MOTLOW STATE
COMMUNITY COLLEGE

POLICY

Category
Crisis Assessment & Risk Evaluation (CARE) Team – 6:10:00:34
Approval
Leadership Council Approved: November 4, 2016
Effective Date/Approved: November 4, 2016
Revised: November 29, 2011; November 4, 2016
Responsible Parties: Dean of Students and the Vice President for Student Affairs

I. PURPOSE

A. The Crisis Assessment & Risk Evaluation (CARE) Team will be a standing committee at Motlow State Community College. The purpose of this committee is to:
   1. Maintain a database of and track behavioral issue reports of students that have been identified by faculty or staff.
   2. Offer professional development for faculty and staff.
   3. Recommend policies and procedures that encourage intervention, to maintain a safe learning environment.
   4. Establish communication protocol for all campuses, respecting the need for sensitivity and confidentiality for troubled students.

II. APPLICABILITY & SCOPE

The CARE Team meetings, and activities that stem from it, are applicable to all currently enrolled students. Although the CARE Team will respond to any campus emergency, most circumstances that are due to natural disaster or extreme threat will require immediate response from the Public Safety team, the President of the College, and other applicable campus officials. The threat assessment process can occur within the scope of the CARE Team, using the NaBITA Threat Assessment Tool (see Appendix A.). The CARE Team will also collaborate with other entities on campus to provide preventative activities for students related to personal safety, such as alcohol and other drug use.

III. RESPONSIBILITIES

A. The CARE Team's responsibilities are to:
   1. Educate the campus community about behaviors of concern and reporting procedures;
   2. Provide consultation and support to faculty, staff and students in assisting individuals who display concerning or disruptive behaviors;
   3. Serve as the central point of contact for individuals reporting aberrant student behavior;
   4. Triage reports by identifying patterns of aberrant behaviors that may suggest the need for an intervention;
   5. Assess threat/risk;
   6. Assess available resources;
   7. Coordinate follow-up by connecting individuals with needed campus and community resources;
   8. Observe ongoing behavior of individuals who have displayed disruptive or concerning behavior;

9. Communicate a clear set of instructions to the campus community on when and how to report aberrant behavior;
10. Communicate a clear set of instructions for responding to a wide range of concerned behaviors and emergencies to the CARE Team committee members and leadership staff.

IV. REPORTING AND RESPONSE PROCESSES

A. Faculty, staff and students are encouraged to submit behavioral referral forms listing specific concerns relative to observed behaviors.

B. The form should be completed when faculty, staff or students observe or are made aware of a member of the campus community's behavior that may warrant further follow up and/or documentation.

C. The form is located on Motlow State Community College's website under My Motlow. Once a referral has been submitted, the Director of Public Safety, Licensed Professional Counselor, and Dean of Students/CARE Team Chair, will review to assess the appropriate action.

D. The CARE Team will review behavioral cases using the NaBITA Threat Assessment Tool as necessary.

E. The CARE Team will determine next steps and course of action, using the MSCC Emergency Response Guide. (see Appendix C)

V. MEMBERS

A. The CARE Team will be comprised of the following members:
   1. Dean of Students (Chair)
   2. Licensed Professional Counselor (standing member)
   3. Director of Disability and Testing Services or designee (standing member)
   4. One Faculty Member Selected by the Vice President for Academic Affairs (two year appointment)
   5. One Public Safety Officer (standing member)
   6. Title IX Coordinator (standing member)
   7. Rotational Appointments of a Completion Coach (two year appointment)

