

Annual University

Safety Council Report

January 2010 – May 2011

APPALACHIAN STATE UNIVERSITY SAFETY COUNCIL REPORT
2010-2011 (January 2010-May 2011)

The University Council on the Safety of the Campus Community which manages the University safety plan continued in 2010-2011 with regularly scheduled meetings every other Tuesday. The members of the committee for 2010-2011 were: J. J. Brown, Tony Carey, Nate Cook, Gunther Doerr, Brian Harbour, David Hayler, Elliott Kimball, David Larry, Greg Lovins, Jeff Lowrance, Martha Marking, Patrick McCoy, Jane Nicholson, Seth Norris, Julianne Olson, Evan Rowe, PA Rowe, Tracie Salinas, Stacy Sears, Cindy Wallace, Susan Weinberg, and Cathy Ziegler. Cindy Wallace and Greg Lovins continued to serve as co-chairs of the Committee. The council reviewed the accomplishments from the 2009 report and discussed and identified goals for the 2010-2011 academic year. Those goals and a summary of accomplishments for January 2010-May 2011 are listed below.

1. **Establish an off campus site for redundancy of the Emergency Website. COMPLETE**
 - In February 2010 Information Technology Services completed the implementation of www.appstatealert.com, a “cloud-based” website hosted outside of the Appalachian infrastructure. During major events, the University’s primary pages will divert to the off-site location to handle more traffic and provide for an uninterrupted source of official information from the University.

2. **Purchase and implement a campus-wide hazardous chemical inventory and MSDS Management system. COMPLETE**
 - The system has been installed and is undergoing pilot testing in selected departments. Full-scale department-by-department roll-out is anticipated to begin in fall 2011.
 - A graduate assistant has been hired to compile inventories for the entire campus beginning fall 2011.
 - Ways of using the system to advance the University’s sustainability goals are being explored, such as reducing excess hazardous chemical usage and better quantifying usage of ozone-depleting chemicals.

3. **Continue to add security cameras to key locations throughout campus. ON GOING**
 - Food Services and Parking & Traffic are in the process of getting security camera estimates for their areas. Meetings were held with the Housing security camera vendor several times requesting cost estimates but the company has not responded. Recently, they met with CBORD, the company that provides the AppCard to the University. CBORD is working on providing cost estimates for both Food Services and Parking & Traffic.

4. Add a new Case Manager position to handle Early Intervention Team, Risk Management and Threat Assessment cases. ON GOING

- The Risk Management Team was highly engaged in student behavior and concerns during the 2010-2011 academic year. The team made several changes which included meeting weekly on Wednesday mornings from 9:00-11:00 a.m., and the addition of a member from the Center for Student Involvement and Leadership primarily representing Greek Life. Discussions were held on 143 new student concerns during fall 2010 and 98 new students concerns for spring 2011 for an academic year total of 241.
- The Risk Management Team examined student concerns for the 286 new admits for spring 2011. The reports indicated that 17 of these students were reviewed by either the Early Intervention Team or Risk Management Team, or visited the Office of Student Conduct. These 17 students had a combined semester grade point average of 1.53, as compared to the overall January new student grade point average of 2.67.
- As the Risk Management Team plans for the 2011-2012 academic year, the focus will be on establishing procedures to ensure continuous and intensive follow-up on students reviewed by the team. This enhancement will involve the development of a “tiered” system utilizing Nevitt Sanford’s developmental theory “Challenge vs. Support.” The University Housing Coordinators will be heavily utilized in the “case management” process meeting with students as part of this new approach.
- The Early Intervention Team was heavily engaged in investigating students of concern during the 2010-2011 academic year. The Team, and/or Chair of the Team, investigated 124 students during the Spring Term and 72 students of concern during the Fall Term. The Team held 39 interventions during the Spring and 24 during the Fall. 123 male students and 73 female students were reviewed. Freshmen males were the most common group brought to our attention. The average GPA for students reviewed was 2.24 for Spring and 2.23 for Fall. Some of these students were referred to other individuals such as the Dean of Students, the Counseling Center, the Women’s Center, the Office of Disability Services, Student Conduct, and Housing and Residence Life.
- The Early Intervention Team made several changes to Team operations including streamlining information presented at meetings and updating the intake document that is in use. Representatives from the Office of Extension and Distance Education and Financial Aid attended our weekly meetings for clarification of withdrawal procedures and resources available for students not resident on the main campus. We revised our AsULearn and websites for ease of use. We revisited the current composition of the Team to ensure representation for key areas on campus. Our first cohort of Team members rotated off in the spring after serving for three academic years. Replacements have been named and an Orientation has been scheduled for August 15th and 16th. An Orientation Manual has been developed to assist with training new members a schedule for Orientation has been developed. Role-Playing scenarios and Case Studies have been included.
- Members of the Early Intervention Team attended a MAP-Works Demonstration and Threat Assessment Training.

