

## **POLICY 2.17: CAMPUS SAFETY & EMERGENCY PREPAREDNESS**

Sandburg is committed to providing employees with a safe and healthy workplace. Employees must report all accidents, injuries and unsafe conditions to their supervisors as soon as practically possible and not perform unsafe work tasks. These reports won't result in retaliation, penalty or other disincentives.

Any employees who may deal with a potential hazardous situation will receive hazard communication program training, including information on the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to protect themselves from these chemicals.

The college also is committed to ensuring the safety and security of the Sandburg community through comprehensive emergency preparedness, violence prevention and security measures in accordance with Campus Security Enhancement Act of 2008 (110 ILCS 12/).

### **Background investigations**

Sandburg has written procedures to identify security-sensitive positions and conducts criminal background investigations for all individuals employed in these positions prior to employment.

### **Emergency response plan**

Sandburg has a comprehensive emergency-response plan that fully complies with the National Incident Management System (NIMS), addresses all potential hazards and is developed in partnership with county or municipal emergency-management officials.

The emergency-response plan is formally reported to local emergency-management officials, includes annual training and exercises, and involves collaboration with local emergency-management agencies.

### **Campus violence-prevention plan**

Sandburg has an interdisciplinary and multijurisdictional campus violence-prevention plan that coordinates campus and local mental-health resources, and integrates first-response capabilities. The plan is communicated with campus and local mental-health resources, first-response resources, governmental agencies and contiguous school districts.

The plan also includes a campus violence-prevention committee, campus threat-assessment team (CARE), and annual training and exercises. The plan is reported to local emergency-management officials annually.

## **Sexual violence task force**

Sandburg participates in a campus-wide task force, which includes campus staff, campus students, community-based organizations and law-enforcement representatives.

The task force meets at least twice per calendar year to discuss best practices for prevention and response to sexual violence, domestic violence, dating violence and stalking. It also reviews institutional policies and procedures related to sexual violence.

## **Arrest reporting**

If an individual is arrested on college property, Sandburg ensures timely reporting (within 72 hours of arrest) information to news media, compliance with confidentiality and safety provisions, protection of individual privacy and adherence to legal requirements for information disclosure.

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