

# **BLACKFEET COMMUNITY COLLEGE**

## **2024 ANNUAL CAMPUS SECURITY AND SAFETY REPORT**

This Blackfeet Community College (BFCC) Annual Campus Security and Safety Report is required to be published each year to provide crime statistics and information on safety, security, and related services offered by the institution, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This report is prepared with the data and information provided by the Blackfeet Law Enforcement, Services, Glacier County Sheriff's Office, Blackfeet Nation Homeland Security, BFCC Safety Team Members, BFCC Facilities Committee and various other law enforcement agencies that provide services to BFCC properties within their jurisdictions.

This report summarizes campus safety and security programs and contains policies and procedures designed to enhance personal safety for all students, faculty, staff, community members and visitors on the BFCC Campus.

The 2024 Annual Campus Security and Safety Report is published in PDF (printable) format at: [www.bfcc.edu/compliance/annalsecurityreport](http://www.bfcc.edu/compliance/annalsecurityreport)

For more information regarding campus safety or to request a paper copy of the report, contact:

Frank Goings, Chief of Security Officer at 406-845-4684 or 338-5441 ext. 2263

or

George Aims Back, Campus Security Patrol Officer at 406-845-8714 or 338-5441 ext. 2307

You may also send a written requests to:

Blackfeet Community College  
Attn: Frank Goings, BFCC Chief of Security Officer  
BFCC Security Department  
P.O. Box 819  
Browning, MT 59417

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## **SAFETY MESSAGE FROM THE PRESIDENT - Dr. Brad Hall**

Oki, Welcome to Blackfeet Community College!

We are a community of students, faculty, staff, community members and visitors to our campus. This institution's mission is to provide the Blackfeet Nation and our "universal community" access to quality educational programs that prepare students for achievement in higher education, meaningful employment, basic skills instruction, and community education, while integrating the Blackfeet culture and language. This mission is best accomplished when safety is a top priority for all that utilize our campus. We strive to foster a safe, inclusive and culturally-responsive environment that allows the BFCC to engage all as the intellectual and cultural heart of the Blackfeet Nation.

While providing relevant learning offerings and experiences, all must be accompanied with a plan for addressing unexpected occurrences that require coordinated and emergency responses. This 2024 Annual Campus Security and Safety Report includes information that everyone who accesses campus should familiarize themselves with relevant information, services, resources and procedures provided to keep our campus community safe. I encourage everyone to prioritize safety for yourself and others, by asking questions and sharing ideas for how BFCC can improve campus safety. All of us need to embrace our important role in helping to maintain a safe, secure and inclusive campus for all. Safety on our college campus is a shared responsibility.

The college's administration, BFCC Safety Team and the Facilities Auxiliary Services and Infrastructure Committee works closely with the Blackfeet Law Enforcement, the Glacier County Sheriff and other law enforcement agencies to communicate and promote the use of community-oriented safety services that fully engage our campus community and outside partners. This partnership is critical in identifying, prioritizing and addressing security concerns and emergencies through a collaborative process.

Members of the campus community are encouraged to report all safety concerns, emergencies and all crimes on campus, to the Campus Security Authorities (CSA). It is the responsibility of each person to contribute to the safety of the entire campus by taking action when necessary to prevent crime, particularly crimes of violence. We are safest when we look out for one another and speak up if we see or hear something that could impact our safety on campus.

### **QUICK REFERENCE RESOURCE LISTINGS**

## Emergency Numbers

Ambulance	911
Police	911 or 406-338-4000
Fire Dept.	911
BFCC Chief Security Officer	406-845-4684 or 338-5441 ext. 2263
BFCC Security Patrol Officer	406-845-8714 or 338-5441 ext. 2307
BFCC Mental Health Support	406-338 -5441 ext. 2211
BFCC Maintenance	406-450-2526 or 406-338-5441 ext. 2790
BFCC Custodial	406-845-9381 or 406-338-5441 ext. 2612
BFCC Facilities Assistant	406-338-5441 ext. 2201
BFCC Administration Assistant	406-338-5441 ext. 2260
Disaster Emergency Services	406-338-5194
BIA Roads	406-338-5331
IHS Emergency Room	406-338-6164
Highway Patrol Emergency	800-525-5555
Blackfeet Domestic Violence Program	406-338-2408 or 406-338-2409
Road Conditions	511 or 800-226-7623

## UTILITIES

Glacier Electric	406-338-5400 or 406-338-2665 (after hours)
North Western Energy	888-467-2427
Siyeh/SyCom	406-338-5555 or 3222
Two Medicine Water Co	406-338-4858

## BFCC CAMPUS PHONE NUMBERS

Administration	406-338-5441, ext. 2260
Academic Affairs	406-338-5411, ext. 2238
Human Resources Office	406-338-5441, ext. 2204 or 2205
Finance Office	406-338-5441, ext. 2214
Enrollment Services	406-338-5441, ext. 2248, 2246 or 2250
Student Services	406-338-5441, ext. 2262
Medicine Spring Library	406-338-5441, ext. 2701
Workforce Development/USDA Offices	406-338-5541, ext. 2758 or 2764
Facilities Office	406-338-5441 ext. 2201
Security Office	406-338-5441 ext. 2263 or 2307
Fax Number	406-338-3272

## SUICIDE HOTLINE

For someone struggling or in a crisis, help is available. Call or text 988 or chat <https://988lifeline.org>, press "1" for veterans. You can also reach the Crisis Text Line by texting MHA to 741741.

