



PWSCC

## Work Place Violence and Security Plan / Policy

### **General Philosophy**

#### *Guiding Philosophy*

PWSCC is committed to maintaining a safe, healthful, and efficient working environment where employees, students, and college assets are free from the threat of violence regardless of source or type:

- A relative, acquaintance, or student;
- Someone from outside the college with no connection to a given person and;
- An employee.

*UA Board of Regent Policy P01.02.030. Maintenance of Good Order.*

“Consistent with university policies and regulations and the laws of the State of Alaska, all officers and employees of the university and all persons on premises owned, used, or controlled by the university, are required to comply with university policies and regulations and [university/college] rules and procedures to maintain orderly procedures within the university, to avoid disruptions of the university’s operations and to protect and preserve life and property.”

The Business Manager / Safety Manager is the Program Coordinator, acting as the representative of the College President, who has overall responsibility for facilities, grounds and all college sites. Copies of this plan are kept in each department with each department supervisor / manager having a copy of this plan.

Under this plan, these are the areas which are covered and their hours of operation which are affected:

Main Campus, including the Wellness Center located at 303 Lowe St. Valdez, Alaska.

Student Housing located at: Cordova Hall 129 Pioneer, Copper Basin Hall 110 Alatna and Valdez Hall 105 Pioneer, Valdez, Alaska.

Extended Campuses located in Glennallen, Alaska and Cordova, Alaska.

It is the college's policy to require employee adherence to the procedures outlined in this plan. General duties include:

1. Annually review the plan and update any out of date information;
2. Know the procedures to be followed during a Campus Lock Down;
3. Know how and who to report suspicious or threatening activities observed on campus.

It is the college's policy to establish and maintain a Workplace Violence and Security Plan that covers the following:

**This plan is a companion plan to the college's Campus Safety and Emergency Procedures Manual.**

This plan will focus on enacting Campus Lock Down procedures to be conducted during an incident involving an actual or perceived physical violent threat perpetrated by one or more person(s) directed against faculty, staff, students or property of PWSCC. Upon becoming aware of an incident that in the opinion of the observer requires immediate action to safeguard personnel on campus who may be unaware of the situation the following procedures need to be taken:

1. \* The pre-designated signal for "Campus Lock Down" should be activated;
2. The 911 operator should be called and given details of the situation if possible;
3. College administration should be notified if safely possible;
4. \*Faculty and staff should go to the nearest class room or office. Some members of staff and faculty may be assigned exterior doors to be secured and locked;
5. \* All classrooms should be locked from the inside with covers being placed on door windows and interior shades drawn on outside windows;
6. Any students present should be briefed to stay calm, stay quiet and stay away from any doors and windows. Keep low. Caution should be advised in regards to the use of cell phones. The leading faculty or staff member should list all present for future accounting.
7. \* Everyone should remain in locked rooms until a pre-designated "All Clear" signal is given.
8. Following any incident a debriefing location will be designated and all present during the incident need to rally there for accounting purposes and briefing or counseling.

**SEE INCIDENT ACTION PLAN**

This plan will be reviewed annually as part of the Campus Safety and Emergency Procedures Manual.

**Prohibited Behavior**

In keeping with this policy and consistent with UA Board of Regents Policy and Regulation 02.09 and 04.02, PWSCC prohibits any employee from engaging in any act either on college premises or during the performance of work-related duties that:

- Threatens the safety of an employee and/or student.

- Affects the health, life, or well-being of an employee and/or student.
- Results in damage to college, employee, or student property.

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting an employee or student.
- Sexually harassing an employee or student.
- Carrying concealed weapons on college property, or concealing a weapon on college property.
- Allowing unauthorized persons access to the building or confidential information without management permission/authorization.
- Using, duplicating, or possessing keys to the building or offices within the building without authorization.
- Stealing, or attempting to steal, property of the college, an employee, or student.
- Damaging, or attempting to damage, property of the college, an employee, or student.

## **Responsibility**

It is the college's policy to provide clear and decisive leadership in the identification of risks and prevention of workplace violence. By clearly assigning responsibility for various aspects of this plan, communication can be established and enhanced and accountability can be enforced.

