

GREAT BASIN COLLEGE  
PRESIDENT'S COUNCIL

December 10, 2013

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, John Rice, Bret Murphy, Kris Miller, Tom Reagan, Alex Porter, Melinda Dailey

ABSENT: Dori Andrepont

1. Approval of Minutes – The minutes of the President's Council meeting on November 26, 2013, were approved.
2. SGA Update – Alex Porter reported the SGA executive board attended the BOR meeting in Las Vegas. They stopped in Ely and Pahrump to train the new senator at each location. Alex is eager to schedule student forums for student feedback on the NSHE Tuition and Fee Committee recommendations. Alex has submitted his name as well as the WNC student body president to serve on the BOR Institutional Service Area Committee.
3. 4.21 Emergency Procedures – President's Council reviewed policy. All content is the same with only minor changes to phone numbers and reporting structure. President's Council approved.
4. 4.23 Crisis Communication Plan – President's Council reviewed policy. All content is the same with only minor changes to phone numbers and reporting structure. President's Council approved.
5. 4.25 Hate Crimes, Harassing Conduct and Bullying – President's Council reviewed policy. Additional wording was added to conform to NSHE policy. President's Council approved.
6. Faculty Senate Update – Tom Reagan reported the last Faculty Senate meeting is this Friday which is the last day of finals week. The Department Chairs is revising the workload policy specifically the presence on campus part. The teacher education department was highlighted today in a national report focusing on class room management in field school.
7. Classified Council Update – Melinda Dailey has nothing to report from Classified Council.
8. President's Report – Mark Curtis reported

Mike McFarlane reported that all special fees were approved at the Board of Regents' meeting. The academic success center fee increased for \$10 per student per semester at Las Vegas was the only contentious item on the agenda.

Lynn Mahlberg reported the retention coordinator, Jennifer Pierce, will be relocating to a different city and has resigned her position this week. The position will not be refilled. The job duties will be absorbed by others.

Mike McFarlane said significant progress has been made on the SARA process. We can opt in as soon as June. The process won't go to the Board of Regents until March. When the State joins the WICHE consortium then GBC will have to opt in as an institution and that will happen maybe by June. This allows us to offer online classes in any state that is in the consortium.



## POLICY AND PROCEDURE

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Procedure: EMERGENCY PROCEDURES  
Policy No.: 4.21  
Department: Administrative Services  
Contact: Director of Environmental Health, Safety and Security

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Policy

## 1.7 Center Directors

- f Dean of Applied Science
- f Director of Institutional Advancement
- f Buildings & Grounds Manager
- f Security Officers

In the event none of those persons listed above are present on campus then the faculty present in the affected buildings will make the final decision.

2.3 Building and/or Campus Evacuation. There could be several causes for evacuation of one building, several buildings or the campus. The causes may include, but not be limited to, extreme weather conditions, power outages, and damages from earthquake, fire or flood, or health hazards. Building evacuation may occur when one or more buildings are no longer safe to enter or to work. Campus evacuation will only occur when a large portion or the entire campus is affected such as in an extreme weather condition, fire, and earthquake or power outage. Authority to close all or part of the campus is limited to the following:

- f Police or fire incident commander
- f GBC president
- f Vice President for Business Affairs
- f Vice president for Academic Affairs
- f Vice president for Student Services

In the event the president is not on the campus, the available member of executive management that is on campus will be responsible for assessing the situation and making the decision to close. If the incident causing the consideration of evacuation should occur when none of the executive management is on campus, then the persons listed below will be responsible for notifying those members of management who can be located.

- f Director of Environmental Health, Safety and Security
- f Buildings & Grounds Manager
- f Director of Institutional Advancement
- f Security Officer

2.4 Evacuation Implementation. Once the determination to evacuate has been made, it will be the responsibility of the director of environmental health, safety and security and facilities manager to facilitate the closure of each building affected in a safe and orderly manner. Regardless of time of day or day of week, all buildings and grounds, security and safety staff will be subject to being held on overtime or to being called in.

The public information officer will be notified and will implement the crisis communication plan.

The controller will be notified that systems and funds need to be placed into readiness for quick response.

The director of computer services will be notified, and if not on campus, should respond to assist in any information retrieval, system backup and system shutdown, if and when that would become necessary.