- The Early Intervention Team's Co-Chairs were trained to use Maxient, the student record management software. This software has already proven to be beneficial for communication between the Team and other members of the University community that have access. All students that were reviewed during the Spring Term have been entered into the system and students from prior semesters will be added as time allows.
- Recruitment of new members for the Early Intervention Team is an on-going challenge. We plan to attend Council of Chairs and Deans Council meetings for recruitment purposes. We hope that development of mock intervention videos will be a reality during the 2011-12 academic year. We are look forward to working with University Housing Coordinators to assist us with communicating with students that live in the Residence Halls.

5. Establish an Opt-Out Policy for AppState-ALERT that allows students to sign-up prior to registering for classes or forces them to opt-out. COMPLETE

- Although not a formal opt-out policy, in late fall of 2010, the Registrar's Office added a screen during the registration and drop/add period that requires students to provide emergency numbers or continue registration by not including their contact information. Because of the changes, the number of contacts in the database rose by 63% in the spring semester of 2011.

6. Purchase and install permanent video conference equipment for the Chancellor's Board room prior to the May 19th Full Scale Exercise. Estimated cost is \$6000.00. COMPLETE

- Learning Technology Services installed videoconference equipment in the Chancellor's boardroom prior to the May 19th full scale exercise. The large monitor previously located in the Chancellor's board room was relocated to the Emergency Operations Center (EOC). The EOC and Chancellor's board room may now communicate via a secure, closed-circuit feed during an incident. The technology also enables either the EOC or Chancellor's Cabinet to communicate with any other UNC campus and UNC General Administration.

7. Publish annual "Campus Safety Report to the Chancellor", a public document that includes all HEOA and Clery requirements, in addition to resources for safety and security on campus. COMPLETE

- The HEA of 1965 was amended in 2010 adding several new campus safety and security reporting requirements to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act. All the new and revised reporting requirements were incorporated into our 2009 Clery Act Annual Report, which was approved by the Chancellor as University Policy #5 in July 2010 and titled *Campus Security and Fire Safety Annual Report and Policy*. The new and revised reporting requirements included the following:
 - Revised crime classifications for burglary and larceny.

- Defining on-campus student housing facility to meet the new HEA fire safety and missing student notification regulations.
- Expanding the types of crimes to be included in Hate Crime reporting.
- Requiring emergency response and evacuation policy procedures to be included in the annual report.
- Missing student notification policy.
- An Annual Fire Safety Report with Fire statistics and fire log requirements.

8. Conduct National Incident Management System (NIMS) and Incident Command System (ICS) training for the Executive Group (Chancellor's Cabinet) and Emergency Operations Center Group prior to our March 31st Table Top Exercise. COMPLETE

- All members of the Chancellor's Cabinet have received approved training in accordance with NIMS standards. Members of the Emergency Operations Center Group completed NIMS and ICS training in late 2009 and early 2010. Another update will be provided prior to the 2012 exercise.

9. Continue to educate students, faculty, staff and parents about AppState-ALERT and what they should do during an actual emergency on campus. ON GOING

- This information is provided during all Freshmen and Transfer student orientations as well as new faculty and employee orientations. Periodic information e-mails and other training programs are conducted during the year.
- The emergency website (emergency.appstate.edu) was redesigned in early 2010 to consolidate emergency information across campus with an emphasis on AppState-ALERT. Since April of 2011, Google Analytics enable the Office of Emergency Plans and Operations to assess the traffic to the site. AppState-ALERT information is now distributed during orientation, House Calls (University Housing and Off-Campus .Community Relations), and the University Housing newsletter. The Office of Emergency Plans and Operations will continue to creatively educate faculty, staff, and parents about AppState-ALERT as part of the ongoing mission.

10. Continue to promote the showing of the video Shots Fired to students, staff and faculty. ON GOING

- In 2010 over 720 students, faculty & staff watched this video and received the safety presentation that goes with it. So far in 2011 only 45 have been through this program.

11. Develop programs designed to reduce harm associated with alcohol/drug abuse on campus. COMPLETE AND ON GOING

- During the 2010-2011 academic year, a number of programs were offered and developed to reduce harm associated with alcohol/drug abuse on campus. Examples are:
 - Substance abuse counseling and treatment services are provided at the Student Wellness Center by the Coordinator of Alcohol and Other Drug (AOD) Services, and

with assistance of graduate student trainees. Substance use counseling services include:

