



Annual Security Report

2016



Contents

- About the Report 3
- Definitions 4
- Crime Statistics..... 8
- How to Report Criminal Offenses 11
- Campus Security and Access 12
- Campus Security Personnel 12
- Reporting Criminal Activity 12
- Voluntary Confidential Reporting 13
- Campus Security Authorities..... 13
- Timely Warning & Emergency Notifications 13
- Safety and Security Awareness 14
- Behavioral Intervention Team 14
- Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention 15
- Discrimination Grievance Procedures..... 17
- Domestic Violence, Dating Violence, Sexual Assault, or Stalking 18
- Title IX Coordinator 19
- Bystander Intervention 20
- Risk Reduction..... 21
- Sex Offenders..... 21
- Alcohol & Substance Abuse Prevention..... 22
- Emergency Contacts 22
- Missing Person 23
- Active Shooter..... 23
- Bomb Threat 24
- Fire Safety Report 25
- Policies Applicable to the Spruce Wood Apartments 25
- Portable Fire Extinguishers 25
- Fire Sprinkler System 26
- Fire Alarm System 26
- Fire Drills 26

Flathead Valley Community College (FVCC) Annual Security Report for Calendar Year 2015 (all campuses)

About the Report

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus property owned or controlled by FVCC and on public property within, or immediately adjacent to and accessible from the campus. These statistics are found on pages 8-11. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 (f)) is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The following pages provide crime rates and statistics for the 2013, 2014, and 2015 calendar years as required by law. This report also includes fire safety information on pages 25-27. This report is also intended to be a resource guide.

The Clery Act requires that the following “Clery crimes” be reported:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Hate Crimes

Criminal Offenses are defined as outlined by the U.S. Department of Justice, FBI National Incident-Based Reporting System on pages 4-7.

Under the Clery Act, FVCC is required to report annual crime statistics showing reported occurrences of specified types of crime for the benefit of current/prospective students and employees.

How the crime statistics in this report are compiled

The crime statistics in this report have been compiled by the Dean of Student, the Director of Physical Facilities, the Facilities Coordinator, and the Campus Emergency Coordinator. This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act) of 1998. The statistics include all crimes reported to college officials, the Kalispell Police Department, Flathead County Sheriff’s Department, and Lincoln County Sheriff’s Department. The totals include crimes reported which have occurred on campus, at non-campus properties owned or controlled by the College and used for educational purposes, and on public property such as streets and sidewalks immediately adjacent to the campus.

Statistics pertaining to referrals for disciplinary action reflect those incidents of alcohol, drugs, and weapons violations that were referred to the Dean of Students for student disciplinary action.

Unfounded Crimes

Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, then it must be classified as being unfounded. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate.

US. Department of Justice, Federal Bureau of Investigation (2004) Uniform Crime Reporting Handbook pp 77,78

The current reported crime statistics are found on pages 8-11.

How the crime report is disseminated

The Clery Act stipulates that FVCC notifies all current and prospective students, faculty, and staff of the availability of this report no later than October 1, 2016. The report can be retrieved from FVCC's website at www.fvcc.edu/campussafety. No later than October 1, 2016, an e-mail notification providing the URL address for the report will be sent to all current students, faculty, and staff at FVCC. Printed copies of the report are available upon request from the Dean of Students by calling 406.756.3812. Current and prospective students and employees can access the report by clicking "Campus Safety" at www.fvcc.edu and then click on "2016 Annual Security Report."

Definitions

The following Clery geography definitions apply to the Crime Statistics Report on pages 6-9.

On-campus is defined as "any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonable geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)."

Non-campus building or property is defined as "any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution."

Public property is defined as "all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility,

and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes."

The following criminal offenses are defined as outlined by the U.S. Department of Justice and FBI National Incident-Based Reporting System. Crime definitions are from the Uniform Crime Reporting Handbook. An incident meeting these definitions is considered a crime for the purpose of Clery Act reporting.

Murder & Non-negligent Manslaughter is defined by the willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as murder and non-negligent manslaughter.

Negligent Manslaughter is defined as the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities, are not included in the category of Negligent Manslaughter.

Sex Offense is defined as any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sodomy is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Sexual Assault with an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia (e.g., a finger, bottle, handgun, stick).

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Robbery is the taking, or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault is an attack by one person upon another, in which the offender uses or displays a weapon in a threatening manner or the victim suffers severe injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary is the unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor-Vehicle Theft is the theft or attempted theft of a motor vehicle. All cases where automobiles, trucks, motorcycles, all-terrain vehicles, and mopeds are taken by persons not having lawful access or consent including joy riding, even if the vehicle is recovered.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another, etc.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that persons acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence is 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 by the victim with consideration of the following factors: (1) the length of the relationship, (2) the type of relationship, (3) the frequency of the interaction between the persons involved in the relationship.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Liquor-Law Violations are the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person, underage possession, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance, and all attempts to commit any of the aforementioned offenses. Drunkenness and driving under the influence are not included in this definition.

