

NUETA HIDATSA SAHNISH COLLEGE

2018-2019

CRISIS EMERGENCY RESPONSE TEAM (CERT)

MANUAL of POLICIES AND PROCEDURES



301 College Drive, New Town, North Dakota 58763

Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation.

**Nueta Hidatsa Sahnish College, Formerly known as Fort Berthold Community College*



“Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa, and Arikara Nation.”

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History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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Introduction

Disclaimer

This manual is provided for preventive security and safety and to be used in times of emergency. It is intended only as a GUIDELINE for students, faculty, staff, and campus visitors to follow. Each emergency is different and some guidelines may not be appropriate for certain situations. We expect all students, faculty, staff, and campus visitors to do their utmost to provide for the safety of all and to use good judgment and common sense in handling emergency situations.

Purpose

The purpose of this manual is to students, faculty, staff, and campus visitors and Crisis Emergency Response Team (CERT) members in times of emergency. At least once a year, preferably within one month of school starting, the CERT will hold a meeting of all faculty, staff, and student representatives to review the procedures and improve services if possible. All faculty and staff will keep a copy of the Facility Emergency Action Plan in their classroom/office at all times. Copies will also be available to students and visitors on our college website and in our school lobby at the Security Station.

If you have suggestions for making this CERT Manual for Emergency Situations more useful, please contact any CERT member listed in the Manual.

Title IX

The U.S. Department of Education’s Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

News Media

In times of emergency, families and others in the community will want prompt, accurate information. The best way to inform them is through the mass media. The President and Academic Dean will have the authority to keep the media informed however there will be media at the scene who will need attention.

In minor emergencies appointed members of the Administrative Committee will handle the media but in times of crisis the President will address them. All other staff should refer media to the appointed Administrative Committee member or the President in times of emergency or crisis.

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Communication Procedure

All incidents should be reported to Andy Sanchez, Director of Security & Safety at 701-421-0023.

If Andy is not available, incidents of safety and security should be to Keith Smith at 701-421-1042 or Wes Davidson at 701-421-1523.

The Director of Safety and Security and/or his staff will verify the intensity of the incident with local police, the fire department and/or medical personnel.

The Director of Safety and Security and/or his staff will then notify the President, Dr. Twyla Baker-Demaray (cell – 701-421-3036) of the incident and provide a recommended response, based upon the following codes: (Please see Emergency Procedures Chart on the following page.)

As needed, the President will then notify IT to send out a mass text alert to all students, faculty and staff and, as appropriate, the President’s Administrative Assistant to send out an email to all students, faculty and staff.

When the incident has been resolved, the Director of Safety and Security and/or his staff will then notify the President, Dr. Twyla Baker-Demaray (cell – 701-421-3036) that the incident has been resolved and any lock down or special circumstances are now lifted.

The President will then notify IT to send out a mass text alert to all students, faculty and staff that the incident has been resolved and any lock down or special circumstances are now lifted. As appropriate, the President’s Administrative Assistant will be instructed to send out an email to all students, faculty and staff that the incident has been resolved and any lock down or special circumstances are now lifted.

The Director of Safety and Security and/or his staff will document the incident and report it to all necessary parties.

As soon as practical, the President will notify the Board of Directors Chairperson.

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Important Phone Numbers

Police, Ambulance, Fire 911
Mountrail County Sheriff 701-627-2975
New Town Police Department 701-627-5222
Tribal Police 701-627-3617

Nueta Hidatsa Sahnish College Security
Andy Sanchez, Director of Security
701-421-0023

Evening Security Officer
(11:00 AM - 8:00 PM):
Wes Davidson: 701-421-1523



Location of Security Office:

Security office is located at the end of
Arikara hallway in Room 60



NHSC Emergency Alerts

NHSC campus will notify the campus of an emergency situation through the text alert system.

To sign up to receive emergency alerts to your smartphone (via text) or email address, visit the IT Department.

Emergency Procedures

Medical Emergency

Example: Medical Emergency

- Call 911 and Campus Security Immediately
- Avoid leaving injured person except to gather help
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Wait for emergency personnel to arrive.

LOCK-DOWN

Example: Active Shooter

- Be aware of your environment, know possible escape routes, and possible safe rooms.
- If safe to do so, leave the building quickly and quietly. Call 911 and Campus Security
- If you can't leave, go to nearest classroom, lock doors, close shades/blinds, turn off lights, keep out of sight. Call 911 and Campus Security.
- Stay low, hidden and spread out
- When you encounter police, show hands, follow instructions to safe place.

