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EMERGENCY PROCEDURES

1. Medical Emergency
   a. Life Threatening/Urgent:
      i. Dial 9-1-1
      ii. Call a staff member trained in CPR/First Aid
      iii. Dial ext. 3320 Safety Dept.
   b. Non-Life Threatening/Non-Urgent:
      i. Call Student Affairs ext. 3425
         (Front Desk always answered during business hours)

2. Suspicious Persons
   a. Urgent/High Level:
      i. Dial 9-1-1
      ii. Clear students in immediate area to safe rooms.
      iii. Dial ext. 3320 Safety Dept.
   b. Low Level:
      i. Dial ext. 3320 Safety Dept.

3. Fire
   a. Sound Fire Alarm
   b. Evacuate
   c. Dial 9-1-1
   d. Dial ext. 3320 Safety Dept.

TO REPORT AN INCIDENT / CRIME

Jeff Aalbers
Safety Director
651.361.3320, cell 952.220.4087

Jake Swanson
Campus Resource Director
651.361.3341

Susan Brezny
Senior Director of Student Affairs
651.361.3420

Jeff Tickle
Residence Life Director
651.361.3423

Jaron Paige
19 Exchange Support Manager
651.361.3302
EMERGENCY CONTACTS

ALL EMERGENCIES – Police, Fire, Ambulance ......................................................... Dial 9-1-1
Jeff Aalbers, Safety Director .................................................................................. Ext. 3320 or Cell: 952.220.4087
Ted Miller, Building Maintenance ........................................................................... Ext. 3370 or Cell: 612.281.7698
(Safety or Maintenance Problem)
Susan Brezny, Student Affairs .............................................................................. Ext. 3420 or Cell: 651.295.9700
(Student or Parent Crisis)
Jeff Tickle, Residence Hall Director ...................................................................... Ext. 3423
After Hours On-Duty RA Staff ............................................................................... Cell: 651.605.1735

St. Paul Skyway Police Pager ................................................................................. 651.229.1994
St. Paul Police Dept (Non-Emergency) .................................................................. 651.291.1111
Gas Leak – CenterPoint Energy Emergency Line ............................................... 612.372.5050
Regions Hospital ..................................................................................................... 651.254.0855
  640 Jackson St, St Paul
St. Joseph’s Hospital ............................................................................................... 651.232.3000
  69 W Exchange St, St Paul
United Hospital ........................................................................................................ 651.241.8000
  333 N Smith Ave, St Paul

MCNALLY SMITH COMMON EXTENSIONS

  Admissions .......................................................... 3460
  Bookstore ................................................................. 3400
  Café ........................................................................ 3470
  Faculty Reception Desk ........................................... 3500
  Front Desk – Main Building ....................................... 3302
  Human Resources .................................................. 3375
  Library ...................................................................... 3480
  Main Desk – 26 Exchange ........................................ 3301
  President’s Suite ................................................... 3441
  Record Lab .............................................................. 3340
  Resource Center .................................................... 3350
  Student Affairs ....................................................... 3425

OTHER NUMBERS

  Central Parking System ....................................................................................... 651.224.2505
  Central Towers Housing ....................................................................................... 651.215.4540
  Commonwealth Properties Emergencies ......................................................... 651.224.5845
    After hours – Debbie Burgwald ................................................................. 651.261.7897
  Gallery Professional Building – Maureen Smith ............................................. 651.221.2660
  History Theatre ................................................................................................. 651.292.4321
  St Paul Conservatory of Music ........................................................................ 651.224.2205
SAFETY AND SECURITY COMMITTEE & CRISIS MANAGEMENT TEAM

1. GENERAL INFORMATION

SAFETY COMMITTEE

Jeff Aalbers  
Vice President, Administration

Susan Brezny  
Senior Director of Student Affairs

Jack Curtis Dubowsky  
Faculty Representative

Dan Jensen  
Resource Center Manager

Neal Krech  
Building Operations

Donelle Lucken  
Senior Director of Human Resources

Michael McKern  
Faculty Representative

Ted Miller  
Building Operations Chief Engineer

Dave Olson  
Faculty Representative

Jaron Paige  
19 Exchange Support Manager

Peter Remiger  
Studio Manager

Jeff Tickle  
Residence Life Director

TBD  
Student Representative

CRISIS MANAGEMENT TEAM

Jeff Aalbers  
Safety Director

Adam Erickson  
Communications Liaison

Dan Jensen  
2nd Floor Director

Marianne Jurayj  
3rd Floor Director

Julia King  
26 Exchange Floor Director

Neal Krech  
1st Floor Director

Ted Miller  
Building Operations

Eric Neumann  
Lower Level Floor Director

Jaron Paige  
Ground Floor Director

Peter Remiger  
Ground Floor Director

Jake Swanson  
2nd Floor Director

Jeff Tickle  
Residence Hall

Todd Walker  
Media Representative

Sanita Wiley  
26 Exchange Floor Director
**McNally Smith College of Music**

**Emergency Phone Tree**

*All phone numbers are cell numbers*
# BUILDING HOURS

## 2011–2012 SCHOOL YEAR

*(Building hours may be adjusted as needed. Any changes will be posted.)*

## Normal Hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Mon – Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Building, Resource Center, Record Lab</strong></td>
<td>7:30am – 12:00am (midnight)</td>
<td>8:00am – 12:00am (midnight)</td>
<td>8:00am – 12:00am (midnight)</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>8:30am – 5:00pm</td>
<td>closed</td>
<td></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>7:30am – 12:00am (midnight)</td>
<td>7:30am – 8:00pm</td>
<td>12:00pm (noon) – 8:00pm</td>
</tr>
<tr>
<td><strong>Café</strong></td>
<td>8:00am – 8:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>9:00am – 6:00pm</td>
<td>closed</td>
<td></td>
</tr>
</tbody>
</table>

## School Break Days *(School Is Open, But No Classes)*

<table>
<thead>
<tr>
<th>Location</th>
<th>Mon – Fri</th>
<th>Sat – Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Building, Resource Center, Library, Record Lab</strong></td>
<td>9:00 am – 5:00 pm</td>
<td>closed</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>9:00 am – 5:00 pm</td>
<td>closed</td>
</tr>
<tr>
<td><strong>Café, Bookstore</strong></td>
<td>closed</td>
<td>closed</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>All offices</td>
<td>closed</td>
</tr>
</tbody>
</table>
# McNALLY SMITH CRIME / INCIDENT REPORT

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person(s) Involved (including witnesses):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of Incident:</th>
<th>On campus</th>
<th>Public Property</th>
<th>Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific description of the location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brief description of the incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were the police called?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was a police report filed?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was 911 (1st responders) called?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was an arrest made?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was this a hate crime?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Type of crime/incident:

### Criminal Offenses
- [ ] Aggravated Assault
- [ ] Arson
- [ ] Burglary
- [ ] Motor vehicle theft
- [ ] Murder/non-negligent manslaughter
- [ ] Negligent manslaughter
- [ ] Robbery
- [ ] Sex Offenses - forcible
- [ ] Sex Offenses - nonforcible (incest)
- [ ] Sex Offenses-nonforcible (statutory rape)