Drug-Law Violations are the violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapons Law Violations are the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnished deadly weapons to minors, aliens possessing deadly weapons, all attempts to commit any of the aforementioned.

Hate Crime is defined as a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. For Clery Act reporting purposes, hate crimes include any offense in the following list that is motivated by bias:

- Murder and Non-Negligent Manslaughter
- Sex Offense
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Destruction/Damage/Vandalism to Property
- Intimidation
- Larceny/Theft
- Simple Assault

Hate Crime Bias

- Race
- Gender
- Religion
- National Origin
- Sexual Orientation
- Gender Identity
- Ethnicity
- Disability

Disclosure of Reported Crimes and Crime Statistics for Calendar Years 2013, 2014, 2015:

On-Campus Reported Criminal Offenses:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses, Forcible**	1	-	-	0	-	-
Sex Offenses, Non-Forcible**	0	-	-	0	-	-
Sex Offenses, Rape**	-	0	0	-	0	0
Sex Offenses, Fondling**	-	0	0	-	0	0
Sex Offenses, Incest**	-	0	0	-	0	0
Sex Offenses, Statutory Rape**	-	0	0	-	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence*	0	0	0	0	0	0
Dating Violence*	0	0	0	0	0	0
Stalking*	3	0	0	0	0	0

*Beginning with the 2015 Annual Security Report for reporting year 2014, the following crimes are also reported: domestic violence, dating violence, and stalking. Please note that these statistics were appropriately categorized for reporting year 2013 in a “good faith effort” as requested under the Clery Act changes in May 2013

**Sex offenses, for Clery counting purposes were counted as Forcible and Non-Forcible for 2013. Beginning with the 2015 Annual Security Report for reporting year 2014, sex offenses are now counted as Rape, Fondling, Incest, and Statutory Rape. Rape is inclusive of sexual assault, sexual assault with an object, and sodomy and can be perpetrated against both women and men.

FVCC does not have on-campus student housing.

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

Off-Campus Reported Criminal Offenses - of the reports occurring off campus (in or on non-campus buildings or property), the number occurring in public property indicated in parenthesis:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	0(0)	0(0)	0(0)	(0)	(0)	(0)
Negligent Manslaughter	0(0)	0(0)	0(0)	(0)	(0)	(0)
Sex Offenses, Forcible**	0(0)	-(-)	-(-)	(0)	(-)	(-)
Sex Offenses, Non-Forcible**	0(0)	-(-)	-(-)	(0)	(-)	(-)
Sex Offenses, Rape**	0(0)	0(0)	0(0)	(0)	(0)	(0)
Sex Offenses, Fondling**	0(0)	0(0)	0(0)	(0)	(0)	(0)
Sex Offenses, Incest**	0(0)	0(0)	0(0)	(0)	(0)	(0)
Sex Offenses, Statutory Rape**	0(0)	0(0)	0(0)	(0)	(0)	(0)
Robbery	0(0)	0(0)	0(0)	(0)	(0)	(0)
Aggravated Assault	0(0)	0(0)	0(0)	(0)	(0)	(0)
Burglary	0(0)	0(0)	0(0)	(0)	(0)	(0)
Motor Vehicle Theft	0(0)	0(0)	0(0)	(0)	(0)	(0)
Arson	0(0)	0(0)	0(0)	(0)	(0)	(0)
Domestic Violence*	0(0)	0(0)	0(0)	(0)	(0)	(0)
Dating Violence*	0(0)	0(0)	0(0)	(0)	(0)	(0)
Stalking*	0(0)	0(0)	0(0)	(0)	(0)	(0)

*Beginning with the 2015 Annual Security Report for reporting year 2014, the following crimes are also reported: domestic violence, dating violence, and stalking. Please note that these statistics were appropriately categorized for reporting year 2013 in a “good faith effort” as requested under the Clery Act changes in May 2013

**Sex offenses, for Clery counting purposes were counted as Forcible and Non-Forcible for 2013. Beginning with the 2015 Annual Security Report for reporting year 2014, sex offenses are now counted as Rape, Fondling, Incest, and Statutory Rape. Rape is inclusive of sexual assault, sexual assault with an object, and sodomy and can be perpetrated against both women and men.

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

Hate Crimes:

There were no hate crimes reported to FVCC, Kalispell Police Department, Flathead County Sheriff’s Department, or Lincoln County Sheriff’s Department in calendar years 2013, 2014, or 2015.