B. The rotational appointments will be for two years with some initial appointments staggered.

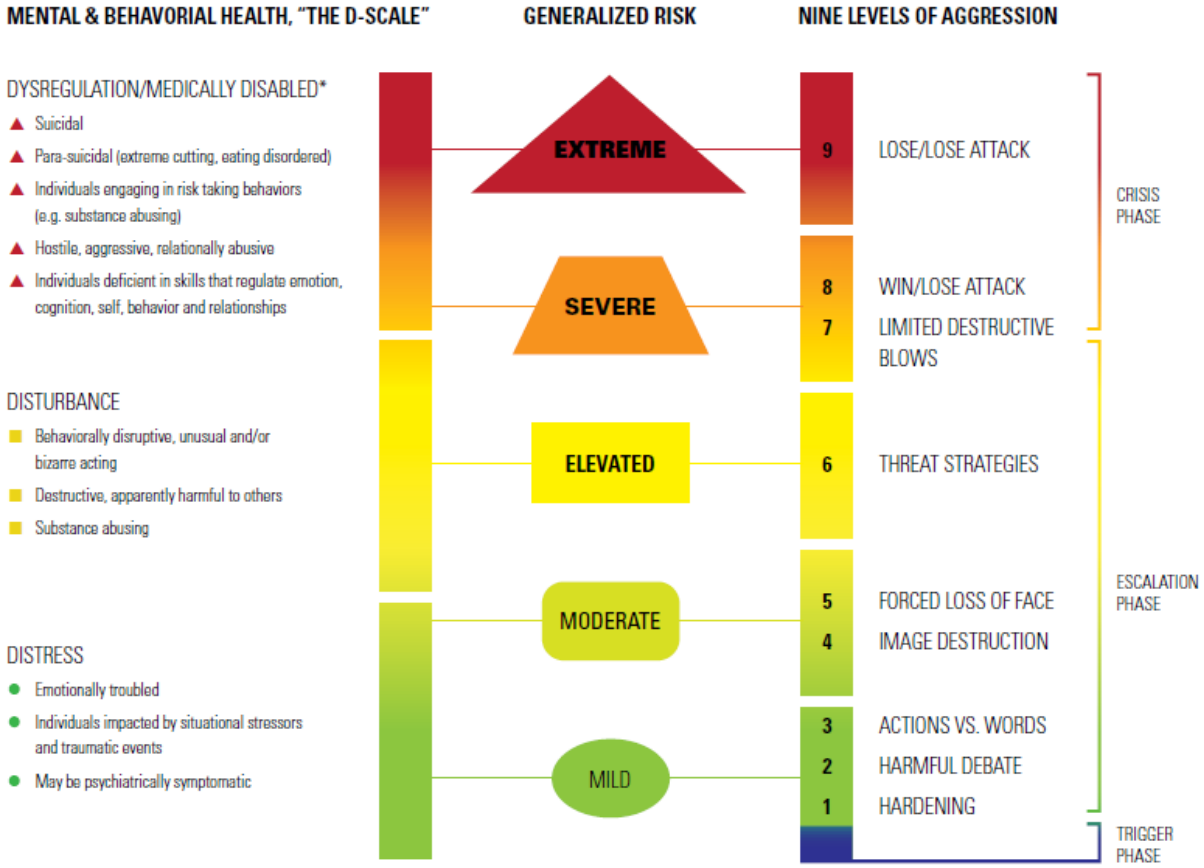
C. The CARE Team will report to the Vice President for Student Affairs.

D. The CARE Team will meet on a regular basis and on an emergency basis to review and discuss behavioral reports of concern.

Please note: The CARE Team is not a substitute for disciplinary actions nor does it replace calling 9-911 for an emergency.

APPENDIX A

NaBITA THREAT ASSESSMENT TOOL



**Medically Disabled is a clinical term, as in a psychotic break. It is not the same as "disabled" under federal law.*

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APPENDIX B.

NaBITA.org

CLASSIFYING RISK

MILD RISK
- Disruptive or concerning behavior.
- Student may or may not show signs of distress.
- No threat made or present.

MODERATE RISK
- More involved or repeated disruption. Behavior more concerning. Likely distressed or low-level disturbance.
- Possible threat made or present
- Threat is vague and indirect
- Information about threat or threat itself is inconsistent, implausible or lacks detail
- Threat lacks realism
- Content of threat suggests threatener is unlikely to carry it out.

ELEVATED RISK
- Seriously disruptive incident(s)
- Exhibiting clear distress, more likely disturbance
- Threat made or present
- Threat is vague and indirect, but may be repeated or shared with multiple reporters
- Information about threat or threat itself is inconsistent, implausible or lacks detail
- Threat lacks realism, or is repeated with variations
- Content of threat suggests threatener is unlikely to carry it out.

SEVERE RISK
- Disturbed or advancing to dysregulation
- Threat made or present
- Threat is vague, but direct, or specific but indirect
- Likely to be repeated or shared with multiple reporters
- Information about threat or threat itself is consistent, plausible or includes increasing detail of a plan (time, place, etc)
- Threat likely to be repeated with consistency (may try to convince listener they are serious)
- Content of threat suggests threatener may carry it out.

EXTREME RISK
- Student is dysregulated (way off baseline) or medically disabled
- Threat made or present
- Threat is concrete (specific or direct)
- Likely to be repeated or shared with multiple reporters
- Information about threat or threat itself is consistent, plausible or includes specific detail of a plan (time, place, etc), often with steps already taken
- Threat may be repeated with consistency
- Content of threat suggests threatener will carry it out (reference to weapons, means, target).
- Threatener may appear detached

INTERVENTION TOOLS TO ADDRESS RISK AS CLASSIFIED

MILD RISK
- confrontation by reporter
- behavioral contract or treatment plan with student
- student conduct response
- evaluate for disability services and/or medical referral
- conflict management, mediation, problem-solving

MODERATE RISK
- confrontation by reporter
- behavioral contract or treatment plan with student
- student conduct response
- evaluate for disability services and/or medical referral
- conflict management, mediation (not if physical/violent), problem-solving

ELEVATED RISK
- confrontation by reporter
- evaluate parental/guardian notification
- evaluate need to request permission from student to receive medical/educational records
- consider interim suspension if applicable
- evaluate for disability services and/or medical referral
- consider referral or mandated assessment