## THE CLERY ACT

BFCC understands that choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and safety and security and fire safety policies. All public and private institutions of postsecondary education participating in federal student-aid programs are subject to it. The act includes:

- Publishing an annual report disclosing campus security policies and three years of selected crime and fire statistics.
- Communicating timely warnings to the campus community about crimes that pose a serious or ongoing threat.
- Keeping a public crime log and annually reporting
- Upholding basic rights to victims of sexual assault
- Providing accurate crime statistics available to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level
- Failure to comply with the Clery Act can result in possible fines from the U.S. Department of Education.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder. Jeanne Clery Disclosure of Campus Security Policy.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. Most recently, President Obama signed into law the Violence Against Women Act (VAWA) which requires institutions to reports statistics of Sexual Assault, Domestic Violence, Dating Violence and Stalking in the institutions Annual Security Report. For 2015, institutions have to make a "Good faith effort" to include these stats.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education (IHEs) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects

virtually all public and private IHEs and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

### Clery Act Compliance and Purpose

Campus security and safety is an important feature of postsecondary education. The Department of Education is committed to assisting schools in providing students nationwide a safe environment in which to learn and to keep students, parents and employees well informed about campus security. These goals were advanced by the Crime Awareness and Campus Security Act of 1990. The Department is committed to ensuring that postsecondary institutions are in full compliance with that Act, and enforcement of the Act is a priority of the Department.

The Campus Security Office at Blackfeet Community College publishes the Annual Campus Security (ASR) and Fire Safety Report in compliance with the Clery Act. The ASR serves as a resource guide, directing readers to campus safety and security services and providing crime prevention and personal safety guidance and strategies.

The Annual Campus Security and Safety Report meets Clery Act federal requirements, as set forth by the Department of Education, including the Higher Education Opportunity Act of 2008, as related to the Jeanne Clery Act, and including proposed amendments to the Clery Act under the Higher Education Act of 1965.

The purpose is to provide current and prospective students, families and current and prospective employees with accurate, complete and timely information about campus safety so that they can make informed decisions. This report includes information and policy statements regarding campus security and safety, for example, crime prevention and security awareness, fire safety, alcohol and substance abuse, sexual assault prevention, response and resources, procedures for reporting a crime, and emergency and evacuation policies and procedures, as well as other matters of importance to the campus community.

## **BFCC SECURITY AND SAFETY POLICIES AND PROCEDURES**

The safety and wellbeing of faculty, staff, students, community members and visitors is a top priority of BFCC. Creating and maintaining a safe campus requires the cooperation and involvement of everyone. Prompt reporting aids in providing timely notices to the campus community when appropriate, may aid in the prevention of similar crimes and may assist in the investigation and the apprehension of the perpetrator(s) of crimes committed on campus. Reporting crimes is necessary to ensure inclusion of this data into BFCC's annual crime statistics. BFCC encourages accurate and prompt crime reporting from all who witness a crime or when the victim is unable to make a report in writing, to ensure that all crimes are included in the institution's Clery Act statistics. No action or inaction by a crime survivor makes that person responsible for his or her victimization. Perpetrators are responsible for crimes and all witnesses to crimes committed are encouraged to report incidents in writing in a timely manner to the Campus Security Authorities (CSA).

The CSA are the eyes and ears of the college and are not sworn law enforcement. Therefore, any action that requires law enforcement is turned over to the Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office. All incidents that occur within campus should be reported in writing immediately detailing what happened in an incident report. These incident report forms are available at the Security Offices (BPL Student Success Foyer and Center), Facilities Assistant's desk/Break Room (BPL Administration), Library Director's Office (Medicine Spring Library), Math/Science Assistant's desk (South Wind Lodge), Education/Nursing Assistant's desk (Yellow Bird Woman) Human Resources Office (BPL Administration) and the Student Services Director's Office (BPL Commons). These completed forms allow for any CSA to assess the proper jurisdictional channels and/or agencies to be contacted, reviewed and distributed depending on the severity of the matter to the proper authorities. If the incident is criminal in nature, and the CSA cannot be reached, call Blackfeet Law Enforcement Services and/or Glacier County Sheriff immediately and in all emergency circumstances. There is no written memorandum of understanding between BFCC and these jurisdictional agencies, however CSA's follow up and partner with law enforcement agencies to assist in emergency services resulting from all incidents reported on campus.

### Crime Awareness

Safety on campus is the responsibility of everyone. Students and employees should be aware of crime in order to take the necessary precautions to avoid becoming a victim. CSA's inform the President to inform the campus community of crimes that occur on or near campus via RAVE Alert system. This alert system sends direct text messages to students, faculty, staff and community members who subscribe to the RAVE Alert System and also to BFCC emails assigned to every student, faculty, staff member, provided and emails. Additional safety/security advisories posted on the BFCC website, BFCC Facebook, local media sources and in physical/digital signage posted around campus. A campus crime log maintained by the CSA's and is available for public viewing in their offices (BPL Student Success Foyer and Center) during business hours.

To sign up for Rave Alerts, please contact the Information Technology Department at 406-338 5441 ext. 2859 or go to <https://sso.bfcc.edu> to sign up for RAVE Alerts to receive email and text message alerts.

### Campus Security Authorities (CSA's) and Jurisdiction

**BFCC requires all faculty and staff, in addition to the Chief Security Officer and Security Patrol Officer, to act as responsible CSA's. CSA's are the following:**

- Individuals who are part of the campus
- Individuals who have responsibility for campus safety but do not constitute as public safety officials
- individuals or departmental employees specified in an institution's policy to report criminal offenses.