The vice president for academic affairs and faculty senate president will be notified so that they may begin to notify faculty of the closure. It is the responsibility of each vice president to notify their directors and support staff.

safe exit. If the exit is safe the students will proceed to the hallway and toward the nearest unobstructed building exit. The faculty member will be the last person to leave the room. Once outside the class will remain together and proceed to the building evacuation meeting point. In order to double check for anyone who might still be in the building, NO ONE IS PERMITTED TO DEPART THE CAMPUS UNTIL EVERYONE IS GIVEN THE OKAY.

Once each class is gathered at the building evacuation point, the instructor will verify that ALL students, aides and staff exited the building safely. If any person is unaccounted for, the instructor will notify GBC security, the campus director or the emergency response incident commander. No instructor or student should re-enter the building to search for a missing person. This may only cause the emergency crews to have two victims. The instructor should be ready to provide emergency personnel with the following information:

- f Full name and any nickname of the missing person
- f What was the person wearing?
- f A physical description of the person
- f The classroom the person was in (name and location)?
- f What time was the person last seen?
- f What location the person was last seen?
- f Did the person start to leave the room with other students and became separated?
- f Was the person hurt?

All students and faculty should remain at the building evacuation point away from buildings until Great Basin College executive management determine if everyone will be able to resume normal activities.

3.3 Fires. If a small fire occurs, such as in a wastebasket, if a faculty or staff member present has been trained



- f Were you, a specific employee of the college, threatened?
- f What sounds did you hear in the background (e.g. traffic, music, airplane, and other noises)?

If you receive a bomb threat by email do not change, alter or delete the screen. Leave the message on your computer, print it out, but do not reply or pass the threat on. Contact Great Basin College security or campus director and request the police department. Upon arrival of the director or security and the police, provide as much assistance as possible including access to all password levels of your computer as necessary.

If you receive a bomb threat by U. S. Mail, Fed Ex, UPS or any other letter carrier service, do not handle the envelope or letter any more than you already have. Place it on a clean flat surface and be sure that no one touches it. Fingerprints, DNA, residue powder, handwriting and other trace evidence may be located on the paper by the police.

If a person enters the building claiming to have a bomb with them, or threatening to place a bomb at that building or on campus, attempt to keep the person near the door. Notify Great Basin College security or the campus director immediately and as discretely as possible. If you are able to have a co-worker make the calls and phone 9-911 for the Police, attempt to keep the person outside the reception area until security or the campus director arrive. Talk with the person making the threat and listen to exactly what they are telling you. Ask him/her:

- f Why he/she would want to use a bomb here?
- f Where is the bomb?
- f Take note of how the person looks
- f What he/she is wearing (blue jeans, jacket, shirt type, etc.)
- f Do they have a package, backpack or briefcase?

If the person leaves, observe if he/she is walking or what type of vehicle they leave in. If possible, write down the make, model, color and license plate number. Check the area the person was in, and search for any items moved or





Everyone has the occasional bad day or becomes angry ~~once~~ in awhile. This is not the same as someone who is consistently angry, blaming other people for problems which occur or are always trying to manipulate the situation. If this type of employee works at Great Basille, the department head needs to evaluate the situation

- x The location of the person with a weapon?
- x Who is the person?
- x Physical description of the person (height, color, physical features, clothing, etc.).
- x What type of weapon(s) they may have?
- x

- x Faculty and students present ~~should~~ try to work as a team.
- x Attempt to distract the suspect.
- x Throw items at the suspect (~~like~~ backpacks, chairs, etc.)
- x If you think you are capable try to rush or overtake the suspect.

Upon notification of the situation and once they are provided any information available from the police department, executive administrators, the director of EHS&S, the ~~campus~~ director and the public information officer will determine a timely warning statement and issue it via the methods determined for timely warnings. The responding police agency or the public information officer on behalf of the executive administrators will issue all warnings and informational statements, no other ~~persons~~ are authorized to release information on behalf of Great Basin College.

3.10 Timely Warning Notices. Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our ~~campuses~~ or in the areas adjacent to our campuses that constitutes a potential ongoing or continued threat to ~~students~~ faculty and staff. Timely warning e o 8c5(e)8.Tw [(2.2(ga( )6i(8c6

missing person. The emergency personnel should be notified and they will return to the inside of the building to search. When reporting a person missing be ready to provide emergency personnel with the following information:

- f* Full name and any nickname of the missing person.
- f* What the person was wearing?
- f*

building evacuation point. Once everyone is accounted for and safe, the class will move to a safe area of the parking lot to await emergency response personnel.

