Fort Berthold Community College will provide quality cultural, academic, vocational education and services for the Mandan, Hidatsa, and Arikara Nation.
History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: 
Approved by Board of Directors on: _________
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.
Fort Berthold Community College (FBCC) was founded in 1973 as part of the nationwide movement to establish tribal college and university systems. Since the doors first opened on our New Town, North Dakota campus, safety has been paramount for our FBCC stakeholders. Those stakeholders include, but are not limited to, our student body that numbers 160 students and 55 faculty and staff members. We also serve as a community meeting place for the 8,356 Mandan, Hidatsa and Arikara tribal members.

FBCC Fort Berthold Community College continues to grow every semester. In September 2014, FBCC opened the doors of the first live-in dormitory for female students and will, in the near future begin building boys’ dormitories. For the dorm residents and others, campus security and safety must be articulated, understood and practiced. The 2014-2015 FBCC CERT Report, via established policies, outlines specifically how those goals will be realized.

The 2014-2015 FBCC CERT Report (her policies contained therein), is a living document. Every semester, new activities are added to FBCC campus life. With each new addition, new challenges and opportunities are presented for the consideration of the physical protection of stakeholders and the evaluation and potential revision of FBCC CERT policies. The CERT team members meet at a set time and place every month to discuss new opportunities to secure the FBCC facilities and to evaluate existing emergency and security systems.

The development, design, implementation and evaluation of all CERT program policies traverse the purview of several Fort Berthold Community College entities. These entities include: The Faculty Assessment Team, Faculty Development, Strategic Planning, Recruitment and Retention, Curriculum Committee and the FBCC Annual Facilities Budget Plan.

It has been necessary for FBCC to partner with all tribal, community and local private organizations in order to ensure the safety of all FBCC stakeholders. The Bakken Formation oil boom, which is literally under the soil beneath the FBCC campus, has presented new challenges to the FBCC community. The increase in local population because of the oil boom coupled with things like the often unforgiving climate of North Dakota during blizzard months and summer tornado events, makes it absolutely necessary to present a clear plan of emergency action. Included in the CERT binder are the ratified policies of:
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

Facility Emergency Action Plan
Fire Drill Policy
Violence Against Women ACT (VAWA) Policy
Alcohol and Other Drug Prevention Program (AODPP) Policy
Missing Student Policy

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: _________________
Approved by Board of Directors on: _________________
FACILITY EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Designated Responsible Officials
Twyla Baker-Demaray  701.627.4738 Ext. 295
Waylon Baker
Colette Keith  605.431.5857

Emergency Coordinator
Travis Johnson: (701) 898-0038

Area/ Floor Monitors

<table>
<thead>
<tr>
<th>Area/ Floor Monitors</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanish/Arikara Hallway 1st Floor</td>
<td>Andy Sanchez</td>
<td>701.421.6714</td>
</tr>
<tr>
<td>Women’s Dorms/ 1st Floor</td>
<td>Betty Lockwood</td>
<td>701.421.0034</td>
</tr>
<tr>
<td>Welder shop, carpentry shop &amp; two classes</td>
<td>Keith Smith</td>
<td>701.421.2406</td>
</tr>
<tr>
<td></td>
<td>Cedric Wilkinson</td>
<td>701.460.7849</td>
</tr>
<tr>
<td>Library &amp; Lobby area 1st Floor</td>
<td>Amy Solis</td>
<td>701.421.9867</td>
</tr>
<tr>
<td>White Ant Hallway, Cafeteria &amp; Rec Room 1st Floor</td>
<td>Lisa Sharpfish</td>
<td>701.278.1122</td>
</tr>
<tr>
<td></td>
<td>Iona Little White Man</td>
<td>701.421.0034</td>
</tr>
<tr>
<td>2 FLOOR Hallway &amp; Classes</td>
<td>George Good Left</td>
<td>701.421.1995</td>
</tr>
<tr>
<td>Hidatsa Hallway &amp; Classes 1st Floor</td>
<td>Mike Stevens</td>
<td>701.421.8930</td>
</tr>
<tr>
<td></td>
<td>Kerry Hartman</td>
<td>701.426.8936</td>
</tr>
<tr>
<td>Mandan Hallway &amp; Offices 1st Floor</td>
<td>Phillip Lewis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jeremy Lewis</td>
<td></td>
</tr>
</tbody>
</table>