The Safety Manager has overall administrative responsibility for these security programs, including the oversight of instituting the plan.

Department Supervisors / Managers are responsible for ensuring that their employees abide by all security policies and procedures, as well as notifying the Safety Manager of any security related problems.

Employees are responsible for complying with all security policies and procedures, and notifying their immediate supervisor and the Safety Manager of any security-related problems.

## **Physical Access**

### *Guiding Philosophy*

It is the college's policy to control physical access to the facility and its assets as one method of reducing the potential of conflict with other persons outside of the workforce. It is in the best interest of every employee to follow all procedures listed here.

The methods used to limit general/public access to the facility include: Doors to the campus' main buildings are locked during non-business hours as well as doors to the

Wellness Center and hours of operation are posted to the public.  
Dormitory / Student Housing exterior access doors are secured with electronic key locks and interior doors are electronic key coded. The students are given individual codes and briefed not to give out the code or their individual key card.

There are areas of facilities that have limited access. These areas are included in a Key Control Program which is enacted at the college to control access by individual responsibilities.

Persons authorized to enter limited-access areas are identified by Title and Position as entered in the Key Control Program.

First Responders as identified in the Campus Safety and Emergency ERT Procedures have access to the all spaces in all facilities with issued master keys as prescribed in the Key Control Program.

#### *Employee Identification Cards*

The personnel and procedures involved in the college employee identification badge system include:

\*College ID's are issued by the College's Business Office and Student Services. These ID's are color coded distinguishing between faculty/staff and students. All faculty and staff are required to wear their ID cards in a holder and visible during work hours while on campus.

#### *Entering & Leaving College Facility*

The personnel and procedures involved in visitors entering the facility include:  
The general public and potential students are directed to either the help desk or the department of interest. If the visit is preplanned faculty or staff accompanies such visitors.

All employees are expected to cooperate with security and law enforcement personnel.

#### *Facility Use*

The primary use of Prince William Sound Community College facilities is for student educational programs. All other use, other than the normal and regular activity of instruction, public service and necessary administrative and support services, requires a **Facilities Use Permit** or an **agreement** issued by the PWSCC Business Office. Activities not on the College semester schedule are subject to these procedures. This includes seminars, workshops and other instructional offerings.

Upon official request, college facilities may be made available to college and non-college groups, according to UA Board of Regents Policy. See "Facility Use" on PWSCC website on the Business Office page: <http://www.pwsc.edu/business-events.shtml>

## **Computer Access**

### *Guiding Philosophy*

It is the college's policy to control access to the college computer system as one method of ensuring the integrity of data, safety of employees, and the safeguarding of college assets. It is in the best interest of every employee to follow all procedures listed here.

In accord with UA Board or Regents Policy and Regulation 02.07, procedures for limiting employee and outside personnel access to the college computer system and to computer-related areas and enforcement of this procedure include:

*UA Board of Regents Policy P02.07.040. Access.*

Access to information resources shall be provided to university faculty, staff, students, and affiliates to further the university's mission of instruction, research and public service. Access to information resources shall be granted based on relevant factors, including legal and contractual obligations, privacy, the requester's need to know, information sensitivity, and risk of damage to or loss by the university.

*UA Board of Regent Policy P02.07.050. Standards for User Conduct.*

Users:

- by virtue of their use of information resources agree to comply with this chapter and university regulation;
- shall obtain proper authorization to use information resources;
- shall use information resources in a responsible manner, which includes respecting the rights of other users,
- the integrity of the controls and physical facilities, and compliance with license or contractual agreements, regents' policy, university regulation, and local, state, and federal law; and,
- shall avoid disruption or threat to the viability of information resources and similar resources to which they are connected.

Faculty, Staff and Students are briefed not to give out personal sign-on passwords, personal ID's, or other information for PWSCC computers, and must comply with all access policies. All users should also be aware that violations of copyright laws may also subject them and the university to substantial legal liabilities. Additional information is also contained in PWSCC's Tech Plan.

## **Background checks**

### *Guiding Philosophy*

It is in the best interest of PWSCC to screen all applicants for a history of violence, including convictions for criminal offenses. It is the college's policy to check the backgrounds of all job applicants for criminal record and evidence of violent acts of behavior in an objective and fair manner as provided in UA Board of Regents Policy and Regulations.