Students, faculty, staff, community members and visitors should report all safety concerns, emergencies and crimes in a timely manner to any CSA. Incidents involving students will be forwarded to the Student Services Director (406-338-5441, ext. 2262) if they are considered Student Code of Conduct violations, where they will review the matter and take potential disciplinary actions. Incidents involving faculty and staff will be forwarded to their immediate supervisor or the Human Resources Director (406-338-5441, ext. 2204) if they are considered Employee Code of Conduct violations, where they will review the matter and take potential disciplinary actions following the chain of command. All students, faculty and staff, who commit substantiated crimes will be immediately reported to the Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office.

BFCC will annually prepare reports on campus incidents and crimes that will include data collected in the preceding two years made available by the Chief Security Officer. Crime statistics will also be presented on incidents of a more minor nature, such as petty theft and accidents on campus. Crimes should be reported to a CSA to ensure the inclusion of such data in BFCC's annual crime statistics as well as to provide timely warning notices to the campus community, when appropriate.

#### To Report a Crime or Emergency

BFCC Chief Security Officer, Frank Goings (406) 845-4684  
Security Patrol Officer, George Aims Back (406) 845-8714

OR

Dial (406) 338-4000 for Blackfeet Law Enforcement Services, or 911 for Glacier County Sheriff

During hours of operation and in the event that the BFCC Chief Security Officer or the Security Patrol Officer is not on campus, the following become the Temporary Emergency Response Team (TERT):

Ron Lahr, Facilities Director, 406-450-2526  
Gail Bird Rattler, Custodial Manager, 406-845-9381  
Johnathan Guardipee, Maintenance Technician, 406-845-5932 or 406-845-5812  
Anthony Aimsback, Maintenance Technician, 406-845-3628

#### Sucide Emergency Response

If the person is threatening suicide with a weapon (e.g., firearm, knife, etc.):

- Call (406) 338-4000 or 911. Have as much information ready for the police as possible.
- Call BFCC Chief Security Officer, Frank Goings (406) 845-4684 or Security Patrol Officer George Aims Back (406) 845-8714 to report the situation.
- Do not approach the suicidal person.
- Do not try to retrieve the weapon from the suicidal person.
- Try to isolate the suicidal person from others.



- Find a safe area to remain until BFCC Security and/or 911 Emergency Care arrive.
- Follow directions given by authorities.

If a person is threatening suicide without the presence of a weapon (e.g., firearm, knife, etc.):

- Call BFCC Chief Security Officer, Frank Goings (406) 845-4684 or Security Patrol Officer George Aims Back (406) 845-8714 to report the situation.
- Try to calm the suicidal person.
- Try to isolate the suicidal person from others.
- Stay with the suicidal person until BFCC Security and/or 911 Emergency Care arrive. **DO NOT LEAVE THE SUICIDAL PERSON ALONE.**
- Follow directions given by authorities.

If a suicide or attempt occurs on campus:

- Call (406) 338-4000 or 911. Have as much information ready for the police as possible.
- Call BFCC Chief Security Officer, Frank Goings (406) 845-4684 or Security Patrol Officer or George Aims Back (406) 845-8714 to report the situation.
- Evacuate the room or area, leaving the scene as is.
- Keep people away.
- Gather affected persons in one room for care.
- Gather witnesses in another room for police inquiry.
- Do not allow witnesses to leave until police arrive.
- Assign BFCC Staff to stay with witnesses if necessary.
- Follow directions given by authorities.
- Contact person for the police, press, etc., will be the BFCC President or the assigned designee.
- For BFCC employees involved in the event, professional stress debriefing assistance will be available and optional.

### Additional Suicide Resources

National Suicide Lifeline: call or text 988: or call 9-1-1

### Suspicious Activity

In order to protect the safety and welfare of all students, faculty, staff, community members and visitors on campus, all individuals on college property under the jurisdiction of the college, behaving in a suspicious or threatening manner will be asked to identify themselves by a CSA. An individual who draws reasonable suspicion must identify themselves by giving their full name, complete address, and stating truthfully their relationship or reason for being at the college. These individuals may also be asked to provide proof of identification which is subject to verification by any CSA. If any individual who refuses or fails upon request to present evidence of their identity, proof of

authorization to be in buildings or on campus, or if it is determined that the individual has no legitimate reason to be in the buildings or on campus, they will be asked to leave and may be removed from the buildings or campus. If they are deemed to be an immediate threat, any CSA can call Blackfeet Law Enforcement Services and/or Glacier County Sheriff immediately.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around college property should be reported to the nearest available CSA personnel, Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office.

### Criminal Activity

Reporting any crime, no matter how minor or severe, is important in maintaining campus safety. BFCC Security Blackfeet Law Enforcement Services and/or Glacier County Sheriff encourage all students, faculty, staff, community members and visitors to promptly report crimes witnessed, which assists in the investigation and the apprehension of the perpetrator(s), aids in providing timely warning notices to the campus community when appropriate, may aid in the prevention of similar crimes and ensures the inclusion in annual crime statistics into annual reporting.