SHELTER-IN-PLACE

Example: Tornado/Weather

Stay away from windows, close, and lock the door, if possible. Do not leave the area until emergency has passed or you are instructed to do so by emergency response personnel.

Fire

- Call 911 and Campus Security
- When alarm sounds, everyone must exit the building at the closest exit to them.
- Stay calm
- Leave doors unlocked
- Do not return to building until all clear is given

Cardiac Arrest

Example: Cardiac Arrest

- Call 911
- Call Campus Security
- Provide the location of incident, nature of illness, or injury, the number of victims and your name.
- **AED Locations**
(Automated External Defibrillator)
Hidatsa Hallway, Across from IT Department
Main Lobby
White Ant Hallway, Near Stairs

Hazardous Material

Example: Chemical Spill, Blood

- Do not attempt to clean spill
- Evacuate the area and proceed to safe area
- Call campus security
- Wait for further instructions

Bomb Threat/Suspicious Package

Example: Bomb Threat/Suspicious Package

- Call Campus Security Immediately
- Notify security of location and color of suspicious package.
- Leave the area immediately

Code Amber

- Within 24 hours notify Housing Director, Clinton Wolf at 701-627-8071 (Office) or 701-421-3217 (Cell)
- Call Campus Security
- Notify City and Tribal Police

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History of the College

Nueta Hidatsa Sahnish College (NHSC) 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 NHSC 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.

NHSC Nueta Hidatsa Sahnish College continues to grow every semester. In September 2014, NHSC 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 annual CERT Report, via established policies, is a living document that outlines specifically how those goals will be realized.

Every semester, changes and new activities are added to NHSC campus life. That said, in August 2017, NHSC created a Department of Safety and Security and hired Andy Sanchez as the first Director of Security and Safety. With each new addition, new challenges and opportunities are presented for the consideration of the physical protection and well-being of stakeholders and the evaluation and potential revision of NHSC CERT policies. The Security and Safety team will continue to work closely with Facilities to ensure security and safety.

CERT encompasses two sub-teams, namely the Campus-based CERT (CA CERT) and the Community-based CERT (CO CERT) teams. Each sub-team meets monthly to discuss new opportunities to maintain security and safety at NHSC and in the surrounding community, including updates of emergency and security systems and plans.

The development, design, implementation and evaluation of all CERT program policies and procedures impact all entities across campus, including students, faculty, staff, and campus visitors. It has been necessary for NHSC to partner with all tribal, community and local private organizations to ensure the security and safety of all NHSC stakeholders.

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The increase in local population and population related circumstances due to the oil boom, economic development and the harsh climate, make it necessary to maintain and implement a clear and integrated emergency plan of action. Included in the CERT binder are the following approved policies:

Facility Emergency Action Plan

Fire Drill Policy

Zero Tolerance Policy

Violence Against Women ACT (VAWA) Policy

Alcohol and Other Drug Prevention Program (AODPP) Policy

Missing Person Policy

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FACILITY EMERGENCY ACTION PLAN

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Campus-based CERT (CA CERT) Members/Designated Responsible Individuals

Officers:

Andy Sanchez, Chairperson (Director of Security & Safety)

Wes Davidson, Assistant Chairperson (Maintenance Supervisor)

Amy Solis, Secretary (Director of Library & Learning)

NHSC Faculty and Staff:

Dr. Twyla Baker-Demaray (President)

Robert (BJ) Rainbow (Vice President of Academics)

Dr. Connie King Gottschall (Vice President of Student Services)

Jen Janecek-Hartman (Vice President of Campus Services)

Stacey Mortensen (Director of Institutional Research & Effectiveness)

Rose Martin (Food Services)

Sidney Prospere (Human Resources Director)

Akpabio Akpabio (Director of Information Technology)

Betty Lockwood (Adult Basic Education Director)