The procedure to be followed for checking backgrounds is that all employees have a background check conducted by UA Human Resources Department and all resident students having checks conducted by PWSCC's Student Services as applicable.

## **Training**

### *Guiding Philosophy*

It is in the best interests of the college that all of its employees be well-informed on the nature of, and self-defense against, workplace violence. To that end, training is mandated under this policy.

### *Training Program*

The training program will consist of:

1. Including the review of this program in the Annual In-service;
2. Require all department supervisors / managers not only to know the procedures outlined here but to review these procedures with all their staff members;
3. Conduct an announced drill coordinated with the local law enforcement community which may consist of not only city officials but state and federal officials as well;
4. Review any outcomes from these drills and incorporate them into this plan.

## **Reporting & Investigation Procedures**

### *Guiding Philosophy*

In keeping with a zero tolerance policy of workplace violence, all reported incidents will be investigated. In the interest of a safe and productive workplace, an employee who engages in prohibited conduct will be subject to appropriate disciplinary action, as determined by the findings of a fair and impartial investigation. Such discipline may include warnings, reprimand, suspension, or immediate termination as allowed in UA Board of Regents Policy and Collective Bargaining Agreements. In addition, certain actions may cause the employee to be held legally liable under state and/or federal law.

### *Reporting Required*

It is the responsibility of all employees to report incidents of theft, misuse, or destruction of property to management. Failure to report may result in disciplinary action.

All incidents involving theft, destruction, or misuse of college assets, resources, and property and/or employees' personal belongings must be reported. Reports are to be made directly to the Business Manager or Valdez Police Department within 24 hours. Failure to report may result in disciplinary action.

### *Investigation Procedures*

The procedure for investigating reported incidents is: **Refer to the Safety Committee Procedures document.**

The Safety Committee will establish procedures for investigating all safety-related incidents, including but not limited to: injury accidents, illnesses and deaths. The purpose of the investigation shall be to determine the cause(s) of the incidents so that appropriate action can be taken to prevent recurrence. The committee will work with the appropriate UA Risk Managers, PWSCC Business Manager / Safety Manager, local authorities and the Emergency Response Team (ERT).

### *Confidentiality.*

The university cannot guarantee confidentiality; however, all university employees are expected to make a reasonable effort to protect the legitimate privacy interests of involved persons.

## **Employee Disciplinary Policy and Procedures**

### *Guiding Philosophy*

While workplace violence is unacceptable to the college, fair and impartial policy and regulation is in place to assure employees of fair and equitable treatment when accused or found in violation of this policy.

### *Violations of Workplace Security Policy*

Violations of the college workplace Security Plan policy may include: investigatory leave, suspension, disciplinary action and/or termination; arrest and/or criminal charges. See UA Board of Regents Policy 04.07.40

## *College Disciplinary Policy*

The college procedure for disciplining an employee for violations of this policy will be according to UA Board of Regents Policy and Regulation.

### **Retaliation**

#### *Guiding Philosophy*

Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the college will promptly investigate all complaints of retaliation.

Threats or other forms of intimidation or retaliation against complainants, respondents, witnesses or investigators will constitute a violation of this policy and may be subject to separate administrative action, including termination for cause.

### **Liability from Victims of Violence Incurred at Our Workplace**

#### Guiding Philosophy

It is the college's policy to take every reasonable measure to prevent violence from occurring here. This policy will be enforced and regularly reviewed to keep its measures relevant and its procedures in compliance with any applicable federal and state laws and legal decisions.

UA Board of Regents Policy P01.02.040. *Officers', Directors', and Employees' Liability*

“The board will defend, indemnify and hold harmless all of its officers and employees, including the board and members of policy advisory councils, from any and all liability or damage arising out of acts on behalf of the university done within the course and scope of duty. Policy advisory councils include community college councils, policy advisory councils for university centers, rural education centers, and cooperative extension centers, and cooperative extension service, and such other policy advisory councils as are set forth in regulation by the president.”

\* Items marked with an asterisk are noted shortfalls that need correcting either by adoption of a measure by the Safety Committee or by procuring required equipment.

December 19, 2007