Once the emergency response personnel have determined the situation is under control and safe, all instructors, students and staff may return to the building and resume normal activities. If emergency response personnel determine that it is unsafe to return to the building then the students will be permitted to depart the campus. The decisions will be made by the president and vice president whether the faculty and staff will be relocated or sent



# APPENDIX

## GBC Emergency Procedures (Housing)

### Instructions for Resident Advisors

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Always remember that you are the resident advisor who often places you in the first contact position but you are not working alone. Feel free to call the housing coordinator, security officers or director of environmental health, safety & security for help and advice. There are times as a resident advisor you are emotionally drained and may not want to deal with another problem or listen to another person. Let the housing coordinator know that everyone needs a break occasionally. Crisis situations may not happen while you are at Great Basin College. Those that do happen may be different than described. This is only provided as a guideline. If one of our suggestions does not fit the person or situation with what you think is best or call for advice.

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#### Medical Emergencies

- Step 1: Attempt to talk with the person. If they are able to respond, ask if they are ill or injured, how severely, do they want assistance? If they do not respond, gently shake them while telling them you are going to touch them and ask them to answer you.
- Step 2: If the person is unable to respond verbally, is unconscious, or not breathing, call 911 immediately. Stay on the phone with the dispatcher or have another person stay on the phone until the dispatcher has all the questions answered. Once the call to 911 is completed, contact on-duty Security to respond by phoning 934-4923.
- Step 3: If the person is unconscious or not breathing, determine if CPR is required. If so, begin CPR. When calling security advise them CPR is starting and to bring an Automatic External Defibrillator (AED) from their vehicle.
- Step 4: If the person is conscious and able to respond, offer to call 911. If they agree, call and give the dispatcher as much information as possible. Once the 911 call is completed or if 911 is refused, contact on-duty security at 934-4923. If you have emergency medical training begin assistance. If not, stay with the person, keep the person calm and in the same location.
- Step 5: Do not move any ill or injured person. You do not have the ability to stabilize any injured limbs. Keep them as comfortable as possible, cover with a sheet or blanket and wait with them until Security or emergency assistance arrives.
- Step 6: Do not transport any ill or injured resident in your personal vehicle. Should anything happen when in route you personally and the college may be held liable.

#### Suicide Intervention:

- Step 1: When you approach fellow students or employees try to become aware of their non-verbal communication as well as their verbal communication. This will help you to determine if a person is depressed or may be considering suicide; in either case you should notify the housing coordinator. Learn to listen to others, sometimes just letting them talk is the best thing. Become aware of:
- x Persons using phrases like, "I just wish I were dead" or "I am tired of dealing with all this \_\_\_\_\_".
  - x A person may start to give away all their personal items that were some of their favorite things or prized items.
  - x You note that someone has stopped attending any social situations; maybe they lock themselves in their bedroom.
  - x Sleeping habits change and they either never sleep or sleep all the time as if to hide.
  - x Eating habits change or they stop eating.

While talking with the individual, attempt to determine if they are they under the influence of alcohol or drugs. Ask if they should be on any prescriptions and did they take them as recommended in the last 24 hours? Ask if they have thought about suicide or attempted suicide in the past? Ask do they have a plan today? If they say yes, will they tell you the plan? Are they talking about actual methods to commit suicide? Do they have the pills, weapons, etc., that they are talking about using?

If you are uncomfortable with this discussion and unable to ask these questions, stay with the person and let them know you are concerned and would like to contact someone for them to speak with. While with the person call the housing coordinator cell phone or the director of environmental health, safety & security and request they respond. Explain that both are members of the campus crisis intervention team and they may be able to provide assistance in this situation.

Step 2: If the person is attempting suicide or fighting with you about it, contact 911 immediately. Stay with the person until police officers and emergency staff arrive. Contact the housing coordinator and security after calling 911.

Step 3: If they are talking about suicide but do not have a plan and are not making the attempt at that time, contact the housing coordinator or phone security to advise them both of the conversation. Request the responding security officer contact the director to determine if she is available to respond. Suggest that this student may wish to speak with a couple of members of the campus crisis intervention team. If neither the housing coordinator nor director of environmental health, safety & security are available contact the vice-president of student services who will then contact other members of the campus crisis intervention team.

#### Fire Alarms:

Step 1: If the alarm sounds, always assume it is a real alarm and start evacuation immediately. Take your apartment key with you.

Step 2: Phone 911 directly to advise there is an alarm sounding. If it is safe to do so, call from your apartment before evacuating. If not call from a phone in one of the other buildings. This is not true of Griswold Hall. Griswold is a monitored building and the alarm company will contact the Elko Fire Department. After calling 911, contact the security cell phone and tell them you have an alarm and you will start the evacuation.