The BFCC finds the following categories of violations extremely serious and the proper authorities will be contacted if any of these violations occur:

- Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another
- Negligent Manslaughter: the killing of another person through gross negligence
- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape, acquaintance (date) rape, sexual assault or sexual abuse
  - Offenses of fondling, incest, and statutory rape
- Dating violence, domestic violence, and stalking
  - Endangering mental or physical health of other students/staff/faculty
- Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear
  - Brandishing, threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
  - Physical assaults resulting in injury requiring medical attention

- Weapons Carrying, Possessing, Brandishing, ect: threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Burglary: Forcible entry and/or unlawful entry of a structure to commit a felony or a theft
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks, and (3) other vehicles.
- Theft of property that exceeds \$500.00 in value and/or intentional damage to property resulting in repair or replacement costs in excess of \$500.00.
- Hate Crimes/Discriminatory or bias-related acts of assault or abuse
- Arson: Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another ect.
  - Attempts to set or intentionally setting fires that may result in damage or injury
  - False fire alarms or acts that undermine safety/security equipment or systems
- Drug Law Violations: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
  - Sales or possession of a saleable quantity of illegal drugs as defined by law
- Violations of the campus alcohol policy that result in injury, damage to property, or undermine the safety and security of the campus.
- Any unauthorized use of a master or control key.
- Unauthorized use of computing and network facilities

### Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around BFCC campus.

#### *On-Campus Buildings or Property*

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

#### *Non-Campus Buildings or Property*

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently

used by students, and is not within the same reasonably contiguous geographic area of the institution.

### *Public Buildings or Property*

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Blackfeet Community College crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

### Access to and Security of Campus Facilities

The BFCC campus is a public, Land Grant, non-profit community college with facilities that are open to anyone who wants to obtain training, certifications or degrees available to qualifying students and community members, with the exception of clearly marked restricted and high-security areas. The College's facilities are generally open weekly Monday – Friday from 8:00am to 4:30pm. Some programming activities and courses are offered after hours until up to 9:00pm; after hours is reserved for educational programming and approved use only. Scheduled campus closures are outlined in the Academic Calendar in the current catalog and on the BFCC website. Campus closures are shared with students, faculty and staff through the RAVE Alert System in emergency situations, however, in safety-related, non-emergency situations these notices are generally communicated through student, faculty and staff email and on the BFCC Facebook page. There may be days where campus is closed to the public for All Campus meetings, faculty/staff professional development or for other events as deemed necessary by the administration or in the cases of an emergency. Students can contact the BFCC Chief Security Officer at 406-845-4684 or 338-5441 ext. 2263 for information related to closures or if they need immediate assistance on campus during an emergency.

With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization from the Facilities Director.

Building hours may vary according to schedules developed by the divisions and departments responsible for each building. A safety/security representative or emergency contact is designated for each building and are members of the BFCC Safety Team.

BFCC Facilities, Auxiliary Services and Infrastructure Committee is the only entity that approves the use of classrooms and other spaces. Faculty and staff permissions and changes to building, classroom, space or office access are requested by an immediate supervisor and are approved by the Facilities Director. These permissions are applied to an issued key card which corresponds with doors to buildings, classrooms, spaces or offices where access is granted. Physical keys can also be issued by the Facilities Director if required for privileged access. The use of padlocks or other privately supplied locking devices is not allowed that restrict access unless approved by the Facilities Director; whereas copies of all keys, combinations and passwords must be provided to ensure access to these secured areas. These unauthorized devices will be removed

and the division/department or individual responsible will be charged for all costs incurred for removal.

Only assigned, specifically identified individuals are provided access to high security areas. Key cards and keys issued must be secured at all times by those assigned and should remain in their care, custody and control and are not be given to other non-assigned individuals. If any individuals are assigned access and willingly provide unauthorized access to any campus buildings, classrooms, spaces or offices to another individual who was not granted permissions or lost access rights for any reason, they will be subject to an investigation and disciplined if they are found to have violated this policy. They may also be found responsible for any damage, theft or any security breaches that occur as a result of unauthorized access provided to an individual who is not granted that access.

### Timely Warnings

When BFCC learns of a Clery Act crime or other serious incident or crime that may pose a serious or continuing threat to campus, such as in a neighboring or nearby jurisdiction. If the incident or crime is close enough to the campus to be of concern or in an area commonly frequented by BFCC students, faculty and staff, Chief Security Officer will work closely with the BFCC Safety Team, other area schools and local law enforcement agencies who serve these jurisdictions to obtain the pertinent facts of the incident or crime. Based on location and the known facts, incidents or crimes BFCC becomes aware of, they will be evaluated on a case-by-case basis and the Safety Team may issue a recommendation for a timely warning to be issued.

BFCC may send out two types of alerts that satisfy Clery Act requirements to keep the campus informed about safety and security threats, emergency notifications or timely warnings:

"Emergency notifications" are used to immediately notify the campus community upon the reliable report of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and staff occurring on the campus. The process for the college to send emergency notifications, as well as for emergency evacuations and response, can be found in the "Emergency Response" section of this report.

"Timely warning" notices are usually distributed for the following Clery reportable crimes: criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson and hate crimes. However, this list is not inclusive and warnings may be issued for any other serious or continuing threat to person, property or campus safety. Each incident is considered on a case-by-case basis, depending on the facts of the case and the information known by CSA's. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other campus community members and a timely warning notice would not be distributed. The President and BFCC Safety Team reviews all reports to determine if there is an ongoing or serious threat to the campus community and if the distribution of a timely warning notice is warranted.

In the event that an emergency situation arises, either on campus or in close geographic relation to BFCC that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued by the President. Timely warnings are also posted on the college’s website, social media and through the RAVE Alert System (delivered via email, text messaging). Timely warnings are sent as soon as pertinent information is available. Follow-up information may be distributed later or as developments become available, such as if a suspect responsible for a series of campus crimes has been apprehended. Timely warnings include information intended to inform students, faculty and staff as well as enable community members to protect themselves, by providing prevention/safety tips and aid in the prevention of similar crimes.