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: [Signature]
Approved by Board of Directors on: [Date]
EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  - Emergency exits
  - Primary and secondary evacuation routes
  - Locations of fire extinguishers
  - Fire alarm pull stations’ location
  - Assembly points
- Site personnel should know at least two evacuation routes.
- Occupants must evacuate the building and reassemble at the designated locations. Occupants on floors above the ground floor must use emergency exit stairwells to leave building.
- For some emergencies such as a bomb threat, the fire alarms/strobes may not be used. Instead, authorized emergency response officials will move through the building and order the occupants to evacuate. Faculty and staff members DO NOT initiate building evacuations, however, they may be authorized to announce the evacuation in their assigned areas.
- Emergency signs must be posted so that occupants can become familiar.
- Faculty members will report to an authorized emergency responder that their area is clear. Faculty members are responsible for handicapped evacuation.

VISUALLY IMPAIRED/BLIND
Advise the person without sight of the nature of the emergency and offer your arm for guidance; inform individual where they are; orient them to a safe location and ask if they need further assistance.

HEARING IMPAIRED/DEAF
Individuals with this impairment may not realize condition in existence. Write a note to tell the person of the situation, the nearest evacuation route, and the assembly area. Turn the light switch on and off to gain attention only if there is NOT a gas line leak. Usage of writing is the best procedure.

PERSONS USING CRUTCHES/CANES or WALKERS
These individuals should be treated as if they are injured. Have the individual sit on a sturdy chair (preferably a chair with arms) and follow the procedure for non-ambulatory persons.

NON-AMBULATORY PERSONS
Most non-ambulatory persons will be able to exit safely without assistance if they are on the ground floor.

- Always consult the person as to his/her preferences regarding:
  - Ways of being removed from the wheelchair
  - The number of people needed for assistance
  - Whether to move or extend extremities when lifting
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

- The need for a seat or cushion
- Other considerations
  - Delegate other volunteers to bring the wheelchair
  - Reunite the person with wheelchair as soon as it is safe
EMERGENCY PHONE NUMBERS

<table>
<thead>
<tr>
<th>EMERGENCY CALL 911</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Town Police</td>
<td>701.627.3617</td>
</tr>
<tr>
<td>North Segment Police</td>
<td>701.327.3456</td>
</tr>
<tr>
<td>Fire Department</td>
<td>701.627.3903</td>
</tr>
<tr>
<td>Tribal Fire Department</td>
<td>701.627.2897</td>
</tr>
<tr>
<td>Paramedics/ Ambulance</td>
<td>701.627.2992</td>
</tr>
<tr>
<td>Security/ Building Managers</td>
<td>Keath 701.421.2406</td>
</tr>
<tr>
<td></td>
<td>Andy 701.421.6714</td>
</tr>
<tr>
<td>Fort Berthold Community College</td>
<td>701.627.4738</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>701.627.4738 ext. 269</td>
</tr>
<tr>
<td>Guidance Counselor</td>
<td>701.627.4738 ext. 231</td>
</tr>
<tr>
<td>American Association for Poison Control Centers (Emergency)</td>
<td>1.800.222.1222</td>
</tr>
<tr>
<td>Coalition Against Domestic Violence Hotline</td>
<td>701.627.3617</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>1.800.799.SAFE (7233)</td>
</tr>
<tr>
<td></td>
<td>1.800.787.3224 (TTY)</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td>1.800.656.HOPE (4673)</td>
</tr>
<tr>
<td>National Teen Dating Abuse Helpline</td>
<td>1.866.331.9474</td>
</tr>
<tr>
<td></td>
<td>1.866.331.8453 (TTY)</td>
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**History of this Policy:**
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### UTILITY COMPANY EMERGENCY CONTACTS

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric</td>
<td>Mountrail Williams, New Town, ND</td>
<td>701.627.3550</td>
</tr>
<tr>
<td>Water</td>
<td>New Town Water Plant</td>
<td>701.627.4821</td>
</tr>
<tr>
<td>Gas</td>
<td>Cenex</td>
<td>701.627.3636</td>
</tr>
<tr>
<td>Telephone Company</td>
<td>RTC</td>
<td>701.862.3115</td>
</tr>
</tbody>
</table>
EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- OTHER (specify)  
  (E.g. terrorist attack/hostage taking)
MEDICAL EMERGENCY

Call medical emergency phone number (check applicable):