Step 3: If it is safe for you to do so, knock on the door of all apartments in the building. Be sure the residents respond. Check the door to determine if it is too hot to the touch or that smoke is not coming out.

Step 4: Have all residents evacuate taking jackets (in the winter) and their keys and ID. As residents leave their apartments, have them close front doors as a fire stop. Do not worry about locking doors. Residents must move quickly but safely. They do not have time to change clothes. They must leave immediately. All residents should assemble at the following locations: College Parkway should meet in the center BBQ area staying out of the drive lane. Walnut Street should meet on the sidewalk on Walnut, staying out of the street and parking lot. Griswold Hall should meet in the parking area behind the men's dorm rooms.

Step 5: Do not let residents back into their apartments until Security has been able to speak with them and the Fire Department has given permission.

#### Security/Police Emergencies:

Great Basin College security is available day and evenings and RA's should feel free to contact them anytime they have questions, tenant problems or need assistance. Security officers are staff members of Great Basin College and are not police officers. Therefore they perform different functions and handle situations differently. For example, if you need to enter an apartment without the tenant's permission security can do this with you where the

- Step 1: If there is a clear and imminent threat of personal injury or a fight has already begun, you should contact both 911 and security.
- Step 2: If you suspect that drugs are being used/sold at a specific room but you did not actually see the transaction or the use, contact security. Let them watch the traffic to and from the room and if they agree with you, they will contact the police.
- Step 3: Should you find any of the campus property damaged but, you do not know who caused the damage, contact security. They will file a report, notify B & G for repairs and interview any witnesses. If the damage is major such as vehicles damaged, contact both security and the police.
- Step 4: If the police ask to contact a tenant please let the housing coordinator and security know. Should the tenant be willing to speak with the police then let them go ahead. Check to see if it is okay for you to accompany them. If it is, remain as a witness. If the police are asking for information or access to an apartment, explain you need to contact your supervisor and security and ask them to wait a few minutes.

### Suspected Drugs:

You think you smell marijuana .

- Step 1: If you know what marijuana smells like, attempt to identify the location of the room/apartment the smell is coming from. Determine if a party is in progress or the residents appear to be alone.
- Step 2: Contact the housing coordinator and security to discuss your findings.
- Step 3: The housing coordinator and director of environmental health, safety & security will determine how to proceed with the resident(s).

Use of other illegal drugs (cocaine, heroin, meth, acid, pills, etc.)

- Step 1: Notify the housing coordinator and director of environmental health, safety & security of what is going on.



they respond. Stay with the resident/guest until emergency help arrives. Do not take them anywhere in your vehicle.

### Physical Assault/Battery:

Step 1: Determine what (if any) injuries have occurred talk to the victim about placing a call to 911 for an ambulance so they can be checked. Let them know you need to let the housing coordinator and security know what has happened.

Step 2: Stay with the victim and offer emotional support Try to have the victim talk about the situation



## POLICY AND PROCEDURE

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Procedure: CRISIS COMMUNICATION PLAN  
 Policy No.: 4.23  
 Department: Administrative Services  
 Contact: Director of Environmental Health, Safety and Security

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### Policy

As a member institution of the Nevada System of Higher Education, Great Basin College is committed to the safety and security of all employees, faculty, students, and visitors. The responsibilities, procedures and practices stated in the emergency procedures manual apply to all Great Basin College employees, faculty, students and visitors. All employees will be held responsible for implementing any and all necessary emergency procedures. Each employee will conduct himself or herself in a manner that adheres to the practices and program guidelines to ensure the safety of all.

The key to effective emergency procedures to protect and property is a crisis communication plan, which is outlined in the procedures below.

### Procedures

#### 1.0 Contact Priorities

Prior to enacting the crisis communication plan, initial responders should begin activating the emergency procedures plan (4.21). The first step should be to ensure everyone is safely out of the building or sheltered within a building. First contacts should be with the City police and fire (911) so they may begin their response. Those persons contacted immediately after that should be the buildings & grounds manager (or on-duty buildings & grounds) and the director of environmental health, safety and security.