- evaluative counseling,
 - support and treatment counseling,
 - crisis intervention counseling,
 - brief intervention counseling,
 - BASICS (Brief Alcohol Screening and Intervention for College Students)
- **The Twenty-First Birthday Card** campaign provides a mailed Wellness Center birthday card to each student on their 21st birthday. The message of the card promotes the true positive norms regarding ASU student behavior, a list of the most effective strategies for harm reduction of college student drinking behaviors, and encouragement to celebrate this special birthday safely. Number of students served: 2000 annually.
 - **Risque' Business**: This annual, award-winning theatrical production completed its 17th year of performances in Phase 1 Orientation in June of 2010 and 2011. The performance addresses first year student issues and behavior related issues through humor and educational drama. The performance integrates positive social marketing messages regarding substance use and other health concerns. Number of student participants: 2200-2500 annually.
 - **National Alcohol Screening Day** at the Wellness Health Fair annually provides individual, confidential brief alcohol screening sessions for student participants. Students are provided personal feedback, information and referral to Wellness Center or other services. Number of student participants: 75-100 annually.
 - **"Party Smart" Programs**: This outreach program provides student audiences an engaged motivational interviewing-based discussion regarding alcohol use in the community when hosting a party and for individual decision making. Tips and guidelines for hosting a fun and trouble free party are presented. Also, students self evaluate their personal risk factors regarding alcohol and choose protective strategies that will work for them to reduce harm and create a safe and healthy lifestyle. Number of student participants: 200-400 annually.
 - **Social Norms and Social Marketing Campaign**: Conducted through passive programming with a poster campaign, contact tables and web messages.
 - **Safety Week**: A major event of the week is **Sex and a Six Pack**, involving interactive theater about date rape and the legal consequences. Number of student participants: 350-500 annually.
 - **Leadership with Alcohol/Other Drug Training**: Gatekeeper training for alcohol and substance use issues is delivered to Wellness Peer Educators, Residence Hall

- staff, Graduate student trainees and other groups. Number of student participants: 200-300 annually.
- **National Alcohol Screening Day** at the Wellness Health Fair annually provides individual, confidential brief alcohol screening sessions for student participants. Students are provided personal feedback, information and referral to Wellness Center or other services. Number of student participants: 75-100 annually.
- **University Housing Programs:** The Department of University Housing Resident Assistants presented a number of programs throughout the year. The full listing may be found as Appendix A.

12. Develop a bi- annual measurement (survey) to identify safety and security program effectiveness and perceived weaknesses and/or risks within the Appalachian community. COMPLETED AND ON GOING

- A new updated survey will be presented to the Safety Council in July for approval and distribution during September's Safety Week.

13. Identify all off-campus programs and provide targeted safety-related information for students attending those programs (alert information, public safety contacts, etc.). ON GOING

- The Office of Emergency Plans and Operations partnered with Educational Outreach and Summer Programs to review existing plans at the Appalachian Centers at Burke, Caldwell, and Hickory. Each of the three centers have existing emergency plans and procedures for managing all hazards, they also represent the three areas where Appalachian is the primary user or responsible party. An ongoing effort is required to provide emergency, safety, and security information to Appalachian students taking courses at other extension sites.

14. Ensure that the Safety Council has representation from Student Government Association, Staff Council, and Faculty Senate and that each gets a copy of the Safety Council Annual Report. ON GOING

- **REPORT FROM REPRESENTATIVE FROM STAFF COUNCIL:**
As the Staff Council liaison to the Safety & Security Council, Cathy Ziegler reminds Staff Council about various forms of campus safety. It was a topic during the May Staff Council meeting. Seth Norris met with the council and provided the following update and information: The Safety and Security Council is a university level committee that offers a position for a Staff Council representative, currently Cathy Ziegler. This is an executive body to identify policy, funding, and initiatives. Seth shared some of the various initiatives that have come out of this council – such as the texting alert. Several groups across campus are currently involved in the ASU Emergency Training Exercise scheduled for May 11, 2011. Subcommittees include the Risk Management Committee, the Threat Assessment Team, and the Early Intervention Team.

Student Government Representative – P. A. Rowe and Julianne Olson
Faculty Senate – Tracie Salinas

15. Seek funding for the initial accreditation fee for the University Police Department. ON GOING

- ASU Police continue to make progress toward accreditation by updating their policies to meet CALEA standards. The process has slowed a bit with the resignation of our Accreditation Manager. This position will be filled in July 2011, so the policy updates should resume later this summer. The official application for Accreditation with CALEA will not be filed until all policies have been updated so funding for fees will not be sought for at least another year.