### Hate Crimes
- [ ] Aggravated Assault
- [ ] Arson
- [ ] Burglary
- [ ] Destruction/damage/vandalism of property
- [ ] Intimidation
- [ ] Larceny-theft
- [ ] Motor vehicle theft
- [ ] Murder/non-negligent manslaughter
- [ ] Robbery
- [ ] Sex Offenses - forcible
- [ ] Sex Offenses - nonforcible (incest)
- [ ] Sex Offenses-nonforcible (statutory rape)
- [ ] Simple Assault

### Incidents
- [ ] Drug abuse violations
- [ ] Larceny
- [ ] Liquor Law violations
- [ ] Medical incident
- [ ] Student under distress
- [ ] Trespassing/unwanted guest
- [ ] Weapons violations (carrying, possessing, etc.)
- [ ] Other (describe: ____________________________
  ____________________________
  ____________________________

## 1. GENERAL INFORMATION
SAMPLE CRIME/INCIDENT REPORT

1. GENERAL INFORMATION

Nature and extent of any injuries:

Any additional follow up needed? □ Yes  □ No
Explain:

Additional comments:

Incident Reported By:

Signature:  Date:

Safety Director Signature:  Date:

NOTICE: Completed report must be turned in to Main Building Front Administration Desk or the Safety Office located in the 26 Exchange Building.
CODE OF STUDENT CONDUCT

McNally Smith College of Music is committed to providing an educational environment that is grounded in respect, tolerance, integrity, and creativity. It is a privilege to study and work within this rich environment of music and academia. Each student is responsible to adhere to the Code of Student Conduct. The effectiveness of this code depends on each student’s acceptance of personal responsibility for his/her own conduct and a cooperation to uphold the values and mission of McNally Smith College of Music.

Students are expected to abide by these policies, as well as all local, state and federal laws, both on campus and at college-sponsored functions off campus. To uphold these principles, action must be taken if students do not accept this responsibility. The Code of Student Conduct is designed to be an educational process that holds students accountable to themselves and the community. It is accomplished through a process that stresses appropriate consequences designed to enhance self-learning, gain insight into how their behavior affects the community, and foster better choices in the future.

Jurisdiction of the Code of Student Conduct

The Code of Student Conduct applies to the conduct that occurs within any of the McNally Smith premises, at college-sponsored activities, and off-campus conduct that adversely affects the McNally Smith community. Each student shall be responsible for his/her conduct from the time of application through graduation or withdrawal. A Student Conduct Board will decide whether the Code of Student Conduct will be applied to conduct occurring off campus, particularly if the behavior has a potential to impact the college negatively. This determination shall be made on a case-by-case basis, at the discretion of the Senior Director of Student Affairs.

As a rule, a student who willfully destroys school property, attends school under the influence of drugs or alcohol, or is insubordinate or disruptive – in the classroom or out – may be withdrawn from McNally Smith at any time during the school year. No guns or weapons are allowed on any of the school premises. For the health and safety of all, McNally Smith adheres to a No Smoking Policy. Students-under the influence of drugs or alcohol, or in possession of drugs or alcohol may be withdrawn from McNally Smith. Students seeking help or guidance for breaking addictions may be referred to appropriate drug counseling programs.

Prohibited conduct includes:

- Plagiarism by intentionally or unintentionally using someone else’s words, music, or concepts, as one’s own by failing to give proper credit.
- Cheating by attempting to present, as one’s own, work that one has not performed, or using improper means to pass an examination or test.
- All forms of dishonesty, including, but not limited to, furnishing false information, forgery, and altering or misusing documents.
- Intentional disruptions or obstruction of teaching, performance, administration, disciplinary proceedings, or other college activities.
- Abuse, or harassment, physical or otherwise, of any person on the college premises or at college-sponsored or supervised functions.
- Behavior or activity that may endanger the safety of one’s self or others, including, but not limited to, the possession and/or use of firearms, fireworks, weapons or hazardous chemicals.
- Vandalism or damage, destruction or defacement of property.
- Theft of college property or the property of any person.
- Possession, sale, abuse or use of controlled substances without medical authorization.
- Unauthorized presence in or forcible entry into a college facility or college-related premises, including classrooms, studios, and offices.
- Unauthorized use of college property, equipment, or keys.
- Unauthorized use or distribution of alcoholic beverages.
- Failure to follow directions given by a college official.
- Violations of local, state, or federal laws.
- Violation of stated college policies and regulation, written or unwritten.

Charges and Procedures

Any member of the college community may bring a complaint against a student, or student group, for violation of the Code of Student Conduct. Complaints should be made in writing and directed to the Senior Director of Student Affairs. Verbal complaints should be followed up with a written statement. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Affairs Office.

The Senior Director of Student Services will do an initial assessment of the complaint to determine appropriate procedure to follow. The first step would include meeting with the student to discuss the complaint. Complaints regarding incidents occurring in Residence Halls or involving Residence Hall students should be made with the Residence Hall Director.

If the offense is a first time, non-academic infraction and can be resolved easily, the student will be given a written warning to change or cease a specific behavior. If an offense has been repeated or if the offense is of an academic nature, then the student’s Department Chair will be notified. All cases will be documented in writing. If the offense is of a serious non-academic nature, then the Safety Director may be notified in addition to the Department Head and/or Department Chair. All cases will be documented in writing. In extraordinary circumstances, a student may be immediately removed from campus before a charge is made.

In serious breaches in the Code of Student Conduct, the Student Conduct Board will review and thoroughly investigate the complaint. Generally this investigation will include, but is not limited to, meeting with the accused and the complainant separately and, if applicable, the Senior Director of Student Affairs consulting with faculty, staff, and administrators.

The Student Conduct Board consists of the Senior Director of Student Affairs, the Senior Director of Administrative Services (Safety Security Director), the Department Head, the Department Chair, and the Dean of Academic Affairs.
CODE OF STUDENT CONDUCT

The Student Conduct Board will hold a hearing in which the complaint will be discussed with all parties involved. Evidence will be presented and a judgment will be made within three days.

Sanctions may include one or more of the following:

• **No Action:** A determination that a student not be disciplined or sanctioned.
• **Disciplinary Notice:** A written notice that a student’s conduct has violated the Code and those subsequent violations, similar or different from the instant violation, may result in more serious action.
• **Restitution:** An option imposed that requires the student to pay for damage caused to property or to perform a specified public service.
• **Failure in a course:** With approval of the appropriate instructor and Dean of the student’s academic program, a grade of F or a grade lower than originally awarded may be assigned if a student is found guilty of cheating or plagiarism.
• **Disciplinary Probation:** A period of review and observation of the student’s conduct, which may be accompanied by restrictions upon the student’s participation in college events and/or imposition of certain conditions with which the student must comply in order to avoid more severe discipline as a result of a Code violation.
• **Suspension:** A period of time when the student will not be permitted on college property or allowed to participate in college-sponsored or supervised activities including classes, ensembles, labs, or private lessons.
• **Expulsion:** A student is dismissed or required to withdraw from the college on a permanent basis.

Sanctions will be given to the student in writing and delivered to the student through U.S. mail or in person. Copies of the complaint and letter of sanction or agreement will be placed in the student’s file.

**Appeals**

A student may appeal the Student Conduct Board’s decision by contacting the President’s Office within 10 days. The President’s findings will then be final and cannot be appealed further within the college.

**Final Appeal of a Complaint:** If a student feels that the complaint is not being addressed within the college the student may contact:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651.642.0533
800.657.3866

**Student Complaint Procedure**

Students have the right to question, raise concern, and complain about college rules, policies and procedures, instructors, other students, student groups, administrators, and staff. Any charge should be submitted as soon as possible after the event takes place, preferably within two weeks. Complaint forms may be found in the Student Affairs Office.