☐ Paramedics
☐ Ambulance
☐ Fire Department
☐ Other

Provide the following information:
• Nature of medical emergency,
• Location of the emergency (address, building, room number),
• Your name and phone number from which you are calling.
  o Do not move victim unless absolutely necessary.
  o Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

    | Name          | Phone Number     |
    |---------------|------------------|
    | Dawn Fevold   | 701.509.1858     |
    | Gail Raasakka | 701.313.0248     |
    | Keith Smith   | 701.421.2406     |

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
1. Stop the bleeding with firm pressure on the wounds (NOTE: Avoid contact with blood or other bodily fluids). IF TRAINED!
2. Clear the air pressure using the Heimlich maneuver in case of choking.
3. Authorize relocation or closing of classes, if necessary.
4. Evacuate building and move to safety locations if building is affected.
5. Locate wheelchair for victim.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY IF TRAINED AND QUALIFIED.
FIRE EMERGENCY

When a fire is discovered

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 701.627.3903
- If location is unknown, locate and identify those involved.
- Secure facility
- Alert Facilities Management
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):
  - Voice Communication
  - Phone Paging
  - Radio
  - Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.
- Evacuate building

Designated Official, Emergency Coordinator or supervisors must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.

Area/Floor Monitors must:

- Check Bathrooms and normally vacant rooms
- Ensure that all employees have evacuated the area/floor.

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- Report any problems to the Emergency Coordinator at the assembly area.
- Assistants to Physically Challenged should:
  - Assist all physically challenged employees in emergency evacuation.

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EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

**DISPATCH SECURITY OFFICERS TO SITE**

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Review situation assessment and update as they become available.
- Evacuate building if directed to do so.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

**Respond to administration decision to cancel/relocate classes and other activities.**

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
CHEMICAL SPILL

The following are the locations of Spill Containment and Security Equipment:

Carpentry Shop

Personal Protective Equipment (PPE):

MSDS: Carpentry Shop

When a Large Chemical Spill has occurred:

• CALL 911
• Immediately notify the designated official and Emergency Coordinator.
• Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
• Secure the area and alert other site personnel.
• Do not attempt to clean the spill unless trained to do so.
• Attend to injured personnel and call the medical emergency number, if required.
• Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
  • Spill Cleanup Company: New Town RezCo LLC
  • Tribes Energy Department
    • Dispatch: 701. 421-9508
• Evacuate building as necessary

When a Small Chemical Spill has occurred:

• Notify the Emergency Coordinator and/or supervisor (select one).
• If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
• Deal with the spill in accordance with the instructions described in the MSDS.
• Small spills must be handled in a safe manner, while wearing the proper PPE.
• Review the general spill cleanup procedures.
CALL 911 IF POSSIBLE

TELEPHONE BOMB THREAT CHECKLIST

**Fill out during call if possible**

**INSTRUCTIONS:** BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

**YOUR NAME:** ____________________________ **TIME:** ______________

**DATE:** ______________

**CALLER'S IDENTITY**
- **SEX:** Male ___ Female ___
- **Adult:** ___ Juvenile ___

**APPROXIMATE AGE:**

**ORIGIN OF CALL:** Local ___ Long Distance ___ Telephone Booth ___

<table>
<thead>
<tr>
<th>VOICE CHARACTERISTICS</th>
<th>SPEECH</th>
<th>LANGUAGE</th>
</tr>
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<tbody>
<tr>
<td>___ Loud</td>
<td>___ Fast</td>
<td>___ Slow</td>
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<tr>
<td>___ High Pitch</td>
<td>___ Distinct</td>
<td>___ Nasal</td>
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<tr>
<td>___ Raspy</td>
<td>___ Stutter</td>
<td>___ Slurred</td>
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<tr>
<td>___ Intoxicated</td>
<td>Other</td>
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</table>

<table>
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<tr>
<th>ACCENT</th>
<th>MANNER</th>
<th>BACKGROUND NOISES</th>
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<tr>
<td>___ Local</td>
<td>___ Calm</td>
<td>___ Factory</td>
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<tr>
<td>___ Foreign</td>
<td>___ Rational</td>
<td>___ Animals</td>
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<tr>
<td>___ Race</td>
<td>___ Coherent</td>
<td>___ Quiet</td>
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<tr>
<td>___ Region</td>
<td>___ Deliberate</td>
<td>___ Voices</td>
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<td></td>
<td>___ Righteous</td>
<td>___ Music</td>
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<td></td>
<td></td>
<td>___ Airplanes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Party</td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Atmosphere</td>
</tr>
</tbody>
</table>

**BOMB FACTS**

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? _______ Time Remaining: _______
- Where is it located? Building: ___________ Area: _________
- What kind of bomb?
- What kind of package?
- How do you know so much about the bomb?
What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial *57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at 701-421-2406 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

