BLINN COLLEGE ADMINISTRATIVE PROCEDURES MANUAL

REVISION DATE: New procedure

Procedure Statement
Blinn College strives to provide a safe work environment. It is possible that situations may arise where there are forms of threat, violence and/or intimidation. The purpose of this procedure is to outline steps to be taken should such a situation take place.

Scope of Authority
All employees with emergency button access will have the authority to implement this procedure. Changes to the procedure will require the approval of the Vice President of Student Services.

Definitions
- **Intimidation** - an intentional act causing another person to reasonably fear for the safety of themselves or others.
- **Threat of Violence** - an intentional act that specifically threatens harm to person(s) or property.
- **Act of Violence** - an intentional act that causes harm to person(s) or property.
- **Criminal Incident** - any act that is a violation of the Federal or State of Texas penal statues.
- **Emergency Button** - buttons mounted at designated locations in and around the Brenham Campus to use in an emergency situation.
- **Silent Red Light** - at the time an emergency button is pushed, red ceiling lights within designated offices will flash.

Unacceptable Behavior
There are several signs and/or acts of unacceptable behavior. These include, but are not limited to:
- Using offensive and profane language, gestures and/or behavior.
- Unwillingness to leave the area or building (after demonstrating unacceptable behavior).
- Threatening acts that include verbal and/or physical aggression.
- Interrupting/disrupting the business of the College.

Unacceptable behavior will be handled by each department supervisor until the improper action(s) become a disruptive issue. The supervisor of each department may contact the Blinn Police at 830-4100 if the issue(s) cannot be resolved.

Criminal Incident Procedures
During a criminal incident, the following safety and emergency alarm button procedures should be implemented:

1. Follow the “CODA” method in dealing with disorderly, aggressive and/or possible criminal issues:
   a. **Calm**: Attempt to remain calm during an incident.
   b. **Obey**: Listen to the individual and obey each demand. Do not challenge!
   c. **Description**: Obtain the best description of the individual as possible.
   d. **Alert**: Implement the proper emergency button as soon as the individual is gone.
2. Avoid sudden movements.
3. Distance yourself from the individual and while stepping back, push the emergency button.
4. When possible, or if the situation warrants, retreat to a safe place where the individual cannot obtain access.
5. To ensure a police response when necessary, contact Blinn Police at 830-4100 or dial 911.
6. After the individual has left the building, immediately write down the best description possible.
7. After the incident is resolved, the emergency button must be reset. The resetting of the emergency button can be completed by the Blinn Physical Plant or the Office of the Vice President of Student Services. All resets shall be documented through the Blinn Physical Plant.

**Disruptive Individual Procedures**

1. If a situation is becoming out of control, do not challenge by stating you will call for help. Continue to use positive “Customer Service” techniques.

2. If the situation is not resolved or if you or the supervisor feels the situation is escalating:
   a. Press the emergency button and step back.
   b. If unable to press the emergency button, have a fellow employee push the button.
   c. If an emergency button is not easily accessible, contact Blinn Police at 830-4100 or dial 911. If you are not able to do this, have a co-worker contact Blinn Police or dial 911. The Blinn Police should be contacted in all cases, whether the emergency button is pressed or not.
   d. If you are in the area and see a threatening situation and are not sure if Blinn Police has been contacted, do not wait. Contact Blinn Police at 830-4100 or dial 911 and/or push the emergency button.

3. If the person(s) leave(s) before help arrives, write down any and all descriptions, identifying marks, names, clothing, etc.

4. After the incident is resolved, the emergency button must be reset. The resetting of the emergency button can be completed by the Blinn Physical Plant or the Office of the Vice President of Student Services. All resets shall be documented through the Blinn Physical Plant.

**False or Accidental Emergency Button Procedures**

1. False or accidental activations of the emergency button will occur. Each employee should attempt to eliminate all false or accidental activations of the emergency button.

2. If a false or accidental activation of the emergency button occurs, the employee who activated the emergency button shall contact the Blinn Police 830-4100 and advise the Blinn Police of the false or accidental activation of the emergency button.

3. All activations of the emergency button, whether false, accidental or an actual emergency, will be responded to by the Blinn Police or other local law enforcement agencies.

4. The “all clear” notification will be issued only by the initial responding law enforcement agency. The “all clear” notification will be given after the responding law enforcement agency is assured that the alarm was false or accidental.

5. A cancellation or “all clear” notification of an activation of the emergency button can only be completed by the following authorities:
   a. Responding law enforcement officer/agency.
   b. Vice President of Student Affairs.
   c. Blinn College Chief of Police.

**Silent Red Light Procedures**

At the time an emergency button is pushed, a silent red light will be activated within certain designated offices. The following procedures should be followed during a silent red light:

1. At the time the silent red light is activated, the employees within designated offices should automatically notify Blinn Police at 830-4100.

2. When the silent red light is flashing, the employees need to be alert to a possible in-progress criminal incident and should not become involved during a silent red light incident.

3. The silent red lights will be deactivated by the re-setting of the emergency button. After the incident is resolved, the emergency button must be reset. The resetting of the emergency button can be completed by the Blinn Physical Plant or the Office of the Vice President of Student Services. All resets shall be documented through the Blinn Physical Plant.
Training
Training is a key component in keeping all Blinn employees safe and secure in their working environment.

1. Each Blinn employee who has access to an emergency button shall receive training on the emergency button procedures.
2. The training shall be yearly for all employees having access to the emergency button.
3. Each new employee who will have access to the emergency button shall be briefed immediately by the department supervisor or designee.

System Requirements

1. The emergency buttons should be tested quarterly. These tests shall be coordinated by the department supervisor through the Blinn Physical Plant.
2. All Blinn College Departments that will be affected by these tests shall be notified prior to the actual tests of the date and time of testing. The following departments shall be notified:
   a. Office of the Vice President of Student Services
   b. Blinn Police
   c. Blinn Physical Plant
   d. Alarm Company
   e. All affected departments
3. All tests and discrepancies will be documented by the Blinn Physical Plant and any deficiencies shall be corrected, as soon as possible. If the emergency button system malfunctions, the following departments shall be notified immediately and a work order implemented:
   a. Office of the Vice President of Student Services
   b. Blinn Police
   c. Blinn Physical Plant
   d. All affected departments
4. These procedures shall be reviewed by designated members of each affected department annually. After all incidents, an after-action review will be conducted by the Office of the Vice President of Student Services or designee.

System Maintenance

All issues with the system, installation, electronics, wiring and buttons, etc., shall be coordinated and documented through the Blinn Physical Plant and the Academic Technology Services Department.

Video Cameras

Video cameras, within certain designated areas, shall record all incidents and be managed by the Academic Technology Services Department and the Blinn Police. The camera system will fall within the guidelines of Blinn College Administrative Procedure-Surveillance Camera.

BOARD POLICY REFERENCE
Section C-Business and Support Services, CG (Legal & Local), Safety Program
Section C-Business and Support Services, CGC (Legal & Local), Safety Program-Emergency Plans

ADMINISTRATIVE PROCEDURE REFERENCE
Section F-Surveillance Camera