Non-Academic Student Complaints: A student who has a complaint of a non-academic nature should contact the Senior Director of Student Affairs. Verbal complaints should be followed up with a written statement.

Complaint towards another student: follow the procedure under Code of Student Conduct – Charges and Procedures.

Complaint towards a faculty member (non-academic in nature), administrator, or staff member: The Senior Director of Human Resources will oversee any complaints pertaining to employees of the college.

Complaint regarding a college policy or procedure: Senior Director of Student Affairs will investigate, and respond in a timely manner to the student. If the student is unsatisfied with the response, the student may address the concern with the Dean of Academics Affairs or other administrative persons aligned with the specific policy or procedure.

Academic and Curriculum Issues – Informal Student Complaint: Individual classroom policies, including lesson plans and grading procedures, are the responsibility of the classroom instructor. If a student has a complaint or disagreement concerning the implementation of instructor policies it is recommended that the student request an informal meeting with the instructor. Normally, day-to-day classroom issues are resolved in this manner.

Academic and Curriculum Issues – Formal Student Complaint: If an academic issue is not resolved during an informal instructor meeting, a student should make a written appeal to the relevant Department Head or Division Chair. Academic Formal Complaint forms can be found at the Faculty Reception Desk and in the Student Affairs Office. The Department Head or Division Chair will then meet with the student and investigate the claim. Efforts will be attempted to resolve the issue. If a resolution is reached, the Department Head or Division Chair will report the results to the instructor and maintain a personal record of the meeting. If an academic issue is not resolved by the Department Head then the complaint will be brought forth to the Dean of Academic Affairs.

The Dean of Academic Affairs will gather information from all parties involved in the complaint. A hearing may be called by the Dean and would include the student, the student’s instructor - if appropriate, the student’s Department Head and/or Division Chair, the student’s Advisor, and Senior Director of Student Affairs (as an advocate for the student). A decision will be determined within three days of the hearing.

**Appeals**

A student may appeal the outcome of the Academic hearing by contacting the President’s Office within 10 days. The President’s findings will then be final and cannot be appealed further within the college.

**Final Appeal of a Complaint:** If a student feels that the complaint is not being addressed within the college, the student may contact:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108-5227
651.642.0533
800.657.3866
CAMPUS CRIME POLICIES & PROCEDURES

The Safety Office prepares the McNally Smith College of Music Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by McNally Smith College of Music; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security. The full text of this report is located on our web site at www.mcnallysmith.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest, and referral statistics include those reported to the Saint Paul Police Department and designated campus officials. Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the web site to access this report.

Timely Warnings
In the event that a situation arises, either on or off campus, that, in the judgment of the Safety Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, the Safety Office may also send a bulk text to all students, faculty, and staff, providing the college community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Safety and Security Office, by phone 651-361-3320 or in person at the main building front security desk or the office of the Senior Director of Administrative Services.

To Report a Crime
For emergencies, dial 9-1-1. For non-emergencies, contact the Safety Office at 651-361-3320 or complete a crime/incident report available at the front administration desk in the main building. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Safety Office in a timely manner. If assistance is required from the Saint Paul Police Department and designated campus officials. Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the web site to access this report.

Access Policy
During business hours, McNally Smith College of Music will be open to students, parents, employees, alumni, contractors, guests, and invitees. All parents, guests, alumni, and other invitees must sign-in at the front administration desk. During non-business hours, access to all college facilities is by key and keycard. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities. Special circumstances may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement Policy
McNally Smith College of Music employees have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Individuals without lawful business at the college may be asked to leave. Employees do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety Office at the college maintains a highly professional working relationship with the Saint Paul Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the campus Safety Office and the appropriate police agency. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics.

Security Awareness Programs
During orientation, students are informed of services offered by McNally Smith College of Music. Students are provided information and referrals available in the Student Affairs Department, including the areas of maintaining personal safety, crime prevention, sexual assault prevention, and alcohol and substance abuse. Information is relayed at orientation about campus crime and in surrounding neighborhoods.
SECURITY CARD POLICY

Policy on Alcohol and Illegal Drugs
The McNally Smith College of Music campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public, is illegal. It is also a violation of the McNally Smith College of Music Alcohol Policy for anyone to consume, or possess, alcohol in any public or private area of campus without prior approval by the college. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the college. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Saint Paul Police Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

Sexual Assault Prevention and Response
The College educates the incoming student community about sexual assaults through mandatory orientations each semester. The Saint Paul Police Department offers sexual assault education, and information programs to college students and employees upon request. Literature on date rape education and risk reduction is available through the Student Affairs Office. If you are a victim of a sexual assault, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Safety and Security Office strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a member of the Safety Committee. Filing a report with the Safety and Security Office will not obligate the victim to prosecute, nor will it subject the victim to scrutiny from officials. Filing a police report will:

• ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
• provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
• assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

Sex Offender Registration
In accordance to the “Campus Sex Crimes Prevention Act” of 2000 (which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974), McNally Smith College of Music will provide a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in the state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Minnesota Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Minnesota Department of Corrections website:

http://www.doc.state.mn.us/default.htm

SECURITY CARD POLICY

All students and employees will have identification cards to carry with them that they must be able to produce upon request. The identification card is the photo issued at the start of the student’s term or the faculty or staff members’ employment date. If you do not have this badge, please visit the Student Affairs Office in the 19 Exchange Building to have this badge re-issued to you.

All students and employees are encouraged to visibly display their identification cards on their person at all times while on campus grounds. Proper display of badge shall be the front side of the body anywhere from the shoulder region to the kneecap. The badge may be attached to an article of clothing via any apparatus supported by McNally Smith College of Music. These include, but are not limited to: lanyards, plastic security badge clips, and retractable belt clips.

Persons on-campus who are unable to produce their identification card or guest pass when requested may be asked to leave. It is the responsibility of each student, faculty member, and staff member of the college to ensure each person, whether a visitor or not, is wearing a badge during their time on this campus. Visitors to McNally Smith will be issued a guest pass and shall follow all rules as defined in the paragraphs above.

Building Access Policy
All students and employees must use their security card (proximity badge) each time they enter the building. The security card that students are issued serves two purposes during enrollment at McNally Smith College of Music. The first purpose is for security reasons. There is limited access through the secured entrances into the college and the security card allows students to enter without checking in with the front administration desk. The security card is also used to verify each student’s presence at college. Every time a student enters the building the security card must be used to clock in. When a student forgets his/her security card, he/she must check in and check out with the front desk personnel. The front desk personnel will sign the student in or out (i.e., time arrived or time left). The student must check in with the front desk personnel each time he/she comes and goes during that day. Students may utilize the check-in process at the front desk up to five (5) times per semester. After five (5) occurrences, the student will be asked to purchase a new security card at their own expense. (A $10.00 fee will be charged to their student account.)

Temporary security cards may be issued to visitors or to employees who have forgotten their security card (this does not apply to students). The front desk personnel will collect
ALCOHOL POLICY

2. POLICIES

Information in the Residence Hall.

Please refer to the Resident Handbook for Alcohol policy information in the Residence Hall.