Identify call if possible
Dispatch officers upon calling
Contact administration
Alert facilities management
Provide access keys
Secure utilities if possible and necessary
Reset alarms
Provide building drawings
Post signage at emergency site to inform faculty/student/staff
**SEVERE WEATHER AND NATURAL DISASTERS**

**Tornado:**
When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake:**
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

**Flood:**
*If indoors:*
- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*
- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

**Blizzard:**
*If indoors:*
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

*If outdoors:*
- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

- Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:
- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.
CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments: Maintenance/Security

<table>
<thead>
<tr>
<th>NAME</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keath Smith</td>
<td>701.627.4738</td>
<td>269</td>
</tr>
<tr>
<td>Andy Sanchez</td>
<td>701.627.4738</td>
<td>263</td>
</tr>
<tr>
<td>George Good Left</td>
<td>701.627.4738</td>
<td>263</td>
</tr>
<tr>
<td>Carlos Smith</td>
<td>701.627.4738</td>
<td>263</td>
</tr>
</tbody>
</table>

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the Manual.

- The following offices should be contacted:
  o Name/Location:
  o Telephone Number:
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>RESPONSIBILITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Fevold</td>
<td>Academics Admin Assistant</td>
<td>CPR</td>
<td></td>
</tr>
</tbody>
</table>
Emergency Crime Reporting Procedures

FOR IMMEDIATE ASSISTANCE, CALL 911

Fort Berthold Community College encourages and needs your help reporting emergencies on campus. Please report any situation that threatens the safety of people and/or property on our College campus.

To Report a Crime
- Crimes in progress
  - If you see a crime in progress, call Campus Security
    - Keath, 421-2406
    - Andy at 421-4716
    - Carlos at (207)631-5939
    - George at 421-1995
- Crimes that have already occurred
- Report all crimes to the Fort Berthold Community College maintenance/security staff as soon as possible and provide as much information as possible. Do not touch anything that may have been used in or during the crime.

To Report a Fire
- In case of a fire activate the fire alarm as soon as possible and evacuate the facility then call 911 to alert emergency personnel. Fire alarm pull stations are easily located throughout the facility in the halls and other commons areas. Avoid personal injury and risk. Call campus maintenance/security and advise them of the location of the fire. Do not re-enter the building until advised to do so by the Fire Department or campus maintenance/security staff.

To Report a Medical Emergency
- Call 911 immediately and follow their prompts and provide your name, phone number and the nature and location of the medical emergency. Provide as much information as possible and stay on the line until advised by the 911 dispatch or medical emergency personnel arrive. After disconnect with the 911 dispatch call campus maintenance/security staff for follow up on campus reporting.

To report a non-medical emergency
- Call on campus maintenance/security or campus faculty/staff for assistance.

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: [Signature]
Approved by Board of Directors on: [Date]
FIRE DRILL POLICY

Be advised the Fort Berthold Community College will be conducting unannounced monthly fire drills throughout the school year. This is a requirement under Title III and other funding agencies and must be reported to the funding agencies on an ongoing basis and accordingly the College will conduct these drills and log them monthly.

The College has established procedures for evacuation of the College and it will be your responsibility to know these procedures so we can evacuate the building in an orderly manner. The College has also organized a team of “Fire Marshall’s” whose responsibility it is to ensure procedures are followed and the College is fully vacated during these drills. You are expected to follow the directions of the Marshalls if you meet them in the hall during the fire drill.

<table>
<thead>
<tr>
<th>Fire Drill Coordinator</th>
<th>Keath Smith</th>
<th>701.627.4738</th>
<th>Ext. 269</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nueta Hall</td>
<td>Travis Johnson</td>
<td>701.627.4738</td>
<td>Ext. 275</td>
</tr>
<tr>
<td>Nuxbaga Hall/ Library</td>
<td>George Good Left</td>
<td>701.627.4738</td>
<td>Ext. 263</td>
</tr>
<tr>
<td>Sahniish Hall/ Girls Dorm/ Voc. Ed.</td>
<td>Andy Sanchez</td>
<td>701.627.4738</td>
<td>Ext. 263</td>
</tr>
<tr>
<td>1st and 2nd Floor</td>
<td>John Sharpfish</td>
<td>701.627.4738</td>
<td>Ext. 214</td>
</tr>
</tbody>
</table>

Remember these simple directions, DO NOT use the elevator in any emergency situation, evacuate through the nearest exit and know the staging areas for each wing. Don’t bother trying to grab all your class assignments but only your personal items, purses, phones, coats, just the basics. Procedures are as follows;

FIRE/FIRE DRILL PROCEDURES

- Sound Alarm
- Immediately evacuate the building following the evacuation routes posted in each room.
- Each room will proceed to the exit posted in their room and stage in their assigned area. People moving about the halls/restrooms proceed to the nearest exit.
- Evacuation and staging areas are as follows
  - Nuxbaga Hall “east” exit will stage in the south parking lot away from the building at the south parking lot curb.