On-Campus Reported Alcohol, Drugs, Weapons Arrests:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Weapons Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	1	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

Off-Campus Reported Alcohol, Drugs, Weapons Arrests – of the reports occurring off campus (in or on non-campus buildings or property), the number occurring in public property indicated in parenthesis:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Weapons Law Arrests	0(0)	0(0)	0(0)	(0)	(0)	(0)
Drug Law Arrests	1(0)	0(0)	0(0)	(0)	(0)	(0)
Liquor Law Arrests	0(0)	0(0)	0(0)	(0)	(0)	(0)

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

On-Campus Disciplinary Actions/Referrals:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Weapons Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

Off-Campus Disciplinary Actions/Referrals - of the reports occurring off campus (in or on non-campus buildings or property), the number occurring in public property indicated in parenthesis:

	<u>Kalispell Campus</u>			<u>Lincoln County Campus</u>		
	2013	2014	2015	2013	2014	2015
Weapons Law Violations	0(0)	0(0)	0(0)	(0)	(0)	(0)
Drug Law Violations	1(0)	4(0)	2(0)	(0)	(0)	(0)
Liquor Law Violations	0(0)	5(0)	0(0)	(0)	(0)	(0)

No crimes reported in 2013, 2014 or 2015 have been unfounded and, therefore, have not been withheld from the crime statistics.

How to Report Criminal Offenses

To report a crime has taken place on or off campus, the Kalispell Police Department (or Lincoln County Sheriff's Department, if the incident occurred in Libby) should be contacted. FVCC highly encourages accurate and prompt reporting. The phone number for the Kalispell Police Department Dispatch Center is 406.758.7780; the phone number for the Lincoln County Sheriff's Department is 406.293.4112. For emergencies, dial 911. Afterwards, call the FVCC Emergency Phone at 406.270.4555. To report a non-life-threatening crime or campus incident, complete and submit a FVCC Campus Incident Report form available at www.fvcc.edu/campus-guide/campus-safety/ within 24 hours to Steve Larson, Director of Physical Facilities in BH 122. The FVCC Emergency Phone is manned 24 hours a day, seven days a week by a member of the FVCC Command Team.

Voluntary, confidential crime reporting can be made to the Campus Emergency Coordinator, Vice President of Academic Affairs, Dean of Students, Director of Human Resources/Title IX Coordinator, or Title IX Building Liaisons. The list of Title IX Building Liaisons is available at <http://www.fvcc.edu/campus-guide/campus-safety/title-ix/> or by clicking "Campus Safety" followed by "Title IX Information" on the FVCC website. The confidential report is to comply with a student's wish to keep the matter confidential while still taking the steps to ensure the safety of the student and others.

Preventing crime is everyone's responsibility. If you suspect a crime has been committed or is being committed immediately call 911 for an emergency or 406.270.4555 for a non-emergency.

If you are a victim or witness of a crime, report the incident immediately to the Kalispell Police Department Dispatch Center 406.758.7780 or Lincoln County Sheriff's Department at 406.293.4112 or call the FVCC Emergency Phone at 406.270.4555. If you can, gather pertinent information, such as sex, race, hair color, length and texture, body size, clothing description, scars and other notable characteristics, modes of travel, type of vehicle, color and license information.

If you see anyone acting suspiciously, call 911. Do not approach the individual yourself. Report the type of suspicious behavior and the location. Relay pertinent information concerning the involved person including age, sex, clothing, vehicle, and direction of travel.

Campus Security and Access

During business hours, FVCC is open to the public. During non-business hours, access to the College facilities is by key only. The maintenance and custodial staff ensure that the campus buildings are locked after hours. The maintenance staff also ensures that lighting on campus is working and that pathways are safe and kept clear during the winter season.

The Safety Committee meets monthly to report and address any safety concerns raised by the committee or through the safety suggestion box located by the restrooms in Blake Hall. The Safety Committee conducts regular building inspections to identify potential safety concerns or opportunities for improvement.

FVCC does not have any officially recognized student organizations with off-campus locations that are monitored by the College (such as fraternity or sorority houses).

Campus Security Personnel

FVCC does not employ campus police. Criminal incidents are referred to the Kalispell Police Department or the Lincoln County Sheriff's Department. FVCC does not have an official memorandum of understanding written with the Kalispell Police Department, Flathead County Sheriff's Department, or Lincoln County Sheriff's Department; however, the Kalispell Police Department, Flathead County Sheriff's Department and Lincoln County Sheriff's Department work very closely with FVCC and respond quickly to all requests made to them.

Importance of Reporting Criminal Activity

FVCC does not have its own campus security officers. Therefore students, faculty, staff, and guests are strongly encouraged to report all criminal and suspicious activities to both the Kalispell Police Department or Lincoln County Sheriff's Department and College officials in a timely manner.

Prompt reporting of criminal activity enables College officials and local law enforcement officials to more effectively protect the safety of the entire community. Reporting criminal activity also ensures inclusion in the annual crime statistics and aids in providing timely warning notices to campus. All

reports of criminal activity will be investigated. No matter how insignificant the incident may seem, the information students, faculty, staff, and guests provide can be helpful in an investigation.

Voluntary Confidential Reporting

Voluntary, confidential crime reporting can be made to the Campus Emergency Coordinator, Vice President of Academic Affairs, Dean of Students, Executive Director of Human Resources/Title IX Coordinator or any of the Title IX Building Liaisons. The list of Title IX Building Liaisons is available at <http://www.fvcc.edu/campus-guide/campus-safety/title-ix/> or by clicking “Campus Safety” followed by “See Building Liaisons” on the FVCC website. The confidential report is to comply with a student’s wish to keep the matter confidential while still taking the steps to ensure the safety of the student and others. With this information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger. Reports in this manner are counted and disclosed in the annual crime statistic for the institution.