ALCOHOL POLICY

Alcohol and Drug Free Workplace

McNally Smith College of Music’s policy is to maintain a work environment that is free from substance abuse, and to comply with all federal, state, and local laws. It is the college’s policy to maintain a drug and smoke-free environment for employees and students. McNally Smith College of Music has developed this policy out of concern for employees’ physical and mental health, workplace safety and productivity, and the college’s status and reputation. This policy is intended to provide clear and consistent procedures for handling incidents of employee use of alcohol, drugs, or other controlled substances while on duty. It is the policy of the college that employees shall not possess, consume, or be under the influence of alcohol or drugs during the workday, including rest periods and meal periods. Students and employees are prohibited from the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol anywhere within the campus or while participating in on-campus school-related activities unless an exception to the rule has been granted. As a condition of enrollment or employment, students and employees must abide by the terms of the policy or one or more of the following actions will be taken within 30 days:

- Reporting the violation to law enforcement officials.
- Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
- Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by federal, state, local health, law enforcement, or other appropriate agency.

Exception to the Rule

Notwithstanding this, there may be certain private functions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. Exceptions to this policy must be requested in writing and approved by the College President and/or Safety Director. This policy does not extend to McNally Smith College of Music events held off-campus at alternate venues. The policy on alcohol for off-campus events is left to the discretion of the off-campus venue.

Please refer to the Resident Handbook for Alcohol policy information in the Residence Hall.

Under the Influence

Except for the situation outlined above, employees who use or are under the influence of illegal drugs and/or alcohol during work time will be subjected to disciplinary action up to and including, discharge. On duty employees who are suspected of being under the influence of alcohol will be suspended immediately. The Senior Director of Human Resources will review the facts of the incident and decide on appropriate disciplinary action. While the college has no intention of intruding into the private lives of its employees, the college does expect employees to report for work in a condition to do their duties. For the purpose of this policy, being under the influence means that the employee is affected by drugs or alcohol, or the combination of drugs and alcohol, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance.

Reasonable Suspicion

For all purposes under this policy, reasonable suspicion shall be defined as a belief based on observed, specific, and objective facts where the rational inference to be drawn under the circumstances is that the person is under the influence of drugs or alcohol. All suspensions resulting from this policy will be without pay unless otherwise provided by state or federal law. Students under the influence of drugs or alcohol, in possession of drugs or alcohol, or engaged in the unauthorized use or distribution of drugs or alcoholic beverages may be withdrawn from the college. Any terminations of a student’s enrollment will fall under the ‘conduct unbecoming of a McNally Smith College of Music student’ clause.

Drug and Alcohol Abuse Education Programs

In compliance with the Drug Free School and Communities Act, McNally Smith College of Music makes a good-faith effort to maintain a drug and alcohol free environment through implementation of the preceding policy and establishes and maintains a drug and alcohol free awareness program. This awareness program is already detailed in the student and employee handbooks and has been given to each student, faculty, and staff member. Students or employees seeking help or guidance for breaking additions may be referred to appropriate drug counseling programs.

Use of Alcoholic Beverages for Specific Events

The McNally Smith College of Music policy on the “Use of Alcoholic Beverages” establishes a general framework for specific present and future college rules and regulations on the use of alcohol. This policy references only specific non-student events where alcohol has been allowed by college management. This pertains to events on-campus where alcohol may be served, but not sold, and events off-campus where the off-campus establishment may be serving and/or selling alcohol. It must be recognized that here, as in society, the rational and responsible use of alcoholic beverages depends upon forms of teaching, conditioning, and social pressure which go beyond the purview of formal policies or regulations. Nevertheless, it may be said generally that the college expects its members to demonstrate respect and regard for the rights, property and
SMOKING POLICY & STUDENT DEATH POLICY

2. POLICIES

SMOKING POLICY

McNally Smith College of Music has designated a specific outdoor area on the east side of the 19 Exchange Street building (Main Building) for smokers. This area is specifically the patio outside at the Cedar Street entrance. Please keep the doorway clear. Please DO NOT smoke at any of the other entrances to the building. The College further reserves the right to modify this location at any time without notice. Smokers should utilize the ash receptacles and not litter on school grounds. Help keep our campus beautiful. Individual departments and supervisors may further limit smoking by employees during normal business hours as necessary to meet departmental and College goals.

McNally Smith College does not permit smoking in its facilities, in or around main entrances or exits of its facilities, or in College vehicles. The College complies with the City of St Paul Non-Smoking Ordinance, which states that smoking is prohibited in public buildings. Under the non-smoking ordinance, a person commits an offense if that person knowingly smokes in a public building. The Residence Hall is also a non-smoking building.

POLICY IN THE EVENT OF A STUDENT DEATH

This policy addresses two distinct needs: that of dealing with the death of a student on, or off, campus and that of recognizing the death with an appropriate expression of sympathy and memorial.

It is essential that all staff and faculty work together to provide order to what can be a chaotic situation. These guidelines have been established to provide a caring, responsible, and effective response.

Death of a Student – Off Campus

1. In the event that a student, faculty or staff member learns of a student death that has occurred off campus, he/she should contact the Senior Director of Student Affairs.
2. The Senior Director of Student Services will contact the Safety Director, and the Office of the President.
3. The Senior Director of Student Affairs will gather information pertaining to the student (i.e. obituary if available, family contact information, class schedule).
4. The Senior Director of Student Affairs will communicate with the student’s family on behalf of the college.
5. The President will inform the college community of the tragedy via email.
6. Staff and faculty members will be on alert to offer comfort to students. Students may be referred to the Student Affairs office for counseling.
7. The President will write a letter of condolence to the family of the student.
8. A representative of the College (the President, the Dean of Academic, and/or the Senior Director of Student Affairs) will attend the memorial service and/or funeral service, if local.
9. The President, or an appropriate designee, will see that the wishes of the family of the deceased student are adhered to with respect to the college’s memorial contribution. If a specific preference related to a memorial contribution is not noted then the College’s memorial contribution will be made to the McNally Smith College of Music Foundation.

Death of a Student – On Campus

1. In the event that a student, faculty or staff member becomes aware of a death of a student on campus, he/she will immediately call 911 and the Safety Director. The front desk should be notified that emergency services will be arriving on campus.
2. Students should be removed immediately from the location of the deceased. A staff or faculty member should stay with the deceased until emergency services (911) arrive on the scene.
3. Nothing should be touched or moved prior to emergency services arriving as a crime may have occurred.
4. The Safety Director will notify the Senior Director of Student Services.
5. The Senior Director of Student Affairs will notify the Office of the President and the Media representative.
6. The college Media Representative will communicate with all media.
7. The Senior Director of Student Affairs will gather information pertaining to the student (i.e. obituary if available, family contact information, class schedule).
8. The Senior Director of Student Affairs will communicate with the student’s family on behalf of the college.
9. The President will inform the college community of the tragedy via email.
10. Staff and faculty members will be on alert to offer comfort to students. Students may be referred to the Student Affairs office for counseling.
11. The President will write a letter of condolence to the family of the student.
PERSONAL PROPERTY SEARCH POLICY

12. A representative of the College (preferably the President, Dean of Academic Affairs, and/or Senior Director of Student Affairs) will attend the memorial service and/or funeral service, if local.

13. The President or an appropriate designee, will see that the wishes of the family of the deceased student are adhered to with respect to the college’s memorial contribution. If a specific preference related to a memorial contribution is not noted then the College’s memorial contribution will be made to the McNally Smith College of Music Foundation.

