organize curricular and extracurricular activities for students, involve them in learning how to do things safely.

### Resources

Your role in safety in this is to be well and safe. Please see the resources below for more information regarding services that are available to you.

<a href="#">NICC Employee Wellness Program</a>	This site will give you resources for current and upcoming wellness offerings at NICC, as well as give information regarding the wellness program.
<a href="#">Employee Assistance Program (EAP)</a>	This benefit is COST-FREE and confidential to all employees. The EAP provides a variety of counseling, consultations, resources and coaching benefits for you and your family members. Your benefit covers six (6) sessions per issue per year for counseling. Other types of services vary.
<a href="#">Suicide Prevention Hotline</a> - Dial or text 988	If you or someone you love is having a mental health crisis and is considering suicide, simply dial 988 to speak with the Suicide Prevention Hotline. Help is available 24/7/365.
<a href="#">211iowa.org</a> - Dial 211	211 offers a wide variety of resources in Iowa. You can further drill down to resources available just in your zip code. Would you rather call? Simply dial 211 for assistance.
<a href="#">NICC Student Counseling</a>	NICC Student Counseling is available to all NICC employees and is free of charge and confidential. Click the link to be directed to the Counseling website for Counselor contact information as well as the Student Crisis Fund.