Sahnish/Arikara Hallway 1 st Floor	Wes Davidson	701.421.1523
Women's Dorms/ 1 st Floor	Betty Lockwood	701.421.0034
Welder shop, carpentry shop & two classes	Keith Smith Terry Gottschall George Goodleft	701.421.1042 701.627.8017 701.627.8014
Library & Lobby area 1 st Floor	Amy Solis	701.421.2580
White Ant Hallway, Cafeteria & Rec Room 1 st Floor	Iona Little White Man Jimmy Petit-Phanord	701.421.0034 305.962.1554
2 nd FLOOR Hallway & Classes	Chris Bensen	
Hidatsa Hallway & Classes 1 st Floor	Akpabio Akpabio Kerry Hartman	701.627.8084 701.426.8936
Mandan Hallway & Offices 1 st Floor	Deanna Rainbow Sidney Prospere	701.627.8036 701.627.8016

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Community-based CERT (CA CERT) Members/Designated Responsible Individuals

Officers:

Andy Sanchez, Chairperson (Director of Security & Safety)
Wes Davidson, Assistant Chairperson (Maintenance Supervisor)
Amy Solis, Secretary (Director of Library & Learning)

NHSC Faculty and Staff:

Dr. Twyla Baker-Demaray (President)
Robert (BJ) Rainbow (Vice President of Academics)
Dr. Connie King Gottschall (Vice President of Student Services)
Jen Janecek-Hartman (Vice President of Campus Services)
Stacey Mortensen (Director of Institutional Research & Effectiveness)
Rose Martin (Food Services)
Sidney Prospere (Human Resources Director)
Akpabio Akpabio (Director of Information Technology)
Betty Lockwood (Adult Basic Education Director)

Community Members:

Lisa Lee – Mountrail County Assistant Emergency Manager
Acting Chief Tyler Rintamaki - New Town Police Department
Juanita Newton (Chief’s Assistant – New Town Police Department)
Cliff Whitman (MHA Nation Security)
Chad Geisinger (Paramedic – New Town Ambulance)
Thomas Nash (New Town Councilman)
Jeremiah Nelson (Officer - Three Affiliated Tribes Law Enforcement Department)

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.

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- 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
 - 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

Communication Procedure

The President is responsible for FIRST ensuring the security and safety of staff, faculty, students and visitors. As soon as practical, the President will notify the Board of Directors Chairperson.

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President - Dr. Twyla Baker-Demaray

701-421-3036, cell.

The President will then notify the CERT Chairperson who will then notify the CERT members.

If the President is unavailable, then the following Chain of Command will be followed:

Crisis Team Chairperson: Andy Sanchez, (701)421-0023, cell.

Crisis Team Assistant Chairperson: Wes Davidson, (701)421-1523, cell.

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EMERGENCY PHONE NUMBERS	
NHSC Director of Security & Safety	Andy Sanchez 701.421.0023
NHSC Facilities Manager	Keith Smith 701.421.1042
NHSC Maintenance Supervisor	Wes Davidson 701.421.1523
NHSC Student Development/Retention/Disabilities/Career Counselor	Deanna Rainbow 701.610.8418
NHSC Vice President of Campus Services	Jen Janecek-Hartman 701.6278028
New Town Police – Acting Chief Tyler Rintamaki	701.627.3617, 701-627-5222
North Segment Police	701.327.3456
Fire Department	701.627.3903
Tribal Fire Department	701.627.2897
Paramedics/Ambulance	701.627.2992
Elbowoods Memorial Health Center	701.627.4750 or 701.627.7755
MHA Nation Homeland Security	Cliff Whitman 701.627.4805
Abused Adult Resource Center (Bismarck) Line 866.341.7009	*24 Hour Crisis 701.222.8370 OR
American Association for Poison Control Centers (Emergency)	1.800.222.1222
Coalition Against Domestic Violence Hotline	701.627.3617
Domestic Violence Program (Stanley)	701.628.3233
Domestic Violence Crisis Center (Minot)	701.852.2258
Domestic Violence & Rape Crisis Center (Dickinson)	701.225.4506 or 888.225.4506
National Domestic Violence Hotline	1.800.799.SAFE (7233) 1.800.787.3224 (TTY)
National Sexual Assault Hotline	1.800.656.HOPE (4673)
National Teen Dating Abuse Helpline	1.866.331.9474 1.866.331.8453 (TTY)
Family Crisis Shelter of North Dakota (Williston)	701.572.0757 or 800.627.3659
TAT Victim Services	
Suicide Hotline	

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Latest Revision Completed 09.20.2017

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UTILITY COMPANY EMERGENCY CONTACTS