PERSONAL PROPERTY SEARCH POLICY

Overview
The college has instituted the following regulations to govern drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets and winter coats. Except in extreme emergency situations, the personal property of students shall not be searched unless written or verbal authorization for each search has been obtained from the Safety Director (or persons designated by the Safety Director).

Procedure
Persons explicitly authorized by the Safety Director may conduct personal property searches when there is reasonable suspicion to think a college policy is being violated. Reasons for the search, and the objects or information sought, shall be clearly stated, and at least two individuals shall be present during the search. If the owner of the property is not present during a search, authorized persons will be accompanied by another individual who is not an employee of the College. Any items found in violation of college policy will be removed.

Whenever a personal property search is conducted, a written report shall be submitted to the President (or person designated by the President) indicating the search, the reasons for it, results of the search, and a list of items removed (if any).

Rationale
The College may in its sole discretion carry out or authorize searches/inspections. The following is a partial listing of examples of when the College will exercise its discretion without notice:

1. Locker abandonment.
2. Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate.
3. At the request of or generally in cooperation with law enforcement authorities.
4. Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities.
5. Risk to the general good of the College.
6. Risk to the general good of the student or student population.
7. Unregistered locker.
8. Physical damage to or defacing of the locker.
9. Odors (i.e. spoiled/rancid food, garbage or smelly contents)
10. Locker maintenance.

The College works with the local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to the locker’s occupant being present. Such police activity may include but is not limited to random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets and winter coats.

Locker Guidelines:
* Failure to abide by the guidelines listed here will result in suspension of locker privileges and a $15.00 fee will be charged.
1. Lockers must be cleaned out at the end of each semester. Anything left in a locker after the last day of the semester will become property of McNally Smith College of Music.
2. Students are prohibited from switching or sharing lockers.
3. Students are prohibited from using locks other than what has been assigned by McNally Smith staff.
4. Students are prohibited from adhering stickers or marking the lockers in any way—inside and outside.

Please see the Front Administration Desk if…
1. You forget your locker combination.
2. You want to keep your locker for the next semester (lockers must be reserved within 14 days of the end of the current semester for use in the following semester).
3. You have any other questions or concerns regarding your locker.
FIRE EVACUATION PLAN

Basic Procedures
In the event of a fire, smoke from a fire, or detection of a gas odor:

1. Pull fire alarm.
2. Evacuate students and staff to the designated areas (located on fire evacuation maps in each classroom).
3. Follow primary routes unless blocked by smoke or fire. Know the alternate route. Maps are located in each classroom and in common areas and hallways.
4. If a door handle is hot, don’t open it. Use an alternate route.
5. Follow the evacuation route to an area a safe distance away from emergency personnel.
6. Be aware of the arrival of emergency responders.
7. In cases of thick smoke, crawl low to the floor during evacuation.
8. If trapped by fire, primary, secondary, and any alternate route being blocked, go to Shelter-in-Place Procedures.
9. Floor directors manage traffic flow leaving their designated areas. Attempt a safe, quick sweep of floor to ensure evacuation of all persons.
10. Floor directors should close doors behind them, but do not lock classroom or office doors when leaving.
11. Floor directors notify Safety Director either in-person, or via telephone upon completion of evacuation and arrival at safe area.

Responsibilities of the Safety Director
1. Meet with emergency officials as soon as possible.
2. After consulting with appropriate official, the Safety Director may move students to a primary relocation center in the Gallery Building foyer, if weather is inclement or building is damaged.
3. Notify staff and students of termination of emergency.
4. Notify Media Representative, if necessary.

Additional Information
1. Do not re-enter buildings until fire or law enforcement personnel declare them safe.
2. Fire drills should be held at varied times during the school day. Practice both primary and alternate routes.
3. Extra staffing may be necessary for students with special medical or physical needs. Floor Directors may plan this ahead of time for any student in their area.

SHELTER-IN-PLACE PROCEDURE (LOCKDOWN)

Purpose
This describes the general procedures to be followed when Shelter-in-Place is required in response to a major campus emergency. Shelter-in-Place is the action of seeking immediate shelter indoors following a release of hazardous materials to the outside air or other major campus emergency. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminant.

Applicability/Scope
This plan will be implemented based on the decision of the Safety Director and/or Building Operations Chief Engineer and will provide guidance to the remaining Safety Committee members and the school community at large.

Basic Procedures
As part of the assessment following a hazardous material release or other major campus emergency, the Building Operations Chief Engineer will determine the need to implement Shelter-in-Place procedures. The suggestion to Shelter-in-Place will be given to the Safety Director. The Safety Directors or Building Operations Chief Engineer will then give the directive to Shelter-in-Place.

Once a Shelter-in-Place situation is declared, the Safety Director will notify the Building Operations Chief Engineer and all floor directors. The floor directors will notify others as needed. The following steps will be completed by the floor directors and/or Building Operations Chief Engineer and their staff:

1. Close all doors and windows.
2. If possible, close or seal air vents.
3. Close window shades, blinds, or curtains.
4. If possible, seal gaps around doors and windows with wet towels and tape.
5. Turn off air handling (HVAC) equipment, or set to ‘Recirculation’ to minimize introduction of outside air into building.
6. Shut down all operations.
7. Post sign at all entrances and exits, “Shelter in Place in effect. No Entry or Exit”.
8. Move all occupants to an interior room away from as many windows as possible.
9. Remain indoors until ‘all clear’ message is received from Safety Director or Building Operations Chief Engineer.
10. Following “all clear” announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air.

Providing Assistance to Persons with Disabilities:
1. When possible, floor directors should identify persons with disabilities in advance of an emergency situation.
2. Designate a person in the same or adjacent area to provide assistance as requested or required by the individual.
3. Assist the safe movement of all persons with disabilities and account for them as soon as possible.

ROLES AND RESPONSIBILITIES:

Safety Director
1. Following site assessment has authority to order shelter in place for affected buildings.
2. Will communicate order to floor directors. Positive contact must be made.
3. Will communicate with Building Operations Chief Engineer to shut off HVAC systems.
4. Will communicate ‘All Clear’ when conditions are safe to do so.
**SEVERE WEATHER**

**3. PROCEDURES**

**Floor Directors**
1. Implement Shelter-in-Place procedure following Safety Director order.
2. Pre-designate interior safe areas (definition below).
3. Provide notification and status updates to Safety Director.
4. Assure all occupants are kept away from windows.
5. Keep calm, keep occupants informed regarding reason for shelter-in-place and possible duration.
6. Restore building to normal function following ‘all clear’.

**Building Operations Chief Engineer**
1. Implement Shelter-in-Place procedure following notification from Safety Director.
2. Work with floor directors to pre-designate interior safe areas.
3. Post signage at all entrances and exits.
4. Provide notification and status updates to Safety Director.
5. Provide control of HVAC, either remotely or on-site, as required.
6. Assist with area isolation and control of building entrances and exits.

**Procedures for Deactivation/Activation of HVAC Systems**
The Building Operations Chief Engineer, with the support of the Safety Director as appropriate, will determine if HVAC systems and other utilities will need to be deactivated. The Building Operations Chief Engineer is responsible for implementation of the shutdown procedures and is the point of contact for reactivation. Only the Building Operations Chief Engineer is authorized to restart the HVAC system after an emergency shutdown.