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: 
Approved by Board of Directors on: _________
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

- Nueta hall “west” exit will stage in the south parking lot away from the building at the south parking lot curb.
- Nuxbaga hall will exit at the main lobby entrance and stage in the south parking lot at the south parking lot curb.
- Sahniish hall from rooms 35 thru 42 will exit the main entrance and stage in the south parking lot at the south parking lot curb.
- Sahniish hall from rooms 43 thru 47 will exit at the mid-south entrance and stage in the south parking lot at the south parking lot curb.
- Sahniish hall from rooms 50 thru 53 will exit at the north entrance and stage on the sidewalk on 4th Street north.
- The vocational shops and classrooms will exit the east entrances and stage at the cemetery fence line.
- Student Union 1st floor will exit the south entrance and stage in the south parking lot at the south parking lot curb by the 4 plex.
- Science & Technology 2nd floor will exit the south entrance and stage in the south parking lot at the south parking lot curb by the 4 plex.
- Girl’s dorm will exit the north entrance of the dorm and stage at the sidewalk on 4th Street north.

As mentioned each Fire Marshall is assigned a wing and will ensure his area of responsibility is evacuated in a safe and timely manner. The Fire Marshall will also make a final sweep of his area and exit the building last at his respective assigned exit. All Fire Marshalls will communicate via two way radio and after all occupants have been evacuated the “All Clear” will be called and everyone may return to their area.
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

CONTACTS

<table>
<thead>
<tr>
<th>EMERGENCY CALL 911</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Town Police</strong></td>
</tr>
<tr>
<td><strong>North Segment Police</strong></td>
</tr>
<tr>
<td><strong>Fire Department</strong></td>
</tr>
<tr>
<td><strong>Tribal Fire Department</strong></td>
</tr>
<tr>
<td><strong>Paramedics/ Ambulance</strong></td>
</tr>
<tr>
<td><strong>Security/ Building Managers</strong></td>
</tr>
<tr>
<td><strong>Fort Berthold Community College</strong></td>
</tr>
<tr>
<td><strong>Facilities Management</strong></td>
</tr>
<tr>
<td><strong>Guidance Counselor</strong></td>
</tr>
<tr>
<td><strong>American Association for Poison Control Centers (Emergency)</strong></td>
</tr>
<tr>
<td><strong>Coalition Against Domestic Violence Hotline</strong></td>
</tr>
<tr>
<td><strong>National Domestic Violence Hotline</strong></td>
</tr>
<tr>
<td><strong>National Sexual Assault Hotline</strong></td>
</tr>
<tr>
<td><strong>National Teen Dating Abuse Helpline</strong></td>
</tr>
</tbody>
</table>

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: __________
Approved by Board of Directors on: __________
VIOLENCE AGAINST WOMEN ACT OF 1994

In a good faith effort to comply with federal regulations, Fort Berthold Community College has developed the following policies to acknowledge and protect its faculty, staff, and students from any form of violence against women. As a community, we look to the future and the potential to further develop this policy in accordance with the Department of Education’s established regulations.

The mission of the Office of Violence Against Women (OVW), a component of the U.S. Department of Justice, is to provide federal leadership in developing the national capacity to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking.

Fort Berthold Community College supports the OVW in their mission to protect women against violence and prohibits any form of VAWA crimes or sexual assault on our property, non-property currently in use by FBCC, and public property immediately surrounding these defined properties. Any person in violation of this policy will be disciplined in a fair and prompt manner in accordance to Fort Berthold Community College’s policy.