Campus Security Authorities

Students and employees should report criminal offenses described in the annual report to designated Campus Security Authorities (CSAs) or local law enforcement for the purpose of making timely warning reports and annual statistical disclosure. Under the Clery Act, FVCC must designate certain individuals as CSAs. CSAs are officials who have significant responsibility for student and campus activities, individuals responsible for security, and individuals designated to receive crime reports. At FVCC CSAs include the Dean of Students, student organization advisors, Student Engagement Coordinator, Intramurals Coordinator, Title IX Coordinator, Director of Physical Facilities, Director of International Student Services, Student Housing Assistant, and Campus Emergency Coordinator. CSAs should report crimes using a CSA Reporting Form available at <http://www.fvcc.edu/campus-guide/campus-safety/>. Crimes reported to any CSA will be included in the annual crime statistics.

Students may contact any CSA for appropriate assistance in reporting crimes. Confidentiality of crime reports made to CSAs cannot be promised. Clery requires statistical reporting, but CSAs are also reporters under the requirements of Title IX and as such may not be able to maintain confidentiality. There may be instances where the College must act regardless of the wishes of the complainant or reporter. In such cases FVCC will take care to protect identities to the extent allowed by the circumstances and law.

Timely Warning & Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the President, the Campus Emergency Coordinator, the Dean of Students or other members of the Command Team, constitute a serious or continuing threat, a campus wide timely warning will be issued. Per the requirements of the Clery Act, FVCC will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency.”

After deciding whether to issue a timely warning after reviewing factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts, the Command Team will also determine the audiences in the campus community to receive the notice and whether the emergency information should be provided to the larger community. Timely warnings and immediate notifications related to criminal activity are also sent to the local law enforcement.

The warning will be issued through the college's e2Campus emergency notification service that notifies all subscribers of the situation via text and/or phone message(s). Updates to the campus community regarding a timely warning notification may be distributed via email, posted on the FVCC website, pushed through FVCC social media, or may be posted on campus buildings.

Timely warnings will typically include information such as a brief statement of the incident, physical description of any suspect, appropriate safety tips, and other relevant, available information. The warnings will withhold the name of the victim as confidential. The alerts are generally written and distributed by the Director of Marketing and Communications.

Students and employees may update their e2Campus account by visiting www.fvcc.edu and logging onto the respective student, faculty, or staff portal followed by "e2Campus." All student, faculty, and staff college-issued email addresses are automatically set to receive emergency notifications.

Safety and Security Awareness

FVCC posts emergency procedure flip charts in all of its classrooms, community rooms, staff and faculty offices, and off-campus apartments. All-hazards [general emergency procedures](#) is also available online at [http://www.fvcc.edu/current-students/student-life/campus-safety.html#/.](http://www.fvcc.edu/current-students/student-life/campus-safety.html#/) At least once a year, the campus Safety Committee distributes a campus safety newsletter throughout campus and posts safety tips in the *Privy Press*, the weekly restroom stall bulletin. Safety procedures and/or table top discussions are presented and reviewed annually during a college-wide in-service in addition to annual safety drills or training including, but not limited to earthquake and lock-down drills. FVCC partners with the Kalispell Police Department to administer and evaluate campus lock-down drills. FVCC employees are also provided the opportunity to receive free AED/CPR training. Employees who work with hazardous materials participate in annual hazardous material safety training.

Behavioral Intervention Team

FVCC Behavioral Intervention Team (BIT) promotes campus safety and awareness using the message: Sense something? Say something. Do something. The team reviews reports received regarding concerning behavior and determines the best course of action to support the individual and intervene before the behavior escalates. Any behaviors or activities of concern should be reported to the FVCC BIT Coordinator at 406.756.3812 or by submitting a [BIT referral form](#) online at www.fvcc.edu/campus-guide/campus-safety/ or emailing bit@fvcc.edu. Every member of the community helps to keep the FVCC campus healthy and safe.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking Prevention

Students, staff and faculty at FVCC have the right to live, learn, and work in an environment that is free from all forms of sexual misconduct (including sexual assault), domestic violence, dating violence, and stalking. FVCC's Discrimination and Sexual Harassment Policy (FVCC Board Policy Chapter 1, Section 60) and FVCC Code of Student Conduct (FVCC Board Policy Chapter 7, Section 60) prohibits such conduct. Both policies are available at www.fvcc.edu/current-student/.

As outlined in the Discrimination and Sexual Harassment Policy, sexual misconduct is defined to include sexual assault (including rape and other nonconsensual sexual contact), including incapacitation for sexual purposes and sexual exploitation.

Sexual Assault means an actual or attempted sexual contact with another person without that person's consent.

Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome contact with the breasts, buttock, groin or genitals or touching another with any of these body parts or coercing or forcing or attempting to coerce or force another to touch the perpetrator or themselves with or on any of these body parts.
- Any other intentional bodily contact in a sexual manner, including contact by a penis, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).
- Sexual intercourse without consent, including acts commonly referred to as "rape."

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact of, or make a reasonable judgment as to the nature or harmfulness of the conduct, or extent of the sexual situation. This includes impairment or incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact.

Sexual Exploitation/coercion occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of preceding sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting a sexually transmitted disease, such as HIV to another;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; and
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Dating Violence is abuse or violence between, partners or persons in a social relationship of an intimate or romantic nature involving one or more of the following elements:

- Battering that causes bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage;
- Repeated telephonic, electronic, or other forms of communication -- anonymously or directly -- made with the intent to intimidate, terrify, harass, or threaten.

The existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction.

Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

Domestic Violence is an act of partner or family member assault (as defined in Section 45-2-206 Montana Code Annotated). A person "commits . . . partner or family member assault if the person

- purposely or knowingly causes bodily injury to a partner or family member;
- negligently causes bodily injury to a partner or family member with a weapon; or
- purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member."

"Partners" are spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

Discrimination Grievance Procedures

All reports and complaints of violation of FVCC's Discrimination and Sexual Harassment Policy are considered in accordance with FVCC's Discrimination Grievance Procedure available on the college website by clicking "Current Students" under "Policies & Notifications." These procedures include the following:

- A prompt, fair, and impartial investigation and resolution adhering to the principles of due process of such reports and complaints;
- A process conducted by officials who receive annual training on the issues related to sexual misconduct, domestic violence, and stalking, including how to conduct investigations and hearings which protect the safety of victims and promote accountability;
- A process in which the accusing party and the accused have the same opportunities to participate in the process, including the right to be accompanied by an advisor and the right to appeal;
- Policy violations are established when the evidence shows that it is more likely than not that the alleged conduct occurred (or preponderance of evidence);
- The outcome of the process, including the determination of whether a policy violation occurred and the sanction imposed, will be disclosed to both the accusing party and the accused; and,
- A written statement will be provided to any student or employee victim of sexual misconduct, dating violence, domestic violence, or stalking providing an explanation of their right under Discrimination Grievance Procedure.

If a student is found to have violated the Discrimination Policy and, thus, the Code of Student Conduct, the College may impose sanctions against the student. These sanctions may include counseling, education, or other sanctions up to and including suspension or expulsion from the College. Please review the FVCC Code of Student Conduct available on the college website. Click "Current Students" and scroll down to "Policies & Notifications" for further information regarding sanctions. If an employee is found to have violated the Discrimination Policy, sanctions may be imposed in accordance with the applicable personnel policy and Collective Bargaining Agreement.

The Discrimination Grievance Procedure provides that FVCC will disclose the outcome of any student disciplinary action related to violation of the Discrimination Policy to both the accusing student and the accused student. The outcome of a proceeding means the institution's final determination regarding whether there was a violation of the Discrimination Policy and the sanction imposed.

Disclosure of the results of a proceeding to the accusing and the accused student in compliance with these provisions does not constitute a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Discrimination Policy prohibits retaliation against any person for reporting concerns, or filing, testifying, assisting or participating in any manner in investigation or proceedings involving allegations of violation of the Discrimination Policy. Retaliation is subject to the same discrimination procedure and the same potential sanctions.

FVCC provides primary prevention, risk reduction and awareness training for all new students and employees. In support of the Campus SaVE Act, all new degree-seeking students are required to

complete Haven, an interactive online program designed to provide students with facts and skill-based information on sexual assault prevention and bystander intervention, within their first semester at FVCC. All returning and new non-degree-seeking student are encouraged, but not required to complete Haven. All students can access the Haven course by logging onto the student portal and clicking “Everfi.” The Student Engagement Coordinator works with the Violence Free Crisis Line, Student Health Clinic, College Counselor and other resources to provide additional educational opportunities on bystander intervention, risk reduction, prevention and awareness for students throughout the academic year including poster campaigns and Empowerment Week. Similarly, all new employees are required to complete mandatory sexual harassment prevention training.

In Case of a Domestic Violence, Dating Violence, Sexual Assault, or Stalking

If an incident involving domestic violence, dating violence, sexual assault, or stalking occurs, the victim or witness should report the incident to the Title IX Coordinator or a Title IX Building Liaison and contact the Kalispell Police Department or Lincoln County Sheriff’s Department as soon as possible. The list of [Building Liaisons](http://www.fvcc.edu/campus-guide/campus-safety/title-ix/) are available at <http://www.fvcc.edu/campus-guide/campus-safety/title-ix/>. The Title IX Coordinator will assist the victim in notifying appropriate law enforcement authorities if the victim requests the assistance of these personnel.

FVCC encourages the reporting of domestic violence, dating violence, sexual assault and stalking. Reporting is the only way the College can provide remedial assistance, institute protection procedures for the reporter and others, and take whatever actions are necessary to respond to the report.