**Additional Information**
The typical duration for a Shelter-in-Place activity does not exceed several hours. The ‘all clear’ notice will be given as soon as possible. Students, faculty, and staff cannot be forced to shelter-in-place. If individuals are adamant about leaving the building and risking exposure to contaminants, record their name, time of leaving, and destination.

**Definitions**
Interior Safe Area – an area of assembly for building occupants. Features of an interior safe area may include:

- Above the ground floor.
- Minimal windows and vents.
- Adequate space for anticipated occupancy.
  Allow approximately 10 square feet per person.
- Consider hallways, conference/meeting rooms, break areas or restrooms.
- Consider having hard-wired phone service available in case radios or cell phone systems are compromised during the emergency.

**SEVERE WEATHER**

**Snow Emergency – School Closings**
In the event of severe winter weather, the school may close. The determination will be made by the President in consultation with the Safety Director and other members of the Safety Committee. This decision will be based on weather information available through the various media outlets. If the decision has been made to close the school and cancel all classes, the following steps will be taken:

1. Damon Schuler, Vice President of Finance and Operations, will notify KARE 11, local television, of our school’s closing for the day.
2. Eric Neumann, Senior Director of Information Technology, will change the incoming phone message to the school’s main line. The new message will inform callers of the school’s closing for the day due to severe weather.
3. Jeff Aalbers, Safety Director and Senior Director of Administrative Services, will notify students, faculty, and staff of the school’s closing for the day. This will be done via SONIS Web, using the bulk text messaging and bulk email function.

These three steps apply to closing decisions made after hours, or before the school would open for the day. In the event the decision has been made to close the school during mid-day, steps two and three will be followed. For weather situations that warrant a discussion, but the school remains open, the Safety Director will follow step three to notify all students, faculty, and staff of the school remaining open. In general, school closings for severe weather are handled on a day-to-day basis. The procedure above will be repeated for each new day.

**Weather Radio**
There is a NOAA (National Oceanic and Atmospheric Administration) Public Alerts Radio stationed at the Front Administration Desk of the 19 Exchange Building. Known as the NOAA Weather Radio All-Hazards, NOAA’s Public Alert Radio is a life-saving early warning tool that notifies radio users of all hazards in their area, 24 hours a day/seven days a week, even when other means of communication are disabled. The radio will signal an audible alert with a visible indicator light as a “watch” or “warning” and a brief digital text message to advise on a wide range of emergency situations and post-event information for all types of hazards including: natural (e.g. earthquakes or avalanches), environmental (e.g. chemical releases or oil spills) and public safety (e.g. AMBER alerts or 911 telephone outages).

A light on the radio indicates the urgency of the event. A warning light means that an event is occurring and immediate, possibly life-saving action is required. A watch light underscores the need to remain vigilant because of the possibility that the event will turn into a warning situation. Connecting the radio to other attention-getting devices, such as strobe lights, sirens, bed-shakers and peripheral alerting mechanisms, ensures that people with disabilities can also benefit from the safeguards.
In the event that there is a warning or a watch signal on the Public Alerts Radio, the front desk staff should call their immediate supervisor and the Safety Director. If neither of these people is reachable, the front desk staff should continue down the phone tree until they contact a person on the phone.

For any questions about an emergency notification issued by the NOAA Radio, contact:

MN Homeland Security & Emergency Mgmt Div
MN Dept of Public Safety
444 Cedar Street, Suite 223
St Paul MN  55101-6223
Office: 651.296.0466
Fax: 651.296.0459
www.hsem.state.mn.us

Weather specific alarms (the most frequent warnings) are created at the Chanhassen Weather service. Our contact is:

Todd Krause
952.361.6670
todd.krause@noaa.gov

Questions about the radio and the program itself can be directed to:

NWR.School.Radio@noaa.gov

The radio was registered on June 11, 2009. It is set and active.

THREAT ASSESSMENT

This document provides information on what to do if you encounter a potential threat on campus. The following topics are addressed:

• Policy and definitions
• Early warning signs
• Strategies to prevent a crisis
• Threat assessment and reporting procedures
• Established campus and community resources

Threat Assessment Policy and Definitions
McNally Smith College of Music recognizes that understanding and mutual respect toward all members of the College fosters a climate of safety and excellence in teaching and learning. Violence or threats of violence on campus or at campus-sponsored events will not be tolerated. Threats of violence include, but are not limited to, any situation initiated from internal or external sources that:

• Endanger the safety of any student, faculty member, staff member, or visitor;
• Has an impact on an individual’s physical and/or psychological well-being;
• Causes damage to personal or MSCM property;
• Creates a hostile campus environment.

Any individual who commits a violent act or threatens to commit a violent act toward other persons or property on campus or at campus-sponsored events shall be subjected to disciplinary actions, up to and including dismissal from the college. Civil and/or criminal penalties may be pursued as appropriate. Every member of the campus community is expected to take any threat or violent act seriously, and to report these acts to the appropriate contact resources. It is recognized that violence or threatening acts are often complex, intimidating, and confusing. Students, faculty, staff, or visitors should not put themselves in danger; but rather, utilize campus and community resources to assess the level of danger, design an appropriate intervention or response plan, and employ reasonable safety measures.

Recognizing Early Warning Signs
Most people who commit extreme violence do not just snap without warning. Extreme violence is rarely an isolated event, but rather, the last link in a chain of progressively dangerous and, often, highly visible behaviors. Troubling behaviors in their early stages are largely correctable and minimally volatile. When these behaviors are allowed to progress over time to more aggressive acts, the offender becomes increasingly frustrated, committed, and confident of his/her ability to deliver violence. They may even tell others what they plan to do. Violence profiles list various personality traits and behaviors associated with those who have used extreme violence in the past. Identifying at-risk characteristics can bring attention to a troubled individual or may suggest that the process of plotting violence has already begun. While few of these individuals will commit extreme violence, if you observe any of these warning signs, they can be cause for concern and should be reported to Sarah Johnson, Counselor or Jeff Aalbers, Safety Director.

Verbal Clues
• Verbal wishes to kill, be killed, or die
• Verbal threats of harm to another person
• Frequent expressions of anger and frustration
• Name calling or abusive language
• Bragging about having weapons

Behavioral Clues
• History of aggression/violence/bullying
• Destruction of personal and/or school property
• Recent attempts to secure weapons
• Recent attempts of suicide, hopelessness
• Involvement with hate groups or criminal gangs
• Defiance of authority
• Writings/drawings with intense violent themes
• A pattern of poor interpersonal relationships or isolation
• History of drug or alcohol abuse

Bizarre Thinking
• Paranoia
• Delusions of grandeur, power, control, destruction
• Delusions in general
• Hallucinations
• Significantly deteriorated thought processes
• Persecutory perception of self as victim

If you see any of these warning signs or experience any type of threatening behavior, contact the Safety Director immediately. During normal business hours, please contact Jeff Aalbers, Safety Director at 651-361-3320 or 952-220-4087, Sarah Johnson, Counselor at 651-361-3422, or Susan Brezny, Senior Director of Student Affairs at 651-361-3420.
Outside normal business hours, contact the St. Paul Police Department at 651-291-1111. If violence is imminent, call 911.