**Domestic Violence** is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Sexual Assault** is defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

**Dating Violence** Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship
Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Consent

Who to report to: Police, Guidance Counselor, Security, Staff or Faculty, Resident Assistant, any college official a person feels comfortable sharing the incident with.
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

- Provide possible sanctions and/or protective measures following a final determination
- CONFIDENTIALITY- how FBCC will protect victims
- How to make records public without identifying the victim (permissible by law)
- Notification to students and employees of available help/counseling (campus and community) in:
  - Health/ mental health
  - Victim advocacy
  - Legal assistance
- Must provide written notification to victims, whether they go to campus police or local law enforcement, of reasonably available assistance in changing:
  - Academic situations
  - Living situations
  - Transportation
  - Working situations
  - Possible sanctions and protective measures
  - Procedures victims should follow
  - Disciplinary procedures
  - Confidentiality
  - Existing resources for counseling

Previous policy

STUDENT GRIEVANCE PROCESS

The following constitutes the Student Grievance Process at Fort Berthold Community College.

- **Initiation of Complain**  Any member of Fort Berthold Community College community, or other individual who has been impacted by the alleged behavior of a student, staff, or faculty member, may initiate a complaint by contacting the offices of Vice-President of Academics or Vice President of Student Services. Before actions may be taken, the complaint must be submitted in writing. While anyone may submit a complaint, the Fort Berthold Community College determines whether a hearing will occur.

- **Notification of the accused**  A student, staff or faculty member, violating college policies will be notified in writing of the nature of the allegations, the policies allegedly violated, and the possible sanctions.

- **Preliminary Conference**  The complainant and accused student will meet separately with the Vice President of Student Services and Vice-President of Academics in a preliminary meeting, the purpose of which is to ensure that the student understands the disciplinary process and his/her due process rights. Failure to attend a preliminary conference meeting will result in a formal hearing to be scheduled. The student may request one change in date and time of preliminary meeting by requesting it 24 hours in advance of the scheduled conference.
• **Informal Resolution Process**  In conjunction with the preliminary meeting, the Vice President of Student Services or Vice-President of Academics shall offer the accused student an opportunity to informally resolve the alleged violation. This will involve a review of the incident and discussion of the applicable sanctions, if the accused student acknowledges responsibility for the violation. The student has three class/business days from the date of signing the informal resolution agreement to reconsider the agreement and request a formal hearing. The outcome of an informal resolution cannot be contested after three class/business days have elapsed. There are no appeals. The outcome of a formal hearing will replace the agreement reached through the informal resolution.

• **Formal Resolution Process**  Cases that cannot be resolved informally will proceed to a formal hearing. The case will be assigned to the Student Affairs committee. Accused students who fail to appear for a hearing after proper notice will be adjudicated in their absence based on the evidence presented at the time of the hearing. The outcome of a formal hearing must be communicated to the accused in writing.

• **Disciplinary Outcomes**  When a student is found responsible for violation of Fort Berthold Community College policies, one or more of the following actions may be taken:
  
  o **College disciplinary warnings:** The issuance of written warning that indicates the alleged action constitutes inappropriate behavior for a member of the College community. Warnings cannot be appealed.
  
  o **College Disciplinary probation:** Continuance at the College but under specific conditions or required activities imposed for a specified period of time resulting from a policy violation. This is period of observation during which time the student is expected to demonstrate a willingness and ability to strictly comply with the College standards. Progressive disciplinary actions will result, including suspension or expulsion, if repeat violations occur, especially during the probationary period.
  
  o **Required Compliance:** Includes such activities as carrying out a college mandate as condition for being admitted, continuing enrollment, or graduating from the College; restrictions of privileges; withholding of a formal academic transcript or degree for specified time; revocation of a degree; denial of privileges of representing the College in extracurricular activities; loss of computer access through the College.
  
  o **Education:** Mandatory educational activities such as workshops and writing assignments
  
  o **Community service:** Assigned volunteer hours on- campus or in the community.
  
  o **Restitution:** Required services, payment or reimbursement of funds to the college or to other persons, groups, or organizations for damage incurred as a result of a violation of College policies.
  
  o **Confiscation:** Confiscation of goods used or possessed in violation of College regulations.