Electric	Mountrail Williams, New Town, ND	701.627.3550
Water	New Town Water Plant	701.627.4821
Gas	Cenex	701.627.3636
Telephone Company	RTC	701.862.3115

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- **CODE BLACK** – BOMB THREAT/SUSPICIOUS PACKAGE
- **CODE BLUE** – CARDIAC ARREST
- **CODE AMBER** - CODE AMBER
- **CODE ORANGE** – FIRE/EVACUATION FOR GAS LEAK/ELECTRICAL HAZARD/POSSIBLE EXPLOSION/STRUCTURAL COLLAPSE
- **CODE BROWN** – HAZARDOUS MATERIAL
- **CODE SILVER** – LOCK DOWN – ARMED PERSON/ACTIVE SHOOTER/HOSTAGE SITUATION
- **CODE RED** – MEDICAL (DEATH, SUICIDE)
- **CODE GREEN** – SHELTER-IN-PLACE (SEVERE WEATHER/POWER LOSS)

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CODE BLACK – BOMB THREAT/SUSPICIOUS PACKAGE

Faculty/Staff Procedures

1. As soon as the alarm (to be determined) is given, all students will go into “shelter in place.” If they are in the hallway, students will be led into the nearest classroom.
2. Faculty will lock doors with students inside rooms.
3. Staff will lock themselves in their office with whomever is in the office with them.
4. Classroom and office lights will be turned off.
5. Faculty, students, staff and visitors will line up against the wall, out of sight of doorways and windows.
6. Silence is maintained in rooms.
7. Doors are kept locked until the POLICE come to the door, identify themselves and request exit of students. Upon supervised exit, faculty will take a roll call of their students and submit the list to the Academic Dean, noting any missing students from start of class.

Bomb Threat

Most bomb threat calls are very brief. The message is stated in a few words, and the caller hangs up. Every effort should be made to obtain detailed information from the caller such as:

- When is the bomb going to explode?
- What kind of bomb is it?
- What does the bomb look like?

When a bomb threat is received, implement the following:

1. Call the POLICE at 911.
2. Evacuate the building of all occupants, using the fire drill procedures.
3. Prior to building evacuation, the exterior grounds will be quickly surveyed by the Maintenance/Security staff using the surveillance system and looking for suspicious persons, packages or vehicles. Once the campus is determined to be safe, follow fire drill evacuation procedures.

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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___

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
___ Loud	___ Soft	___ Fast	___ Slow	___ Excellent	___ Good
___ High Pitch	___ Deep	___ Distinct	___ Distorted	___ Fair	___ Poor
___ Raspy	___ Pleasant	___ Stutter	___ Nasal	___ Foul	_____
___ Intoxicated	___ Other	___ Slurred	___ Other		___ Other
ACCENT		MANNER		BACKGROUND NOISES	
___ Local	___ Not Local	___ Calm	___ Angry	___ Factory	___ Trains
___ Foreign	___ Region	___ Rational	___ Irrational	___ Machines	___ Animals
___ Race		___ Coherent	___ Incoherent	___ Music	___ Quiet
		___ Deliberate	___ Emotional	___ Office	___ Voices
		___ Righteous	___ Laughing	___ Machines	___ Airplanes
				___ Street	___ Party
				___ Traffic	___ Atmosphere

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?

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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 **701.421.0023** 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

CODE BLUE – CARDIAC ARREST

This policy outlines the procedures for Code Blue, which is a cardiac arrest for Nueta Hidatsa Sahnish College. Follow the procedures listed below:

If you suspect someone has had a heart attack call **911**.

The second step is to call campus security **701.421.0023**.

Provide location of incidence, nature of suspected illness or injury, the number of victims and your name.

Render 1st Aid if you are certified and comfortable doing so, you may use one of the Automated External Defibrillators.

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They are located in Hidatsa Hall way across from the IT Department, Main Lobby, White Ant Hallway near stairs, and the Cultural Building.

Stay with the person until Emergency Personnel arrives to take over. Answer any questions they ask about the person.

CODE AMBER – CAMPUS HOUSING MISSING STUDENT POLICY

CAMPUS HOUSING MISSING STUDENT POLICY

This policy outlines the official notification procedures of Nueta-Hidatsa-Sahnish 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-Sahnish 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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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- 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.