Depending on the particular circumstances of each situation, CSA’s may also apply status notices on the college’s digital signage and paper flyers will be applied to the entrances of respective buildings across campus. Anyone with information warranting a timely warning should report the circumstances in writing immediately to the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714

#### Monitoring and Reporting of Criminal Activity Off-Campus

BFCC does not currently offer campus housing. BFCC works with Blackfeet Law Enforcement Services and/or Glacier County Sheriff’s Office to inform BFCC of crimes in regards to areas surrounding the campus and whether incidents may affect the college’s operations.

#### Accurate and Prompt Reporting Policy

It is important for all students and CSA’s report in writing all incidents and crimes to the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 within 24 hours of the incident or crime taking place.

BFCC will investigate all written incident reports when it is deemed appropriate, and may forward reports to the Student Services Director and/or the Human Resources Director/Title IX Coordinator for review and potential action under established BFCC policies and procedures. If a sexual assault should occur, all CSA’s, will offer the victim a safe space and the BFCC Mental Health Support Specialist can a wide variety of options for services and referrals if needed.

BFCC and all CSA’s also reserve the right to contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff’s Office for immediate assistance if the incident or crime poses a risk to campus.

#### Firearms/Weapons

No firearms/illegal weapons will be allowed on the BFCC campus at any time.

#### Public Access to Sex Offender Information

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, BFCC provides a link to the Montana/Blackfeet Nation Sexual and Violent Offender Registry:

State of Montana: <https://dojmt.gov/sexual-or-violent-offender-registry/>

Blackfeet Nation: <https://blackfeet.nsopw.gov/home.aspx>

This act requires institutions of higher education to issue 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 Montana to provide notice to each institution of higher education in that State at which the person is employed, is contracted or is a student. This information is subject to change.

All registered sex offenders are required to self-report their status in their admissions application if enrolling as a student or to the Human Resources Director/Title IX Coordinator upon employment. Registered sex offenders are not barred from enrolling or being employed enrollment at BFCC. Some limitations and restrictions may apply to that individual's enrollment at the college and/or employment and must be reasonable, job related (for employees), and directly related to areas of potential risk. Unlawful use of the information for purposes of intimidating or harassing another may be a crime and punishable by law.

## **SEXUAL AND VIOLENT OFFENDERS POLICY**

For the purpose of this policy, a "sexual offender" or "violent offender" is any individual who is required to register as either a sexual or violent offender, or both, with any tribal, federal, or state registry. This policy applies to any individual member of the BFCC community, including students, staff, faculty, visitors, student family members, and contractors. "Property" includes all land, buildings, structures, computer networks, vehicles (both BFCC-owned and BFCC-contracted), and any site of any activity or program owned, funded, contracted, or sponsored by BFCC.

Any individuals who is a sexual offender or violent offender is prohibited from entering BFCC property except as follows:

1. When he/she is a qualified voter and is entering BFCC property solely for the purpose of casting his/her vote at a designated polling station on campus.
2. To attend a public meeting designated as "open" by BFCC.
3. With the express prior written approval of the BFCC President in the following instances:
  - a. To transport an individual to or from BFCC
  - b. To attend a conference to discuss his/her child's educational progress, placement, or educational plan.

- c. Other circumstances on a case-by-case basis as determined by the BFCC President.

A sexual or violent offender may not access any BFCC network or computer-based system at any time for any reason with express prior approval of the BFCC President.

Upon adoption of this policy, sexual and/or violent offenders who are already admitted for study at BFCC shall be subject to immediate review by the BFCC President, or his/her designee, to determine the appropriate placement within BFCC.

#### Current Enrolled Students

Any current enrolled student deemed inappropriate for continued BFCC study by the BFCC President may be removed from BFCC enrollment or be subject to study restrictions befitting the individual's circumstances. In all such cases, the BFCC President shall determine removal or restrictions. If a current BFCC student sexual or violent offender is permitted to continue to study at BFCC under written restrictions, the student shall sign a written agreement covering such restrictions. Refusal to sign a written agreement shall result in immediate dis-enrollment from BFCC study without appeal.

Any student who during the duration of their enrollment to BFCC, who commits a crime as a sexual/violent offender or fails to disclose this to BFCC can be subject to immediate dismissal. Students under supervised release/investigation or under current/pending court proceedings for crimes committed need to notify the Chief Security Officer to respond to or amend their Safety Security Form.

#### Current Enrolled Student Appeal Process

Any current student sexual or violent offender who wishes to appeal the BFCC President's determination may, within seven (7) days of mailing, submit a written appeal to a three member review panel. The review panel shall consist of three senior BFCC administrators selected by the BFCC President.

Any BFCC student who is required by action of law to register with any tribal, federal, or state sexual or violent offender registry shall, within (7) calendar days of said required initial registration, notify the BFCC President's office, in writing, of all registration requirements. Failure to notify the BFCC President's office in writing shall subject a student BFCC administration action, up to and including permanent suspension. Any current BFCC student who notifies the BFCC President's office in writing of his/her sexual or violent offender registration requirements will be subject to review by the BFCC President's office. Such review will be subject to the same process, requirements, review, and appeal process detailed within this policy.

#### Future Enrolled Students



All future students shall be required to certify that he/she is not a sexual offender or violent offender as defined by this policy. No applications for admissions to BFCC shall be deemed complete without such certification. All future students shall agree, in writing, to any necessary background check or investigation in order to ensure he/she is not a sexual offender or violent offender as defined by this policy. Such background check or investigation shall be done at BFCC expense.

Any applicant seeking admission for study at BFCC who is a sexual offender or violent offender may be refused admission or conditionally admitted with restrictions provided by the BFCC President or his/her designee. Such applicants will be provided written restrictions and must agree to comply with such restrictions or be subject to disciplinary action, up to and including permanent suspension from BFCC study.