Preventing a Crisis
Violence prevention is best accomplished by stopping the process before it gets started. Maintaining a healthy campus environment and addressing minor violations to campus policy lower the risk of aggressive responses and increase the possibility of peaceful resolution. Recognizing the early warning signs alerts us that the process of violence may have begun and provides opportunities to intervene before an individual becomes committed to violence.

Various strategies to prevent a crisis include:
- Communicate a clear policy against and consequences for violent behavior
- Identify potential offenders and victims early
- Report threatening behaviors promptly
- Efficient response to reports
- Training in conflict management, communication, and anger control skills
- Identify campus and community resources for students, faculty, and staff
- Make no assumptions about threatening behavior; take threats seriously
- Each threat assessment is handled on a case-by-case basis.

Threats of Imminent Danger
In all cases, if violence is imminent, call 9-1-1. In the case of a situation requiring immediate and urgent attention, such as a physical fight that breaks out between two students or a student who becomes physically aggressive towards a teacher in class, contact the Receptionist by dialing “0”. The Receptionist will call the Safety Director (651.361.3320 or 952.220.4087) to report the disturbance.

- The Safety Director will take immediate action and make the decision as whether or not to involve other Safety and Security Committee members.
- If student demonstrates behavior that is “unbecoming of a McNally Smith student” as stated within the Code of Student Conduct, that student may be subject to immediate termination from the college.
- Student may be brought before the Student Conduct Board for disciplinary action (that may also result in termination).

Threats of Potential Danger
If you need to report a perceived threat, contact the Safety Director (651.361.3320 or 952.220.4087). The Safety Director will respond to the contact as soon as possible or typically within 24 hours of initial contact. The Safety Director will collect information and make a preliminary assessment of the situation. Based on the initial assessment, the Safety Director will conduct further investigation and implement the some or all of the following procedures as appropriate:
- Identify the subject(s) of concern.
- Collect available information on the threatening situation.
- Consult with the Sr. Director of Student Affairs and/or the Counselor for help in assessing situation and in conducting the investigation.
- Conduct a background check that may include a history of legal issues, student conduct complaints, weapons check, police contacts, employment status, academic status, mental health history, family contact, and other social networks.
- Interview subject(s) of concern as appropriate. Assess whether the subject(s) is an imminent threat to self or others and take appropriate action.
- Remove subject from surrounding.
- Put subject on temporary leave from school until safety to community is ensured.
- Terminate subject from school.
- Call a special Safety and Security team meeting if needed
- Present situation to the Student Conduct Board for possible disciplinary action.
- Document the report and procedure.

Sample Scenarios
Urgent Threat – Danger Imminent
An argument breaks out in the Café during the lunch hour. The argument quickly escalates to screaming and then the two people engaged in the argument stand up and start shoving one another. One of them picks up a chair and throws it across the room into the line of people waiting to order. Then a third student sees a student draw a knife. This threat requires urgent attention and is dangerous. Place a call to 9-1-1 and then contact the front desk by dialing “0” to explain the situation and get help. A report should be filed with the MSCM Safety Director.

Urgent Threat
A student enters the building and walks up to the front desk where his ex-girlfriend is working. He smells like alcohol and seems disoriented. He starts making suggestive comments to her and then walks behind the desk. She tells him he can’t be behind the desk and that he should leave. The student continues to walk closer and tries to touch her. When she yanks her arm away, he yell at her that she is leading him on. The student worker from the Bookstore notices this exchange and comes out of his office to get the guy out of there and he finally leaves the building. Since the desk worker is the person feeling threatened, she will tell her superior about this exchange. A report should be filed with the MSCM Safety Director.

Potential Threat
A professor is handing back exams when a student stands up in class after receiving a failing grade and starts shouting and swearing about how this class is a waste of time. He then stumps out of the room after screaming at the professor, “You better watch your back”. The professor feels very undermined and uncomfortable and does not want to see that student in her class again. This threat does not require urgent attention, because the student has left the room and is not a threat to the class that is currently in session. However, the professor feels unsafe around the student. A report should be filed with the Safety Director.
THREAT ASSESSMENT

3. PROCEDURES

Does the threat Require urgent Attention?

NO

Report threat to the Safety Director, Jeff Aalbers

Jeff Aalbers, Safety Director
Office: 651.361.3320
Cell: 952.220.4087

YES

Is violence Imminent?

NO, but the threat is disruptive right now

Call the front administration desk by dialing ext. 3302 and explaining the threatening situation

YES

Call 9-1-1

Receptionist will contact Safety Director, Jeff Aalbers
### Established Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>Department</th>
<th>Campus Contact</th>
<th>Community Contact</th>
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<tbody>
<tr>
<td>Verbal Threat</td>
<td>Student Affairs</td>
<td><strong>Sarah Johnson</strong>&lt;br&gt;Counselor&lt;br&gt;651.361.3422&lt;br&gt;<a href="mailto:sarah.johnson@mcnallysmith.edu">sarah.johnson@mcnallysmith.edu</a></td>
<td>St. Paul Police Dept.&lt;br&gt;651.291.1111&lt;br&gt;Emergency 9-1-1</td>
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<td><strong>Susan Brezny</strong>&lt;br&gt;Senior Director of Student Affairs&lt;br&gt;651.361.3420&lt;br&gt;<a href="mailto:susan.brenzy@mcnallysmith.edu">susan.brenzy@mcnallysmith.edu</a></td>
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<td>Physical Violence</td>
<td>Administrative Services</td>
<td><strong>Jeff Aalbers,</strong>&lt;br&gt;Safety Director&lt;br&gt;651.361.3320&lt;br&gt;Cell: 952.220.4087&lt;br&gt;<a href="mailto:jeff.aalbers@mcnallysmith.edu">jeff.aalbers@mcnallysmith.edu</a></td>
<td>St. Paul Police Dept.&lt;br&gt;651.291.1111&lt;br&gt;Emergency 9-1-1</td>
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<tr>
<td>Sexual Harassment</td>
<td>Student Affairs&lt;br&gt;Student Affairs student complaints&lt;br&gt;Human Resources&lt;br&gt;Human Resources employee complaints</td>
<td><strong>Susan Brezny</strong>&lt;br&gt;Senior Director of Student Affairs&lt;br&gt;651.361.3420&lt;br&gt;Donelle Lucken&lt;br&gt;Senior Director of Human Resources&lt;br&gt;651.361.3375</td>
<td>see Sarah Johnson for external counseling referrals</td>
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Mental health counseling is available on campus to any McNally Smith student free of charge. Please contact Sarah Johnson at 651.361.3422 to arrange a meeting time.
At-Risk Students: Academically

Part One - Identify
1. Absent frequently.
2. Not prepared for class.
4. Lack of enthusiasm to participate in classroom activities.

Part Two - Procedures
1. Teachers should check student records via the Student Information System:
   a. Advisor, attendance records, course load, and academic probation.
   b. Any pertinent information disclosed by student regarding learning disabilities or difficulties.
   c. Student photos and contact info for their class.
2. Refer students to faculty advisor.
3. Academic Advisement Coordinator is on staff for students to have the option to seek help and/or advice regarding academic struggles.

Part Three - Follow Up
1. Important for students to be accountable once an issue is discovered.
2. Standardized tutoring among all programs.
   a. Easy sign-up for teachers/advisors to assist students.
   b. Tutoring no-show policy in place.
3. Follow up with faculty advisor every other week.