Work and events outside of the identified goals for 2010-2011:

- 2nd Annual Safety Week held on Campus (September 7-10, 2010).
- Inclusion of communication and safety tips, along with campus safety and security programs provided by the University in a newly published Parent Connections booklet provided during parent orientation sessions to each family in attendance.
- Inclusion of campus safety and security information in the packages delivered to off campus students during the Meet and Greet off campus function held on September 15, 2010.
- Member participation in a Safety E-Symposium on April 8, 2011, and partnership with IT in providing the webinar on campus.
- Survey sent to all campus for feedback after Arizona shootings to find out how campuses would have dealt with this situation.
- Creation of a risk assessment model for building coordinators. It includes 60 different things which have been assigned a risk score and that model will be implemented. Eighty-five of 92 building coordinators have been trained through participation in a two-hour initial workshop and a fifteen minute training video. A letter has been sent to the Town of Boone Police and Fire Station informing them of this program. After everyone is trained, they will then identify themselves to their building.
- A safety ranking in study of parents was implemented in 2010. The study indicated eleven percent of parents considered an unsafe environment as an automatic rejection of a school – this was ranked number three in their reasons for rejection. On the question of most prominent concerns of parents, 12% indicated child safety.
- Work in progress toward development of an Early Intervention Team Training Manual.
- The Emergency Management Task Force prioritizing buildings that can get power during an outage and identified five large multi-purpose buildings. The University will be able to use generators from New River Light and Power as needed.
- Inclusion of a University Library staff member on the Early Intervention Team and a University Police Officer in the Library on a part time basis during key times.
- Beginning the process of revising and establishing the University policy on criminal background checks.
- A Threat Assessment Training was held on April 18, 2011. The training focused on Threat Assessment, Risk Management and Early Intervention Team groups, and was open to the community.
- Member Participation in a FEMA PDM Workshop. The conference and travel are funded by FEMA. Plans are to bring folks together every couple of years – with this being the first conference. After the conference follow up with Mike O'Connor regarding safety related projects for our campus.
- May 11 Flood Exercise held on May 11, 2011 facilitated by Dr. John Pine, Department of Geography and Planning.
- Continued discussion concerning the Fitness for Duty policy and concerns expressed by faculty.

- Discussions held pertaining to Outsourcing Campus Safety. It was determined that consideration of outsourcing needs to be handled on a case-by-case basis because other than day-to-day activities, each situation will need to be handled differently.
- Member participation at the annual NASPA Conference and participation in a safety presentation by Northern Illinois University, who are leading the safety charge in many ways.
- Member participation at the ECU Safety Symposium focusing on the key safety points:
 - 1) the safety mindset of students;
 - 2) guns on campus;
 - 3) synthetic drugs;
 - 4) safety for study abroad students
- Discussion on the need for more intentional training for student and faculty led trips abroad and development on specific policies.
- Discussion of the need for a severe weather policy on campus and review of a draft of a severe weather alert policy. In order to raise awareness a tornado warning siren may be held during Safety Week in the fall of 2011
- Appalachian is one of four institutions of higher education nationally selected for a pilot session for accreditation.
- Inclusion of graduate students and interns assigned to the Vice Chancellor of Student Development Office in threat assessment, providing research opportunities while serving in this capacity and feedback to the Council.
- Using graduate students to assist in the research and development of the Medical Amnesty Policy.
- Development of campus safety videos on lifting and ladder safety for use by faculty, staff and students. This project has also given students the opportunity to participate and learn. The possibility of using AsULearn to track who has viewed this video will be explored.

During the academic year 2011-2012, the Council plans to continue work on items listed as “On Going”:

- **Continue to add security cameras to key locations throughout campus.**
- **Addition of a new Case Manager to work with the Early Intervention, Risk Management and Threat Assessment cases, focusing on establishing procedures to ensure continuous and intensive follow-up on students reviewed by the team. This enhancement will involve the development of a “tiered” system utilizing Nevitt Sanford’s developmental theory “Challenge vs. Support.” The University Housing Coordinators will be heavily utilized in the “case management” process meeting with students as part of this new approach.**
- **Continue to educate students, faculty, staff and parents about AppState-ALERT and what they should do during an actual emergency on campus.**
- **Continue to promote the showing of the video Shots Fired to students, staff and faculty.**
- **Continue to initiate a bi-annual survey to identify safety and security program effectiveness and perceived weaknesses and/or risks within the Appalachian community.**
- **Identify all off-campus programs and provide targeted safety-related information for students attending those programs (alert information, public safety contacts, etc.).**
- **Ensure that the Safety Council has representation from Student Government Association, Staff Council, and Faculty Senate and each gets a copy of the Safety Council Annual Report.**
- **Seek funding for the accreditation fee for the University Police Department.**

Other projects for 2011-2012 include:

- **Continuation of the risk assessment model and training as needed. Follow up as needed with the Town of Boone Police and fire Station.**
- **Development and implementation of an Early Intervention Team Training Manual.**
- **Development of the University policy on criminal background checks.**
- **Member participation in relative workshops and conferences held locally and nationally as funds allow.**
- **Development of a policy for faculty and student led international trips.**
- **Continue work and development on a University severe weather alert policy.**
- **Develop and implement a University cell phone policy.**