Any sexual offender or violent offender student applicant who refuses to agree to BFCC restrictions may be denied enrollment for BFCC study.

### Considerations for Future Enrolled Students

The BFCC President, or his/her designee, shall determine appropriate educational placements within the BFCC organizational framework for student sexual offenders and violent offenders. In making such determinations, the BFCC President or his/her designee shall consider such factors as the safety and health of all members of the BFCC community. The BFCC President and his/her designee shall develop guidelines for managing each student sexual offender or violent offender attending BFCC.

### General Requirements and Notifications

- The BFCC President, or his/her designee, shall inform the appropriate BFCC administrators and/or departments of any restrictions granted to each student, sexual offender, or violent offender.
- Sexual offenders or violent offenders who are permitted access to BFCC property must immediately report to the individual or location designated by the BFCC President or his/her designee's written restriction.
- The BFCC President may assign a chaperone to accompany the sexual offender or violent offender while he/she is on BFCC property.
- Lack of notification by the BFCC President does not excuse any student sexual offender or violent offender, either current or future, from abiding by the requirements and prohibitions of this policy.
- The BFCC President shall be permitted to make inquiries with the law enforcement and other officials as needed to further this policy.
- The BFCC President is also authorized to contact law enforcement and other officials anytime a student sexual offender or violent offender violates this policy.
- The BFCC President and his/her designee, may, at his discretion, revoke any privileges granted under this policy at any time for any reason.

All current students shall receive a written copy of this policy. All current students who are sexual offenders or violent offenders shall receive a written copy of this policy via registered/certified mail. All future applicants to BFCC shall be provided a copy of this policy along with any requisite application materials.

## **TITLE IX/SEXUAL HARASSMENT AND SEXUAL BASED DISCRIMINATION, PREVENTION AND RESPONSE POLICY**

### Purpose

This policy informs all prospective students, current students, and all BFCC employees of college policies and procedures regarding sex discrimination and sexual harassment to which all students, members of the faculty, and non-faculty personnel are expected to adhere during their time at BFCC, including BFCC's grievance process for responding to formal sexual harassment complaints under Title IX. In addition, comprehensive information is provided regarding the reporting of sex discrimination and sexual harassment and avenues to seek immediate assistance.

### Scope of Policy

BFCC must respond when sex discrimination and harassment occur in the school's education programs or activities against a person in the United States. Education programs, sports, or activities, including locations, events, or circumstances over which the school exercised substantial control over the respondent and the context in which the discrimination or harassment occurred, including any building owned or controlled by a student organization that a postsecondary institution officially recognizes. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off campus, including online instruction.

Any person may report sexual misconduct, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, using the telephone number, email address, or by mail to the office listed for the Title IX Coordinator. To review the full Title IX/Sexual Harassment and Sexual Based Discrimination, Prevention and Response Policy:

[www.bfcc.edu/compliance/titleIXpolicyprocedure](http://www.bfcc.edu/compliance/titleIXpolicyprocedure)

**Assistance Following an Incident of Sexual Harassment or Sexual Based Discrimination Immediate Assistance:** Persons who have complaints of sexual harassment may file their complaints with the Title IX Coordinator Daisy Gilham, located

in Beaver Painted Lodge, at d.gilham@bfcc.edu or 406-338-5441 Blackfeet Community College, 504 SE Boundary ST, Browning, MT 59417. Victims of sexual violence should get to a place of safety and call 911.

Obtain necessary medical treatment; time is critical for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and college officials will facilitate this process. Filing a police report will not obligate the complainant to prosecute, nor will it subject the reporting party to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a complainant of sexual violence receives the necessary medical treatment and tests at no expense to the complainant to the extent provided for by Montana law and provide the opportunity for the collection of evidence helpful in prosecution, which cannot be obtained later.

**COMPLAINANT OR WITNESS: CALL 911 FOR IMMEDIATE ASSISTANCE.**

**Title IX Coordinator** The Title IX Coordinator is primarily responsible for coordinating BFCC's compliance efforts, receiving complaints, investigations, hearings, sanctions, appeals, and education and training associated with this policy.

To file a complaint or submit questions concerning actions governed by this policy, contact the Human Resource Director and Title IX Coordinator (Daisy Gilham) located in the BFCC Beaver Painted Lodge Administration Building at d.gilham@bfcc.edu or 406-338-5441. Deputy Title IX Officers have the secondary responsibility and assist in the duties of the Title IX Coordinator. Deputy Title IX Officers include the Student Services Director in the Beaver Painted Lodge Commons. The contact information is 406-338-5441 or elaine.lp@bfcc.edu. **Title IX Investigators** The primary responsibility of the investigator is to collect statements and any evidence directly related to any allegations of a Title IX policy violation as directed by the Title IX Coordinator. Investigators will receive appropriate Title IX and trauma informed training. The BFCC Title IX Investigator is Campus Chief Security Officer Frank Goings, located in the BFCC BPL Building Student Success Center, phone: 406-338-5441 or email: frank@bfcc.edu. Blackfeet Community College 504 SE Boundary ST Browning, MT 59417

## **ZERO TOLERANCE - ALCOHOL AND DRUGS**

BFCC has a zero tolerance policy that prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances/illegal drugs on campus. The impairment by alcohol or drugs of any student, faculty and staff while participating in a college-sponsored activity or of employees when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited. BFCC students, faculty and staff are required to abide by all tribal, state and federal laws, including tribal ordinances, and other related requirements regarding the consumption or possession of alcoholic beverages or controlled substances/illegal drugs.