**NEXT TO BE CALLED**

President or Administrator-  
in-Charge      Leader, Legal  
Spokesperson      775.753.2265

Vice President for  
Academic Affairs      Vice President, Leader,  
Legal, Spokesperson,  
Centers Coordinator      775.753.2266

Dean of Applied Science      Physical Classroom  
Arrangement      775.753.2217  
Assist Vice Presidents

Dean of Health Science and  
Human Services      Physical Classroom  
Arrangement      775-753-2135  
Assist Vice Presidents

Institutional Advancement  
Director      Public Information  
Officer, Press Releases      775.753.2260

Housing Coordinator      775-934-5422

Computer Services  
Coordinator      775.753.2220

Interactive Video Coordinator      CA.001RHuman Services 0

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All Faculty and Staff not notified above

CHARTIS Crisis Response Team

1-877-244-3100

## 2.0 Crisis Procedures

2.1 Crisis Group Meeting Place. In the case of a crisis at the Elko campus, Crisis Group will meet in one of the following:

- o President's Conference Room/Berg Hall
- o Chilton Circle Modular

The group will meet in Berg Hall if safety is not compromised. If Berg Hall is unsafe, the group will meet in the



- o Stop any rumors by mandating that only the president (or designated V.P.) and/or the
  - o Public relations director makes statements to the media.
- x How much and with what intensity will the media be interested in such a crisis?
- x Is the crisis just the tip of the iceberg of a much larger and potentially more damaging crisis?
- x Is it important for the college to examine the issue and see if
- o

- x Spokesperson backup.

#### 2.2.8 Log calls

All calls should be logged and comments recorded in case follow up is required.

#### 2.2.9 Working with the press

- x With a crisis communication action plan in motion, the college can be active rather than reactive:
  - o the college will be more able to manage the message, misinformation will be limited, the college image will be maintained. (In control of situation, helpful, sympathetic, etc.)
- x The media may serve as additional resource channel to key public officials.

### 3.0 Afterwards



4. By declaring its goal that the public schools in this State provide a safe and respectful learning environment, the Legislature is not advocating or requiring the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but is requiring that pupils with differing beliefs be free from abuse and harassment.

## Procedure

### 1.0 Emergency Procedure

If a student, staff member or faculty member is in immediate danger call 911. After phoning 911, the threatened person should contact the Center Director in Elko the Security department. The GBC safety and security website provides the numbers to contact the hate director or Elko campus security for immediate assistance and the designated emergency contact persons to report any type of problem or crime. The website is <http://www.gbcnv.edu/security/emergency.htm>. All persons who believe they may be the victims of a hate crime, harassing conduct or bullying should first file a report to contact the vice president of student services (775) 753-2282 or the director of environmental health, safety and security (775) 753-2115 to discuss the incident and begin an internal campus investigation.

### 2.0 Reporting Hate Crimes, Harassing Conduct and Bullying

At Great Basin College hate crimes, harassing conduct and bullying like any other crime, should be reported by students or faculty or staff immediately. The safety and security website provides directions on how and when to report a crime including calling 911 to contact the police department or county sheriff in order to file a criminal report. Im8(i t)3.2( )-4.2(e)6(G)-4.2(u)-4.2(ricy(rste5(act >2(u)-4 )-4.2(ee)2C)-4.2(.)3.3( bMa54 1nBricey(rsleg)-.5(stig)-44

## 6.0 Further Information

Should any member of the campus community have questions the Great Basin College general catalog clearly states the NSHE and GBC conduct policies. This includes what is considered misconduct under NSHE Code Title 2, Chapter 10 Section 10.2.1(ee) any act prohibited by local, state or federal law that occurs on System premises or at a System-sponsored function on or off such premises.. The GBC hate crimes, harassment and bullying policy can be reviewed at the GBC safety and security website, which provides directions on how and when to report a crime.

Any person having concerns regarding possible hate crimes, harassment or bullying or actions to themselves or others should contact the director of environmental health, safety & security to discuss their concerns by phone @ 775-753-2115 or email at patricia.anderson@gbcnv.edu, or the office of the vice president of student services @ 775-753-2184 or the affirmative action officer @ 775-753-2181.

## 7.0 Training

The director of environmental health, safety & security includes hate crime, harassment and bullying prevention training (recognition, a response and reporting) with the campus safety and public building safety training programs which are offered each yearly. These programs are offered to all students, faculty and staff. The director also explains and discusses hate crime, harassment and bullying prevention and violation consequences during the mandatory training for housing students at the beginning of school year. In addition, the vice president for student services/administrative officer has included hate, harassment and bullying prevention training in the institutional harassment awareness workshops, which cover sexual harassment and other types of unlawful harassment. Hate crime, harassment and bullying prevention will be included in the college catalog and the GBC student handbook which is used for new student orientation.

Approved by President's Council: July 22, 2008, December 10, 2013  
Contact the assistant to the president for any questions, corrections, or additions.