SEVERE RISK
- possible confrontation by reporter
- parental/guardian notification obligatory unless contraindicated
- evaluate emergency notification to others (FERPA/HIPAA/Clery)
- no behavioral contracts
- recommend interim suspension if applicable
- possible liaison with local police to compare red flags
- deploy mandated assessment
- evaluate for medical/psychological transport
- evaluate for custodial hold
- consider voluntary/involuntary medical withdrawal
- direct threat eligible
- law enforcement response
- consider eligibility for involuntary commitment

EXTREME RISK
- possible confrontation by reporter
- parental/guardian notification obligatory unless contraindicated
- evaluate emergency notification to others
- no behavioral contracts
- interim suspension if applicable
- possible liaison with local police to compare red flags
- too serious for mandated assessment
- evaluate for medical/psychological transport
- evaluate for custodial hold
- initiate voluntary/involuntary medical withdrawal
- direct threat eligible
- law enforcement response
- consider eligibility for involuntary commitment

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APPENDIX C.

Motlow State Community College is committed to providing the safest learning and working environment possible for all of its campuses. Below are the codes and procedures the College will utilize when confronted with hostile and potentially volatile incidents on all campuses. There is no "one size fits all" lockdown protocol that will work properly in every situation because procedures must reflect differences in incidents and resources. These "codes" and procedures should be used when any of these criteria are met.

COLOR CODES

Situations that could trigger a Code Green (Rarely Criminal Actions)

- An unstable or potentially hostile student or employee identified by the Dean of Students, Appropriate Academic Campus Dean, Executive Director of Human Resources, "CARE" Team, or the Director of Public Safety.

Code Green Actions

1. Ensure the Dean of Students, Public Safety Director, Vice President for Student Affairs, Appropriate Academic Campus Dean, Completion Coach and appropriate faculty (**HR-if employee**) members are made aware of the individual, and his/her issues - *(Dean of Students or Public Safety Director or their designees)*
2. Assign goals and progressive consequences for the student/employee and their action(s) —*(Dean of Students, Executive HR Director, or designee)*
3. Assess security and faculty's ability to address the situation – (*Crisis Assessment & Risk Evaluation Team – "CARE"*)
4. If necessary/possible, assign extra security to the concern *(Public Safety Director or designee)*

Situations that could trigger a Code Yellow (Usually Criminal Actions)

- Direct communications which could be interpreted as expressed threats toward an employee, student, or group
- Multiple second hand threats which could be interpreted as expressed harm to a student, employee, or group
- An incident that may be considered a criminal incident

Code Yellow Actions

1. Contact the Motlow State Public Safety Department or appropriate law enforcement agency *(Anyone)* and file a report –*(Public Safety Director, Appropriate law enforcement agency, or designee)*
2. Convene the *CARE* Team to review incident—*(Dean of Students or designee)*
3. Limit access to facility by securing all but one main entry - *(Director of Facilities or designee)*
4. Notify all contractors and tenants - *(Director of Facilities or designee)*
5. Bring extra security staff to the facility *(If Deemed Necessary)* - *(Public Safety Director or designee)*
6. Assign a Public Safety Officer to the entrance of the facility *(If Deemed Necessary)* – *(Public Safety Director or designee)*
7. Assign a Public Safety Officer near the threatened individual/group *(If Deemed Necessary)* - (*Public Safety Director or designee*)
8. Move the intended focus of interest to a different area for the time being - (*Public Safety Director or designee*)
9. Send out detailed notification to all MSCC faculty and staff **with photos** if the alleged perpetrator is still at large - *(Vice President of Finance & Administration, Chief Information Officer, or designee)*
10. Send Timely Alert notification to students **without photos** - (*Vice President of Finance & Administration, Chief Information Officer, or designee)*
11. Recommend that all lockable classroom doors remain locked, both when they are and are not being used *(Public Safety Director or designee)*

Situations that may trigger a Code Red (Always Criminal Actions)

- A verifiable and imminent physical threat to the college
- Any situation involving a lethal weapon
- The threat is still on the loose or barricaded on campus
- There is an imminent physical threat to the college population due to inclement weather
- Students and/or employees remain in immediate jeopardy

Code Red Actions

1. **Call 9-911**(*Anyone*)
2. Assign Public Safety Officer to confront the threat - (*Public Safety Director or designee*)
3. Notify EVERYONE of the threat by sending out Timely Alert, Emergency Text Message, E-mail notification with pictures, runner (if possible), and loud speaker (if possible) - (*Vice President of Finance & Administration, Chief Information Officer, or designee*). **The message shall include specific instructions on whether to shelter or evacuate.**
4. Notify all contractors and tenants - (*Director of Facilities or designee*)
5. Shut and lock all the doors inside and outside - (*Director of Facilities or designee*)
6. Summons extra security - (*Public Safety Director or designee*)
7. Convene a Unified Command Structure (UCS) for a major incident - (*President or designee*)
8. Utilize Emergency Preparedness Plan as your guideline - (*President, Public Safety Director, Leadership Team*)
9. Communications with the Media-(*President or designee*)
10. Do not lift lock down until authorities advise everything is safe - (*President or designee*)