Students have several options for reporting and are encouraged to use support services regardless of whether they choose to report. The following options are available to students:

- Report and pursue criminal charges through the local law enforcement agency;
- Report to the Title IX Coordinator at 406.756.3841. In cases where there is a violation of university policies, the perpetrator may be subject to disciplinary sanctions through the Dean of Students if the perpetrator is a student or Human Resources if the perpetrator is an employee;
- Report and pursue both criminal charges and initiate proceedings under the Title IX grievance procedures;
- Report, but choose not to pursue criminal charges through the local law enforcement agency;
- Report and/or seek confidential support with the FVCC Counselor located in LRC 129;
- Do none of the above (however, the victim is still encouraged to seek support).

After an incident of domestic violence, dating violence or sexual assault, the survivor should consider seeking medical attention as soon as possible. Medical forensic evidence may be collected if a sexual assault occurred within 120 hours of the evidence collection. The survivor may request an exam a forensic evidence collection at no cost and without having to file a police report. The costs of the evidence will be covered a part of Montana’s Forensic Rape Examination Payment Program. Kalispell Regional Medical Center is the only location in Kalispell which conducts forensic examinations.

It is important that the victim of sexual assault does not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstance of sexual assault, if victims

do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Survivors of sexual assault, domestic violence stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant message, social networking pages, other communications, and keeping pictures or other documents, if they have any, that would be helpful to College investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she should still consider speaking with the local law enforcement agency to preserve evidence in the event the survivor decides to report the incident to law enforcement or the College at a later date to assist in proving the alleged criminal offense occurred.

A victim wishing to maintain complete confidentiality may report to FVCC's licensed professional counselor in the Learning Center, located in the Learning Resource Center Building, room 129. The Violence Free Crisis Line, staffed 24 hours/day is also available to provide free support to students at 406.752.7273.

If the accused violator is a student at FVCC, the incident may be reported to the Dean of Students. Although reports of discrimination, harassment, sexual misconduct, domestic violence, and stalking are referred to the Title IX Coordinator for investigation in accordance with FVCC's Discrimination Grievance Procedures, the Dean of Students will work with students and the Title IX Coordinator as necessary to take immediate steps to protect the student's health and well-being, including providing informal consultation, issuing a no-contact order to the alleged perpetrator, adjusting classes to avoid contact with the perpetrator, providing other corrective and remedial assistance as outlined in the Discrimination Grievance Procedures. Students can contact the Dean of Students by calling 406.756.3812 or visiting BH 114.

Usually, the decision to take action against the accused rests with the aggrieved student. However, there are certain circumstances in which the College must act if it receives a report that requires the College to protect the student and members of the community from repetition of the offense or to eliminate risk of future harm.

FVCC employees (except the FVCC counselor) are required to report incidents of sexual misconduct. Employees who receive information concerning such conduct against a student are required to report this information to the Title IX Coordinator.

Title IX Coordinator

Title IX requires that the educational services of a college be provided without discrimination on the basis of sex. Sexual misconduct, dating violence, domestic violence, and stalking is prohibited by FVCC's Discrimination Policy and may also violate Title IX. FVCC has designated the Executive Director of Human Resources as the Title IX Coordinator.

The Title IX Coordinator is responsible for assuring compliance with Title IX and will initiate investigation of reports of discrimination, harassment, sexual misconduct, dating violence, domestic violence and stalking. Students or employees who have been the victim of such conduct may file a complaint under FVCC's Grievance Procedures with the Title IX Coordinator by calling 406.756.3841, via email at kglasser@fvcc.edu, or by visiting BH 152.

The College through the Title IX Coordinator in consultation with the Dean of Students or other campus officials may also take remedial action to prevent serious and immediate harm to the complainant and others; prevent retaliation against the complainant, the alleged perpetrator and/or witnesses; end discriminatory or harassing behavior and prevent its recurrence; and provide appropriate training in issues related to discrimination, sexual misconduct, domestic violence or stalking.

The Discrimination Grievance Procedure provides that remedial action shall include but not be limited to:

- Altering the Complainant's or Respondent's work or academic environment;
- Providing training on discrimination or harassment;
- Meeting with Respondent and his/her supervisor to discuss changes of behavior;
- Reassignment or transfer;
- Changes in residence hall assignments;
- Changing advisors, mentors, supervisors or evaluators;
- Providing academic support services such as tutoring;
- Obtaining counseling or medical services;
- Providing escort service for a party's safety in moving about campus;
- Arranging for re-taking or course withdrawal without penalty; and
- Suspending an employee pending investigation.

The aggrieved student may request a remedial action by contacting the Dean of Students at 406.756.3812 or the Title IX Coordinator at 406.756.3841. Employees may contact the Title IX Coordinator.