CODE ORANGE - FIRE/EVACUATION FOR GAS LEAK/ELECTRICAL HAZARD/POSSIBLE EXPLOSION/STRUCTURAL COLLAPSE

FIRE DRILL POLICY

Be advised the Nueta Hidatsa Sahnish 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.

Fire Drill Coordinator	Keath Smith	701.421.1042
Nueta Hall	Wes Davidson	701.421.1523
Nuxbaga Hall/ Library	George Good Left	701.627.8014
Sahniish Hall/ Girls Dorm/ Voc. Ed.	Andy Sanchez	701.421.0023
1 st and 2 nd Floor	Terry Gottschall	701.627.8017

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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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
 - Nueta hall “east” exit will stage in the south parking lot away from the building at the south parking lot curb.
 - 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.
 - Sahnish hall from rooms 35 thru 42 will exit the main entrance and stage in the south parking lot at the south parking lot curb.
 - Sahnish 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.
 - Sahnish hall from rooms 50 thru 53 will exit at the north entrance and stage on the side walk 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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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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):

- | | |
|--|--|
| <input type="checkbox"/> Voice Communication | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Phone Paging | <input type="checkbox"/> 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

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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- Ensure that all employees have evacuated the area/floor.
 - Report any problems to the Emergency Coordinator at the assembly area.
- Assistants to Physically Challenged should:*
- Assist all physically challenged employees in emergency evacuation.

Gas Leak, Electrical Hazard, Possible Explosion/Structural Collapse

1. Sound fire alarm.
2. Move to designated area according to fire drill procedures and evacuation plan.
3. Call police and/or fire at 911.
4. Notify the President.
5. Use fire extinguishers, if appropriate. Staff should be aware of locations and proper use of fire extinguishers.
6. Turn off main gas valve. (maintenance/security staff)
7. Maintenance/Security staff will notify utility company of actual or suspected break.
8. Students and staff should not return to school, until officials declare it safe.
9. If necessary, proceed to staging areas according to fire drill procedures and evacuation plan.

CODE BROWN – HAZARDOUS MATERIAL

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 CERT 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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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- 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.
1. Determine the need to evacuate the building. In some cases, staying in the building may be more appropriate. In such cases, shut off the ventilation system which could transport fumes into the building. (Maintenance/Security Staff)
 2. Determine whether the building occupants should leave the grounds.
 3. Move up wind to avoid fumes.
 4. Maintain control of the students, faculty and staff at a safe distance, and take roll call.
 5. Immediately report any missing students, faculty or staff to a CERT member.
 6. If anyone comes in contact with the chemical, remove the contaminated clothing and flush the area with cold running water for 15 minutes.
 7. Do not return to the building, until officials declare the area safe.

CODE SILVER - LOCK DOWN

If a crisis occurs that requires a general lockdown, the following steps will be taken:

1. An announcement will be made containing the following CODE words: CODE BLUE.
2. On hearing a CODE BLUE, all faculty and staff will immediately close their classroom doors. They will then contact the CERT leader via cell phone and report any students not accounted for in their room.
3. Any person not in a classroom or office when they hear the CODE BLUE will immediately go to the nearest office/classroom. Faculty/staff sheltering students from other classrooms will notify the CERT leader and report their name and home classroom at time of CODE BLUE.
4. Once the classroom/office door is closed, they will remain in the closed classroom/office with students keeping clear of windows and doors until the “All Clear” is given by the CERT leader.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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5. On hearing a CODE BLUE, any faculty/staff member with students outside will take them to the Civic Center and call the CERT leader, reporting their whereabouts and students’ names with them.
6. One Maintenance/Security staff member will monitor the campus surveillance system during the lockdown and report any suspicious person(s) and/or packages to the CERT leader.

Lockdown (Building)

Should it become necessary to lockdown the building to keep out potentially dangerous persons, the following procedure will be followed:

1. Call emergency 911 and describe the situation, so the police know of the potential danger.
2. Alert faculty/staff of the emergency situation via internal phone “all call”.
3. Maintenance/Security staff will lock all building entrances.
4. Assign CERT members to monitor entrances to ensure no one is admitted in, except at the main entrance. The main entrance will be kept locked and monitored by two CERT members.
5. The CERT members at the main entrance will check the identification of all people coming to the main entrance before admitting them into the building. The identification check will be made through the glass with the individual(s) on the outside with the doors locked and will be admitted only after identification is made. These checks will continue until uniformed law enforcement officers arrive.
6. One Maintenance/Security staff member will monitor the campus surveillance system during the lockdown and will report any suspicious person(s) and/or packages to the CERT leader.