Additionally, BFCC is foremost concerned about the academic success of students and the safety of all faculty and staff, as well as community members/visitors and is

committed to maintaining a conducive environment for the cultural, intellectual and personal development of our students.

Students and faculty/staff (employees) must complete their Vector Solutions offers online campus anti-discrimination, safety, and alcohol/drug prevention training courses for faculty, staff, and students on substantial compliance and safety-related topics, including Title IX. This training is required for all students who receive federal student aid, and faculty/staff training is critical to the institution's remaining in compliance with Title IV rules and regulations. Vector training is available at <https://sso.bfcc.edu> and includes the following Title IX-related courses.

Student Vector training:

- Building Supportive Campus Communities, Staying Healthy
- Preventing Harassment and Discrimination
- Sexual Assault Prevention for Undergraduates, Community Colleges, Graduate Students, and Adult Learners (ongoing!)
- Drug & Alcohol Prevention

Staff Vector training:

- The Jeanne Clery Act Overview
- Family Educational Rights and Privacy Act (FERPA)

### Alcohol and Drug Free Workplace Policy Statement

It is the policy of the BFCC to create a drug free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. The use of alcohol and controlled substances/drugs is inconsistent with the behavior expected of college faculty and staff in the workplace. Alcohol and controlled substances/drugs subject all employees and individuals to the BFCC campus to unacceptable risks while undermining their ability to work effectively and efficiently. In recognition of the harmful effects that the use of alcohol and illegal drugs can have on employees, BFCC has a responsibility to its faculty and staff, to see that its employees are drug and alcohol free while on duty.

BFCC is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. BFCC recognizes that the consumption of alcohol and controlled substances/drugs can pose significant threats to the college's mission and encourages employees to seek assistance and support by voluntarily seeking help with concerns of alcohol and controlled substances/drug abuse.

### Student Use of Alcohol and Controlled Substances/Drugs

Student use of alcohol and controlled substances/drugs of any type are not allowed on the BFCC campus at any time and procedures governing student use of alcohol and controlled substances/drugs in the BFCC Student Handbook.

Students and staff who require counseling or intervention services for substance abuse are to contact Student Services Director, Elaine Little Plume at 406-338-5441 ext. 2262 or by e-mail at [elaine.lp@bfcc.edu](mailto:elaine.lp@bfcc.edu).

Additional local resources include the Crystal Creek Lodge Treatment Center at 406-338-6330 or the Northern Winds Recovery Center 406-338-5558.

## **POLICY ON PARENTAL NOTIFICATION**

Policies and procedures governing parental notifications are in the BFCC Student Handbook.

## **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES**

BFCC does not currently have on-campus student housing, therefore the college is not responsible for releasing missing student notifications.

## **CRIME REPORTING METHODS**

### By Phone

- Contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office by dialing 911 from any public phone or cell phone for emergencies, life-threatening situations or crimes in progress.
- Emergency phones are located prominently throughout the campus
- Contact BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 for non-life threatening urgent situations or non-emergencies, to report a crime, or to report security related issues. All calls will be logged by the Chief Security Officer/Security Patrol Officer, whereas, they will request the name of who is reporting, general description of the reason for the report and obtain contact information for possible follow up with the individual making the report by phone.

### In Person

All BFCC faculty and staff are designated CSA's on campus and are required to report all incidents and crimes reported to them. CSA's should direct anyone reporting in person to submit a written incident report to the BFCC Chief Security Officer or to the Security Patrol Officer. All written incident reports will be logged by the Chief Security

Officer/Security Patrol Officer, whereas, it is important to provide the name of who is reporting, detailed description of the reason for submitting the written incident report and provide current contact information for possible follow up with the individual making the report in person. If there is no CSA around to report an incident or crime to and there are immediate risks to campus, contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office by dialing 911.

### By Email

CSA's should also encourage incident reports to be submitted by email, if the individual cannot report using the phone or in person communications. Emails can be submitted to the BFCC Chief Security Officer ([frank@bfcc.edu](mailto:frank@bfcc.edu)). All written incident reports submitted through email will be logged in by the Chief Security Officer/Security Patrol Officer, whereas, it is important to provide in the email the name of who is reporting, detailed description of the reason for submitting the written incident report and provide current/alternative contact information for possible follow up with the individual making the report in person. If there is no CSA around to report an incident or crime to and there are immediate risks to campus, contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office by dialing 911.

### Required Reporters

All BFCC faculty and staff are designated CSA's on campus and are required to report all incidents and crimes they witness, are victims of and/or are reported to them. All BFCC students, faculty and staff are required to report to Human Resources Director/Title IX Corridorator (and supervisor if an employee), if they have credible information that discrimination or discriminatory harassment, including sexual harassment, sexual assault, dating violence, domestic violence or stalking, is occurring or has recently occurred that was reported/witnessed by them and are victims of.

### Confidential/Anonymous Reporting

Any incident report made to Campus Security and the identity of the reporting party is always kept confidential, whether individuals do or don't want to pursue action within BFCC or the criminal justice system. The purpose of confidential reporting is to comply with your wish to keep the matter anonymous while taking steps to ensure the future safety of yourself and others. With such information, BFCC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to particular location, method, or assailant and alert the campus community to potential danger. All reports are counted in the annual crimes statistics report for the institution.