Victims may also seek orders of protection (e.g. no contact orders) through the local district court. The Violence Free Crisis Line provides referrals to the victims of crime such as domestic violence, stalking and sexual assault in obtaining protection or no contact orders. The Violence Free Crisis Line is staffed 24 hours/day and can be reached by calling 406.756.7273.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are not directly involved in a situation but have the choice to intervene, speak up, or do something about it.

Below is a list of ways to be an active bystander.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to resources listed in this document for support.

Please note, if you or someone else is in immediate danger, call 911.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- If you don't want to hurt a person's feelings it is better to lie and make up a reason to leave an uncomfortable situation than to stay.

Sex Offenders

Montana's registry for sexual offenders can be found at the following web address:
<https://doj.mt.gov/svor/>.

Alcohol & Substance Abuse Prevention

It is illegal in Montana for anyone under the age of 21 to consume or be in possession of alcohol. It is also illegal for anyone to sell or provide alcohol to a person under the age of 21. FVCC prohibits the possession, use or distribution of any alcoholic beverage by employees or students in the workplace and/or while conducting college business except as authorized by FVCC Board Policy Chapter I, Section 80 Alcohol Free Policy available at http://www.fvcc.edu/wp-content/uploads/2016/01/Chapter_I-Section_80-Alcohol-Free_Workplace.pdf. Students, organizations, or groups violating alcohol policies or laws may be subject to disciplinary actions by FVCC and/or the Kalispell Police Department or Lincoln County Sheriff's Department.

Additionally, the use, possession, or distribution of illegal drugs is strictly prohibited at FVCC per FVCC Board Policy Chapter 1, Section 70, Drug Free Policy and Chapter 7, Section 60 Code of Student Conduct available at www.fvcc.edu/current-student/. The possession, sale, manufacture or distribution of any controlled substance is illegal in Montana with the exception of the Montana-issued medical marijuana card. FVCC prohibits the use of marijuana on campus regardless of the presence of a state-issued medical marijuana card. Violators of illegal drug use, possession, or distribution will be turned over to the Kalispell Police Department or the Lincoln County Sheriff's Department and are subject to FVCC's disciplinary actions.

FVCC is also a tobacco-free and e-cigarette-free campus as specified in FVCC Board Policy Chapter I, Section 85 available at Smoking and Tobacco Free Policy available at <http://www.fvcc.edu/current-student/>.

FVCC provides alcohol and substance abuse prevention programming to both students and employees. Free counseling services are available for all students and employees who have alcohol and/or substance abuse issues. Students who have concerns about their alcohol or substance use should contact the FVCC Counselor, in LRC 129, to receive counseling services. Employees should contact the Human Resources Office in Blake Hall for resources.

All new degree-seeking students age 21 or younger are required to successfully complete AlcoholEdu within their first semester at FVCC. All returning and new non-degree-seeking students are encouraged, but not required to complete AlcoholEdu, a science-based, interactive online program designed to provide students with facts and skill-based information on the consequences of alcohol abuse, including sexual assault and alcohol's impact on the brain, body, and behavior. The program matches course content to each student based on his or her behavior, attitudes, and what he or she already knows about alcohol. Whether students choose to drink or not, AlcoholEdu is designed to encourage informed decision making about alcohol use as well as providing skills to respond to drinking and risk behaviors of friends and peers. The Student Engagement Coordinator collaborates with the Student Health Clinic and other resources to provide additional educational opportunities throughout the year which may include poster campaigns or interactive student activities.

Emergency Contacts

For any type of emergency, first call 911 followed by the FVCC Campus Emergency Phone at 406.270.4555.

In Case of a Missing Person

Upon notification of a missing student (after 24 hours of being unaccounted for), the Dean of Students shall conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who he or she may be with, where he or she may be, vehicle description, and the physical and mental well-being of the individual shall be obtained.

The Dean of Students and/or members of the Command Team shall:

- Call the missing student's cell phone and/or send a text message.
- Conduct a quick but thorough search of the campus buildings and parking lots using the student's class schedule.
- Interview known friends.
- Check any surveillance video to determine the last time the student may have been seen.
- Look at social networking sites for any activity.
- Issue an I.D. card photograph (if available) to assist in the identification of the missing student.
- Ask faculty members when the student was last seen in class or if they have had contact with the missing student.
- Attempt to locate the student's vehicle on campus.

If the student has designated an emergency contact, FVCC will notify that contact person within 24 hours. If the missing student is under 18 years of age and is not emancipated, FVCC will notify the parent or guardian and any other designated contact person within 24 hours.

Regardless of whether the student had identified a contact person, if above the age of 18, or is an emancipated minor, the College will inform the local law enforcement within 24 hours.

In Case of an Active Shooter

Quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and staff during an active shooter situation.

Run—Evacuate if there is an accessible escape path, and attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where an active shooter may be.
- Keep your hands visible.
- Follow the instructions of law enforcement officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Lock—Hide out if secure-in-place is necessary, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (such as an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Block the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (such as radios and televisions).
- Hide behind large items (such as cabinets and desks).
- Remain quiet.