CODE RED - MEDICAL EMERGENCY

Call medical emergency phone number (check applicable):

- ☐ Paramedics
- ☐ Ambulance
- ☐ Fire Department
- ☐ NHSC Nursing Faculty 701-627-8089
- ☐ 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.
 - Do not move victim unless absolutely necessary.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Andy Sanchez	701.421.0023
Keith Smith (back-up)	701.421.1042

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.**

1. If more than one person is injured/ill, make sure they are identified correctly to EMT staff.
2. Notify parent or family member as soon as possible. The person in charge will wait for instructions from the parent or family member, when possible. There will be a definite understanding that the responsibility for arranging for medical care rests with the parent or family member, NOT with the College.
3. If the parent or family member cannot be reached after reasonable attempts, call a person of the injured/ill's choice.
4. If no one can be reached when contacted, assign a CERT member to accompany the person to the emergency room or clinic.
5. Take the person home after the Dr. visit, ensuring the individual is not alone before leaving.
6. Contact the College President informing her of the injury/illness.

If a death or suicide occurs on College property, immediately call 911 then follow these steps:

1. Remove all persons from the immediate area.
2. Notify the College President who will notify the College Board of Directors.
3. The College President will immediately obtain the facts regarding the incident, thru the Maintenance/Security staff and other eye witnesses if any.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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4. The College President will notify the CERT to:
 - a. Contact the family, offer support, obtain family arrangements regarding food and flowers.
 - b. Develop a plan of action that takes into consideration the wishes of the family and the needs of the College.
 - c. Call a meeting of all staff and faculty to:
 - Inform everyone of the facts and to stress the importance of facts vs. rumor.
 - Provide suggestions for dealing with the loss.
 - Discuss the need for de-briefing staff/faculty meeting at the end of day.
 - d. Establish a grief counseling group for traumatized persons either group or individual.
 - e. Prepare a written statement of facts about the tragedy for instructors to read in classrooms at the appointed time and to caution students about speaking to the news media while grieving.

The College President will:

1. Be highly visible showing presence, support and control of the situation.
2. Handle all news media inquiries or interviews.
3. Postpone/reschedule classes/activities if necessary.
4. Arrange for excused absences for attending funeral.
5. Direct a CERT member to remove personal items of deceased and arrange for return of belongings to the family.
6. Stop any disciplinary actions, scholarships, testing or placement notices that may have inadvertently been sent to the family.
7. Establish a cut off time for allowing students to come to the counseling center. A return to standard operating procedures is the primary goal.
8. Meet with the CERT members to assess the process and bring closure to the Team’s involvement in addressing the tragedy.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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CODE GREEN - SHELTER-IN-PLACE (SEVERE WEATHER AND POWER LOSS)

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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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- 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.
 - 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.

TORNADO PROCEDURES

Tornado Drill Procedures

The Maintenance/Security staff is responsible for conducting Tornado Drills. The following procedures will be followed:

1. Sound the alarm (to be determined).
2. Move to the designated safe locations such as the interior halls and/or restrooms.
3. Line up along the interior walls, kneeling on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.
4. Stay away from windows and outside doors.
5. Avoid auditoriums, gyms, or other large rooms with wide span roofs.
6. Tune in to the Emergency Alert System on the radio or T.V. for information such as the approximate location and direction, which are usually given.

President's Responsibilities after the Tornado Strikes

1. Get a report from the Maintenance/Security Staff regarding injuries.
2. Tune in to the Emergency Alert System for the latest information.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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3. Have Maintenance/Security check all utilities. The tornado may have broken gas, electrical and/or water lines. Turn off all electrical currents, gas and water coming into the building.
4. Do not use wired telephones unless seeking emergency assistance, in case of electrical shock.
5. Have Maintenance/Security check the entire building for damages before allowing staff, faculty and students back in classrooms. If the building is damaged in any area, move to the designated Fire Drill staging areas.

Instructors Responsibilities after a Tornado Strikes

1. Each instructor will check students for injuries and report any to the President.
2. Instructors and students will follow Fire Drill procedures and move to their designated staging area. Do not exit the building where there is smoke/fire.
3. All clear signals will be given by the President and relayed to staff, faculty and students.
4. Maintenance/Security Staff will follow Fire Drill Procedures.
5. CERT members will meet in the south parking lot and follow Fire Drill Procedures.