• **College disciplinary suspension:** Suspension is a separation from the College for a specified period of time. During the suspension period the student cannot qualify for graduations nor progress toward a degree by registering for, taking, or completing classes at the college. The college reserves the right to deny transfer of credits earned elsewhere during the suspension period. Additionally, the student can’t participate in a college sponsored activity or be present on
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

campus without prior approval from the Office of the Vice-President of Academics or Vice President of Student Services. Conditions for re-admission may be specified. Notation of such suspension is made on the student’s academic transcript.
- The Notation is removed at the end of the suspension period.
- Permanent separation from the College is possible.
- Notation of the expulsion is made on the student’s academic transcript. Students expelled for violent behavior will not be allowed on campus.
ALCOHOL AND OTHER DRUG PREVENTION PROGRAM (AODPP)

Introduction
The Fort Berthold Community College (FBCC) is one of 33 tribally controlled community college in the nation. There are currently 160 students enrolled at FBCC.
Safety is the priority of Fort Berthold Community College. To that end, the 2014-2015 FBCC AODPP was designed to maximize security for FBCC students and visitors to the FBCC campus.
In keeping with our Mission Statement that “Fort Berthold Community College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation”, the FBCC AODPP utilizes the Earth Lodge Model to promote campus prevention activities:
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

Fort Berthold Community College Values

By taking care of the sacred, we ensure all will be good

Learning is a life-long process. We must continue to be humble to accept our teachings

We must strive to live our lives in balance through ceremony, prayer and self-evaluation.

Our language is sacred and makes us who we are. It teaches us how to treat each other and live our lives. We must keep ourselves alive through our language

Our land is sacred. We are made of the land and it provides everything we need for life. We must protect and respect the land.

We should live our lives with respect for everything.

Our ancestors and bundles have provided us a wealth of teachings

We must empower and acknowledge the leaders within us and cultivate our leadership.

We must work for ALL the community. Our diverse people are our strength and future.

Our ancestors had great wealth because of their hard work. By following their example and being industrious, we will attain our goals.

We will continue to move forward through our determination and ingenuity to overcome obstacles.

We must continue to grow and become a stronger, more resilient people through practicing our traditional teachings, acquiring knowledge and gaining wisdom

FBCC AODPP Policy Statement

Fort Berthold Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989

Accordingly, the manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. §801, et seq.), without a valid, lawful prescription (“unlawful controlled substance”), in any FBCC work area or facility or activity is strictly prohibited.

History of this Policy:
First Revision Completed 09.30.2014
Reviewed by: 
Approved by Board of Directors on: __________
The following misconduct is subject to disciplinary action, up to and including suspension and or expulsion.

- The unlawful possession, use, or distribution of illicit drugs and alcohol by students on College property or as part of any of its activities;
- Being under the influence of, using, selling, possessing, or distributing any alcohol, unlawful controlled substance or any other intoxicant on College property or as part of any of its activities.
- Storing, consuming or transporting alcoholic beverages or unlawful controlled substance in any FBCC vehicle (owned or rented).

Legal Sanctions
- Local, tribal, state, and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fine, probation, and/or assigned community service. Students convicted of a drug and/ or alcohol related offense may be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment. Fort Berthold Community College will fully subscribe to and cooperate with the local, federal, state, and federal authorities in the enforcement of all laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol.

Health Risks
- There are definite health risks associated with the use of alcohol and illegal substances. Students who experiment with drugs, alcohol, and illegal substances, or use them recreationally, may develop a pattern of use that leads to abuse and addiction. Use of alcohol and illegal substances is a major factor in accidents and injuries, and among persons between the ages of 18 and 24, it is responsible for more deaths than all other causes combined.

Support Resources
- College officials assist students with appropriate referrals and information concerning drug and alcohol education, counseling, treatment, or rehabilitation or reentry programs that may be available in the community. Contact Student Services or the guidance counselor.
- The College will establish an on-going drug-free awareness program, in keeping with its other in-service policies and practices for employees and students.
- Fort Berthold Community College does not differentiate between drug abusers and drug pushers or sellers. Any student who unlawfully gives or in any way transfers a controlled substance to another person or sells or manufactures or unlawfully uses a controlled substance while on the job, in the classroom, or at a site which the college’s work is performed, will be subject to discipline, up to and including expulsion.

Strategies to Address the Misuse and Abuse of Alcohol and Other Drugs at Fort Berthold Community College
**Mission Statement:** The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

<table>
<thead>
<tr>
<th>Area of Intervention</th>
<th>Individual</th>
<th>Group</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge, attitudes and behaviors</td>
<td>Advisor Training, Guidance Counselor introduction</td>
<td>Training via Student Orientation; guest speakers</td>
<td>In November Dr. Mee-Lee, Chief Editor of the American Society of Addiction Medicine (ASAM) 3rd Edition 2013. (Treatment Criteria for Addictive, Substance-Related and Co-Occurring Conditions will visit the FBCC campus.)</td>
</tr>
<tr>
<td>Alcohol Free Alternatives</td>
<td>Points and prizes for participating in alcohol free activities</td>
<td>Live Music, Movie Nights, FBCC STORM Sports, Flash Mob, Board Games, etc.</td>
<td>FBCC STORM sports</td>
</tr>
<tr>
<td>Public Laws, Tribal, Federal and State</td>
<td>MHA Circle of Life-Outpatient/ support programs Parshall Resource Center- Inpatient</td>
<td>MHA Circle of Life-Outpatient/ support programs</td>
<td>MHA Circle of Life-Outpatient/ support programs</td>
</tr>
</tbody>
</table>