At-Risk Students: Psychologically / Emotionally

Part One - Identify
1. Self-identified through the orientation process.
2. Referred from instructor or faculty advisor.
3. Identified by Student Affairs or other administrative personnel.

Part Two - Procedures
1. Tips provided by Counselor for faculty and staff in the area of identifying psychologically or emotionally at-risk students.
2. Refer students to Student Affairs. Student Affairs can recommend various outlets for medical help.
3. Counselor on staff for students to have the option to seek help and/or advice regarding emotional struggles.

Part Three - Follow Up
1. Follow up with at-risk students each week until issue is resolved. Then each semester after that.
2. A counselor on the Student Affairs staff will:
   a. Provide on-site assistance to those in psychological or emotional need.
   b. Identify severe cases and make referrals for professional help.
   c. Establish seminars/workshops designed to help students/faculty/staff deal with issues such as stress, anxiety or grief.
3. Suggest all students to have medical insurance. This will help when the need for medical referrals arises. Insurance referrals will be provided for those students without their own.

At-Risk Students: Financially

Part One - Identify
1. Financial Aid Office – Often a Financial Aid Administrator can identify a student who will be, or is having problems financially. This is easier in regards to tuition, but often a student’s problems with living costs are conveyed to their financial aid counselor.
2. Department Head / Chair / Faculty Advisor – Students may indicate their financial troubles to their academic advisor or mentors. This may happen throughout the semester, but most frequently during registration/advisement week.
3. Student Affairs Office – The nature of this office involves more personal conversation, beyond just school conversation. For many students, their financial status is a personal issue and not school related.
4. Other Administrative Offices – This may include the Registrar Office, Library, Bookstore, or other administrative office. Students may choose to share their financial troubles while dealing with another school related issue.

Part Two - Procedures
1. Any school official should direct students with financial concerns to the Financial Aid Office.
2. If the student contacts the Financial Aid Office, the level of financial distress can be evaluated and a course of action suggested.
3. School officials or peer advisors may relay a students financial concerns to the Financial Aid Office. The Financial Aid Office will then contact the student via email or telephone to offer assistance with any financial issues the student may be having. It is important to get a dialogue started.
4. The Financial Aid Administrator can suggest a variety of scholarship search sites, alternative loan programs, and alternative funding sources to help the student with college costs. Many of these suggestions are more helpful for future semesters.
5. Short-term solutions include small payment plans, part-time employment options, and less than full-time school attendance. It is often easier to find solutions for tuition rather than other school related costs, such as room and board or transportation.
6. Other specific solutions may include carpooling/ridesharing, bus-buddies (for new people forced into the bus system), and roommate finders. These students will be directed to the Student Services Offices for help in these areas.

Part Three - Follow Up
1. The Financial Aid Administrator will contact the student the following semester to assess whether the student has a working solution to their previous financial difficulties. Students also re-apply for aid every academic year (2 semesters), so regular contact with the financial aid office is required.
2. The initial school official or peer advisor may reconnect with the student after they have visited with the Financial Aid Office to see if a plan has been developed. Any further concerns from the student should be relayed to the Financial Aid Office.
SHUTTLE SERVICE & BICYCLE POLICY

SHUTTLE SERVICE

To increase the safety of students after hours, McNally Smith College offers shuttle service in the evening to all students.

Parameters:

1. A McNally Smith vehicle will be used (van).
2. A maximum of 7 passengers are allowed in the vehicle.
3. Shuttle schedule will be determined by demand. Generally shuttle tours will be hourly after 7pm.
4. Sign-up sheet will be available at the front desk for each tour.
5. The shuttle service area is limited to locations within 2 miles of campus.
6. This service is designed to help students return to their apartments in a safe vehicle rather than walking on the street. This service will also be effective for staying out of winter weather.
7. This is not a security/bodyguard service. It is transportation only.
8. This is a drop off service only. Students will not be picked-up from their homes and brought to campus.
9. The driver will be a McNally Smith work-study student over the age of 21, with a working cell phone for emergencies.
10. Driver will provide transportation and is not expected to provide safety after student exits the vehicle.
11. The shuttle service also provides a weekend round trip shuttle to a local merchant for Residence Hall students.

BICYCLE POLICY

In support of bicycle use as a means of transportation, McNally Smith College of Music provides racks for securing bicycles and maintaining grounds safety. All bikes must be registered with the front administration desk and display a current bike registration. To register your bike, please see the front administration desk. You will need the following information: manufacturers name, model, serial number, color, and approximate value. It is highly recommended that you keep this information in addition to a photograph for your personal records.

All bikes must be parked properly in the designated bicycle racks. Bicycles are not allowed to be ridden or stored inside the campus buildings. Bicycles may not be attached to trees, light poles, fences, benches, or any location that would impede the access to or egress from a building or the operation of equipment. Bicycles that lack proper registration, are parked for more than three (3) consecutives days, or are parked improperly are subject to removal by maintenance. If any circumstance requires more than three (3) days time, please notify the front administration desk.

Lack of space is not a valid excuse for violation of any bicycle parking regulation. To report a stolen or removed bicycle, please contact the front administration desk immediately. Purchase and use a good quality bicycle lock; an expensive bicycle lock is cheaper than replacing the entire bicycle. Please read the manufacturer’s manual of any locking mechanism you use to ensure proper usage. Using multiple locks or two different locks increases the security of your bike. To further protect your investment, it is suggested that you register your bike with services such as the National Bike Registry (nationalbikeregistry.com).
MENTAL HEALTH COUNSELING

Counseling services provide support for students struggling with mental, emotional, or social concerns and transitions. Individual and group intake sessions are available on a regular basis throughout the year. A counselor is also available to help connect students and employees to local support groups, recovery programs, and mental health practitioners like psychiatrists for medicine management. Counseling sessions are scheduled weekdays between 9:00 and 5:00. Brief walk-in appointments are also available to those in crisis. You may contact Sarah Johnson, National Certified Counselor, by calling 651.361.3422 to set up a time to talk in a confidential and safe setting. There is no charge to McNally Smith students for this service.

SAFETY WEBSITE

The Campus Resources section of the McNally Smith College website contains information and a pdf copy of this manual:

http://www.mcnallysmith.edu/community/campusresources.aspx

Also located there is information on student counseling services, disability services, tutoring, and other support services. A printable copy of the Threat Assessment policy is also available. Other safety information, including the Code of Student Conduct and the Annual Security Report, may be found in the Student Handbook, available in the Student Affairs Office. In addition, Crime/Incident Reports are located in this manual and at the front administrative desk in the 19 Exchange Building.

EMERGENCY KITS

McNally Smith College of Music has Emergency Kits available throughout the campus. There are 9 locations:

- Main Building Front Desk
- Auditorium
- Book Store
- Café
- Loading Dock Area
- Record Lab Office
- Resource Center
- Student Affairs Office
- 26 Exchange Building Mail/Lunch Room
- Residence Hall (2 kits)
- Residence Life Office (First Aid kit only)

In addition, First Aid Kits are located in each McNally Smith vehicle. The emergency kits contain the following items:

- Duct tape
- Flashlight (no batteries necessary)
- Radio (with extra batteries)
- Standard First Aid Kit

There is also an Automated External Defibrillator (AED) unit located in the main building ground floor lobby outside of the Record Lab Office. In addition, several McNally Smith College employees are certified in basic First Aid and CPR training (some with AED training). These employees are available to provide assistance in emergency situations within their level of training.