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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

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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.

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: Security

NAME	Phone
Andy Sanchez	701.421.0023
Keith Smith	701.421.1042
Wes Davidson	701.421.1523
Chris Beston	701.627.8063

- 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:
 - Name/Location:
 - Telephone Number:

TRAINING

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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

NAME	TITLE	TRAINING/ RESPONSIBILITY	DATE
Dena Dorval	Nursing Clinical Faculty	CPR/First Aid	
Andy Sanchez	Safety and Security Director	CPR/First Aid/Safety	
Keith Smith	Facilities Manager/Security	CPR/First Aid/Safety	

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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Emergency Crime Reporting Procedures

FOR IMMEDIATE ASSISTANCE, CALL 911

Nueta Hidatsa Sahnish 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
 - Andy Sanchez at 701.421-0023
 - Keith Smith, 701.421-1042
 - Wes Davidson at 701.421.1523
- Crimes that have already occurred
- Report all crimes to the Nueta Hidatsa Sahnish 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

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

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VIOLENCE AGAINST WOMEN ACT OF 1994

In a good faith effort to comply with federal regulations, Nueta Hidatsa Sahnish 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.

Nueta Hidatsa Sahnish 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 NHSC, 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 Nueta Hidatsa Sahnish 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

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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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

The Department of Education drafted language that could have defined consent as:

“the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.” Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including but not limited to the absence of “no” or “stop,” or the existence of a prior or current relationship or sexual activity.

The Department of Education now considers this draft language a “valid starting point for other efforts to define 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.

NHSC VAWA CAMPUS POLICY 2018-2019

Procedures For victims

- Extremely IMPORTANT to preserve any and all evidence and/or obtaining a protection order
- Victim has option to:
 - Notify campus official (RA, campus security, faculty, staff)
 - Notify Law Enforcement- campus security, local police department
 - Receive assistance from any or all of the above officials
 - Right to decline to notify authorities
 - File orders of protection, including but not limited to:
 - No contact orders
 - Restraining orders

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

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- Similar orders issued by a criminal, civil, or tribal court

Procedures for officials

- NHSC will provide information and training for employees, students, and visitors to ensure a safe environment that is respectful, proactive, and responsive to threats or acts of violence related to sexual assault and VAWA crimes.
- Accuser and accused are entitled to same opportunities:
 - Others may present on their behalf during institutional disciplinary proceeding
 - May be accompanied by an advisor (of their choice) to any related meeting or proceeding
- Both parties will be informed simultaneously in writing of:
 - Outcome of any institutional disciplinary proceeding from an allegation of sexual assault or VAWA crime
 - Institutions procedures for accused and victim to appeal results of proceeding
 - Any change in results that occurs prior to the time that such results became final
 - The results becoming final
- Provide possible sanctions and/or protective measures following a final determination
- CONFIDENTIALITY- how NHSC 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

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

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STUDENT GRIEVANCE PROCESS

The following constitutes the Student Grievance Process at Nueta Hidatsa Sahnish College.

- **Initiation of Complain** Any member of Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish 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 Nueta Hidatsa Sahnish College policies, one or more of the following actions may be taken:
 - 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.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

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- 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.
- 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.
- **Education:** Mandatory educational activities such as workshops and writing assignments
- **Community service:** Assigned volunteer hours on- campus or in the community.
- **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.
- **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 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 Nueta Hidatsa Sahnish College (NHSC) is one of 38 tribally controlled community college in the nation. There are currently 218 students enrolled at NHSC.

Safety is the priority of Nueta Hidatsa Sahnish College. To that end, the 2018-2019 NHSC AODPP was designed to maximize security for NHSC students and visitors to the NHSC campus.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