Fight—Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

In Case of a Bomb Threat

Be watchful of and report any packages or items of a suspicious nature. If you receive a threatening call of any nature, the following information should be gathered (bomb threat forms are available through your building emergency coordinator).

- Keep the caller on the telephone as long as possible. Do not hang up!
- Take note of the date and exact time the call was received.
- Note any background noises, such as radio, television, conversation, music and traffic.
- Note if a specific person was asked for by the caller.
- Note whether the conversation began with a threat.
- Note whether the voice was male, female, disguised or familiar.
- Note if the caller had a recognizable accent, apparent speech impediment or mispronunciation of words.
- Note if the person laughed or giggled, or sounded angry, calm or incoherent.
- Attempt to obtain answers to the following:
 - Location of the bomb
 - Detonation time
 - Why was it placed

Immediately following the call, dial 911 and then call the campus emergency line at (406) 270-4555. If necessary, employees and students will be directed to evacuate the building.

Report to your building emergency coordinator for further instruction. If you are evacuated from the building, do not return until told to do so by your building emergency coordinator.

Fire Safety Report

Colleges which maintain an on-campus student housing facility must collect fire statistics and keep a fire log. For each housing facility on-campus, the following must be reported:

- The number of fires and the cause of each fire.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility. The value of property damage related to the fire.

Although FVCC does not have on-campus housing, FVCC maintains a fire log for the two off-campus student apartment buildings. The fire log is maintained by the Director of Physical Facilities and is available by request in BH 122.

	# of Fires & Cause	# of Deaths Related to Fire	# of Injuries Related to the Fire Resulting in Medical Treatment	Value of Property Damage Related to the Fire
65 Windward Way	2012: 0	2012: 0	2012: 0	2012: \$0
	2013: 0	2013: 0	2013: 0	2013: \$0
	2014: 0	2014: 0	2014: 0	2014: \$0
85 Windward Way	2012: 0	2012: 0	2012: 0	2012: \$0
	2013: 0	2013: 0	2013: 0	2013: \$0
	2014: 0	2014: 0	2014: 0	2014: \$0

Policies Applicable to the Spruce Wood Apartments

Burning candles and/or incense is prohibited in the apartments as well as tampering with the smoke and carbon monoxide detectors. Space heaters and barbecues are also prohibited due to significant fire hazards both items present.

The Spruce Wood Apartments and surrounding area—parking lot, sidewalks and courtyard—are tobacco-free and e-cigarette-free.

Portable Fire Extinguishers

Fire extinguishers are located throughout campus and are professionally tested annually in September.

Fire Sprinkler System

A city-line-pressure heat-activated water-based fire suppression system is installed in all campus buildings. The system is professionally tested and certified annually.

Fire Alarm System

The fire alarm system can be activated either at manual pull stations, at a master control panel, or through activation of the fire sprinkler system. The alarm system is also tested and certified in January of each year. The alarms consist of loud horns and flashing strobe lights to assist all persons in the buildings to know that an alarm is being sounded.

Fire Drills

The Higher Education Act (HEA) defines a fire drill as “a supervised practice of mandatory evacuation of a building for fire.”

The Early Childhood Center, located on the Kalispell campus, conducts regular fire drills as indicated in the chart below for 2015.

Date	Building	Type of Drill
3/17/15	Early Childhood Center	Scheduled Fire Drill
4/10/15	Early Childhood Center	Scheduled Fire Drill
5/14/15	Early Childhood Center	Scheduled Fire Drill
6/25/15	Early Childhood Center	Scheduled Fire Drill
7/13/15	Early Childhood Center	Scheduled Fire Drill
8/19/15	Early Childhood Center	Scheduled Fire Drill
9/9/15	Early Childhood Center	Scheduled Fire Drill

Each unit within the Spruce Wood Apartments are equipped with a smoke and carbon monoxide detector. The smoke and carbon monoxide detectors are checked at least twice during the year during each of the well-checks conducted during the fall and spring semester as well as a part of the check-in process for new tenants.

In Case of a Fire

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a building can be engulfed in flames. Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

In the event of a fire, alarms will sound in the building where the fire is involved. If you discover a fire, call 911, and have someone call the campus emergency line at (406) 270-4555. Follow these instructions after calling the emergency numbers.

- Listen to and follow directions from responding emergency personnel.
- If evacuation becomes necessary, follow the evacuation procedures.
- If you are away from your work area, do not attempt to return for personal items.
- If your clothes catch on fire, you should STOP, DROP, and ROLL until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat – burning those areas could impair your ability to escape a fire.
- If the door is hot, do not open it! Escape through a window. If this is not possible, hang a white or light colored sheet outside the window to alert emergency personnel of your presence.

If the door is cool, open it slowly and ensure fire and/or smoke is not blocking your escape route. If it is clear, leave immediately and close the door behind you. Be prepared to crawl as smoke and heat rise. The air is clearer and cooler near the floor.

In case of a fire, the designated meeting place for tenants of the Spruce Wood Apartments is the northeast lawn of The Summit fitness center.