**FAQ’S**

Are there warning signs from someone who is misusing and/or abusing Alcohol and or Other Drugs? Yes, and some of the signs include (but there may be other signs)

- Withdrawal from Social Situations
- Easily Discouraged
- Violent and Irritable behavior
- Lying
- Missing Class and frequently making excuses for missing class
- apathy

If I feel that I may have a problem misusing and/or abusing alcohol and or other drugs and decide to seek help, would I be dropped from my courses?

No, the important and brave thing is that you have asked for help. Your advisor, the FBCC Guidance Counselor and other FBCC Faculty and Staff know to handle your life challenges with confidentiality.

What should I do if I see signs of Possible Substance Abuse in Friends?
First you should, express your concern and be ready to listen.
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

What shouldn’t I do if I see signs of Possible Substance Abuse in Friends? You should never try to handle the situation alone. Please go to your advisor or another FBCC Faculty of Staff member and ask for help.

Partners

- MHA Nation
- Circle of Life, Three Affiliated Tribes
- Elbowoods Clinic
- University of North Dakota
- South Dakota School of Mines and Technology
- Oglala Lakota College
- Parshall Resource Center

Conclusion

The Fort Berthold Community College. Our motto that, “our students come first” is the foundation of every policy develop for the FBCC student body.

FBCC recognizes the immense responsibility to its students and staff and recognizes the importance of providing a safe place to work and study.

FBCC will make appropriate support services and advice available to students but will also initiate and follow through with disciplinary actions where illegal activities occur, particularly if there is any potential for those activities to endanger the health, wellbeing and security of an individual student, other FBCC students or community visitors to the FBCC campus.

If you want more information: Please contact the Fort Berthold Community College Guidance Counselor, Colette Keith at (701) 627-4738, ext 231.

The Fort Berthold Community College President is Dr. Twyla Baker-Demaray. She can be contacted at; tbaker@fortbertholcc.edu (701) 627-4738, ext 248
CAMPUS HOUSING MISSING STUDENT POLICY

This policy outlines the official notification procedures of Nueta-Hidatsa-Sahniish College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the College Community through compliance with the requirements of the HEOA.

Definition of missing person:

Nueta-Hidatsa-Sahniish College defines a missing student as a person enrolled at NHSC, living on campus, whose whereabouts have not been accounted for by local law enforcement, and the absence is contrary to the usual pattern of behavior of the student and/or unusual circumstances may have caused the absence of the student. Circumstances may include, but are not limited to the following: a report or suspicion that the missing person may be the victim of foul play, a report the missing student has expressed suicidal thoughts, a report the missing student is drug dependent, a report the missing student is in a life threatening situation, or a report the missing student has been with or is in the company of persons who may endanger the student’s welfare.

Procedures- Missing Person(s):

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify TAT Police Department at 701-627-3617, The Resident Assistant at 701.627.4738 Ext. 236, the Housing Director at 701.627.4738 Ext. 271 and Campus Security at 701.627.4738 ext. 269.

Upon receiving information that a student cannot be located and may be missing, TAT Police officers in conjunction with the Housing Director will initiate an investigation which will include the following:

- Conduct a welfare check into the student’s unit.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student’s professor to ascertain the student’s recent attendance in class.
- If the student has a vehicle, the Resident Aid will attempt to locate the vehicle.
If the student cannot be located after reasonable efforts, TAT Police will then contact the student’s emergency contacts no later than 24 hours after the student has been determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, TAT Police will notify the student’s parents or legal guardian.

The Resident Assistant will file a Missing Persons Report with the TAT Police Department to initiate an investigation. This report must be filed in person at the TAT Police Department located in New Town, North Dakota.
Mission Statement: The Fort Berthold Community College will provide quality cultural, academic, and vocational education and services for the Mandan, Hidatsa, and Arikara Nation.

References

Portions of this policy are drawn from the policy developed by Sitting Bull College.

Portions of this policy are drawn from the Office on Violence Against Women from the US Department of Justice.