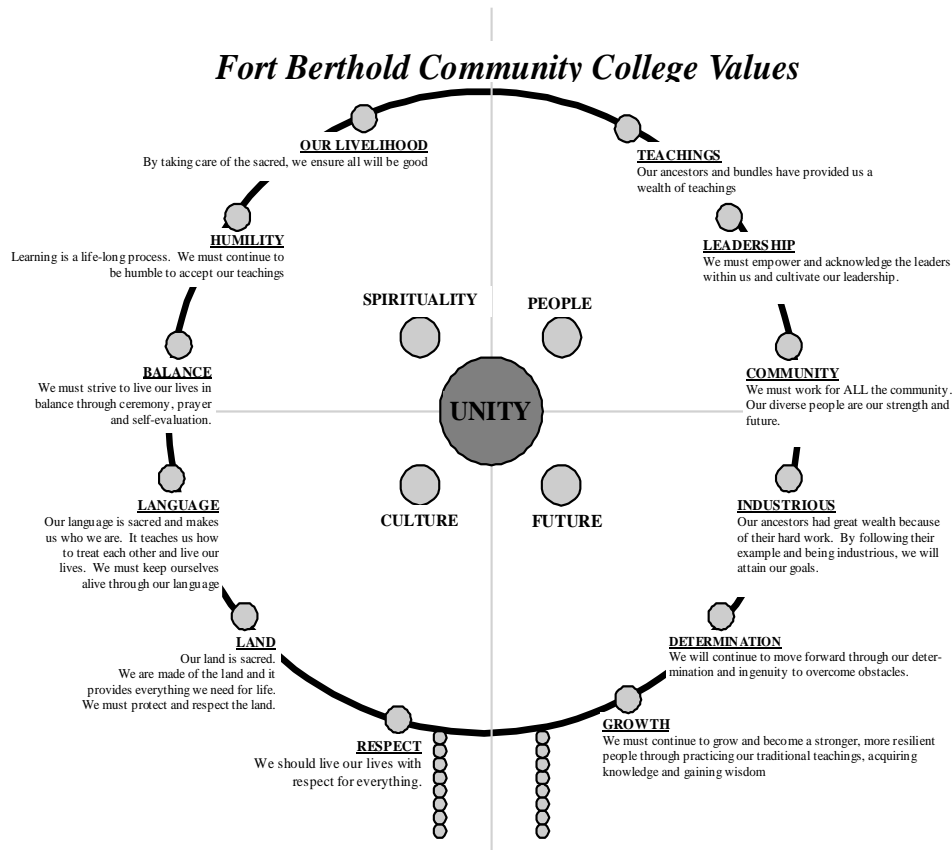
Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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In keeping with our Mission Statement that *“Nueta Hidatsa Sahnish College will Provide Quality Cultural, Academic, Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation”*, the NHSC AODPP utilizes the Earth Lodge Model to promote campus prevention activities:



NHSC AODPP Policy Statement

Nueta Hidatsa Sahnish College is committed to the Drug Free Schools and Communities Act Amendments of 1989

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18



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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 NHSC work area or facility or activity is strictly prohibited.

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 NHSC 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. Nueta Hidatsa Sahnish 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.
- Nueta Hidatsa Sahnish 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

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Latest Revision Completed 09.20.2017

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Approved by Board of Directors on: 10.10.17

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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 Nueta Hidatsa Sahnish College

Area of Intervention	Individual	Group	Community
Knowledge, attitudes and behaviors	Advisor Training, Guidance Counselor introduction	Training via Student Orientation; guest speakers	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 NHSC campus.
Alcohol Free Alternatives	Points and prizes for participating in alcohol free activities	Live Music, Movie Nights, NHSC STORM Sports, Flash Mob, Board Games, etc.	NHSC STORM sports
Public Laws, Tribal, Federal and State			
Treatment Options	MHA Circle of Life- Outpatient/ support programs Parshall Resource Center- Inpatient	MHA Circle of Life- Outpatient/ support programs	MHA Circle of Life- Outpatient/ support programs

FAQ'S

Are their 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**

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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 NHSC Guidance Counselor and other NHSC 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.

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 NHSC 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 Nueta Hidatsa Sahnish College. Our motto that, “our students come first” is the foundation of every policy develop for the NHSC student body.

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

NHSC 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 NHSC students or community visitors to the NHSC campus.

If you want more information: Please contact the Nueta Hidatsa Sahnish College Student Development/Retention Counselor, Deanna Rainbow, at (701) 627-8036.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

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The Nueta Hidatsa Sahnish College President is Dr. Twyla Baker-Demaray. She can be contacted at;
tbaker@nhsc.edu (701) 421-3036.

History of this Policy:

First Revision Completed 09.30.2014

Latest Revision Completed 09.20.2017

Reviewed by: Campus CERT

Approved by Board of Directors on: 10.10.17

Updated 08.19.18