Students, faculty and staff who wish to seek counsel and/or resources without informing law enforcement or triggering an investigation by the college have options that are more confidential, while still complying with tribal, state and federal law. If a

victim/survivor wishes to discuss a concern while maintaining confidence to the greatest extent possible, the following options are available:

- Emergency room health care professionals at the Indian Health Service (IHS) have a limited privilege to protect information shared with them, consistent with state and federal laws. IHS offers support, evaluation and treatment for victims of sexual assault. Students who have experienced sexual assault or intimate partner violence are encouraged to get medical attention as soon as possible. After-hours callers will reach the emergency room at 406-338-6164.
- Personal physicians can prescribe medication to test or prevent pregnancy and sexually transmitted infections. Physical evidence should be collected immediately, ideally within the first 24 hours of the incident. A medical sexual assault forensic exam may be completed within 48 hours to collect evidence in case the victim decides to report the assault at a later date to law enforcement. Partial evidence may also be collected within one week. To preserve evidence, students who have experienced sexual assault are advised to not shower, bathe or wash. Keeping clothes, sheets, blankets or other items of possible evidentiary value should be placed in a paper bag and provided to authorities. Contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office by dialing 911.
- The off-campus Blackfeet Domestic Violence Program is a community resource that can provide free confidential support and advocacy. They can be contacted at 406-338-2408 or 406-338-2409

### Confidential Reporting Procedures

As a result of the negotiated rulemaking process, which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be CSA. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a CSA and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

#### Pastoral Counselor

Students, faculty and staff requesting a pastoral counselor will be referred to an identified community denomination or a culturally appropriate individual, who acts in a guidance/spiritual capacity in the community. This is motivated by the student, faculty and staff's own beliefs.

#### Professional Counselor

BFCC has a Mental Health Support Specialist on campus located in the BPL Student Success Center whose responsibilities include providing mental/emotional supportive services, assessments/consultation and referrals to address higher level psychological needs of members of the BFCC community. This professional counselor is functioning within the scope of their license/certification and is not a CSA. Contact Toni Running Fisher, MSC/LCPCC by email [toni.rf@bfcc.edu](mailto:toni.rf@bfcc.edu) or call at 406-338-5441 ext. 2211.

Blackfeet tribal programs also provide counseling support, therefore information is available to students, faculty and staff in the BPL Student Success Center. These services are often subject to individual eligibility. Contact the Blackfeet Tribal Behavioral Health "Sukapi Lodge" at 406-338-2160.

### Student Misconduct

All security and safety violations committed by students should be reported to the Chief Security Officer/Security Patrol Officer. Depending on the nature of the incident, the Student Services Director for a Code of Conduct violation and possible disciplinary action or will contact Blackfeet Law Enforcement Services and/or Glacier County Sheriff's Office if the student has committed a crime. Policies and procedures governing student disciplinary actions are in the BFCC Student Handbook.

### Grievance Policy & Procedures

Policies and procedures governing the student grievance policy and procedures are in the BFCC Student Handbook. Students with questions about grievances can contact the Student Services Director at 406-338-5441 ext. 2262. The BFCC faculty and staff grievance policy and procedures are in the BFCC Employee Policies and Procedures. Faculty and staff with questions about grievances can contact the Human Resources Director at 406-338-5441 ext. 2204.

## **SECURITY AWARENESS AND CRIME PREVENTION TIPS**

### Personal Safety

Survivors of crimes are not responsible for their victimization, regardless of their actions. Criminals are responsible for crime. Not all crimes can be prevented with preparation and readiness, but campus community members can improve their safety taking the following precautions:

- If working or studying after hours, arrange to leave with someone you know or request campus security/safety escort assistance from the Security Patrol Officer, George Aims Back (406) 845-8714. Lock doors and windows if working late alone.
- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always immediately report suspicious people or



conditions to BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714

- If being followed, go to a populated area or well lit area.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed.

### Property Protection

- Don't leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.).
- Engrave personal property, such as electronic or sporting equipment, with a Montana Driver's License number or your student ID number.
- Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

### Office Security/Key Control

- Never leave purses, wallets, or other valuables unattended or in plain sight or where they could be taken or copied easily. Lock them in a drawer or closet, or carry them.
- Do not leave key cards/keys unattended, and do not loan out keys or give unauthorized access.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.
- If keys are lost or stolen, notify maintenance immediately.

### Parking Safety

- Lock vehicles at all times.
- When returning to a vehicle, have the keys out while approaching. Check the interior before getting inside.
- Notify a CSA immediately of any suspicious people loitering in the parking lot.
- Remove all valuables from vehicles. Leave them at home, carry them or lock them in the trunk.
- Handicapped and elderly parking spots are clearly identified, permits are required

### Responding to a Threatening Situation

- If physically attacked, attract attention by yelling loudly or bring attention to yourself.
- If using self-defense tactics or equipment such as pepper spray, run away as soon as the attacker is disabled and look for the nearest CSA to assist you.
- Decide what to do in various situations before they occur. Try role-playing with someone you trust if you feel an incident may occur.
- If confronted by someone who only wants property, give it to them.

- Try to get an accurate description of the assailant. Contact the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714. If a vehicle is involved, get the license number and call 911.

## **CAMPUS SAFETY TIPS**

BFCC provides the following safety tips as part of campus crime alerts that are sent to all students and employees after incidents occur:

***No action or inaction by a crime survivor makes that person responsible for his or her victimization. Perpetrators are responsible for crimes and their effects. The following suggestions may help reduce the possibility of experiencing such a crime, or may improve opportunities to receive prompt assistance.***

### Assault, Robbery or Sexual Assault

- It is a crime to intentionally touch someone against his or her will, regardless of the situation.
- All are encouraged to travel in pairs or with trusted individuals, especially at night or in remote areas.
- Whenever possible, keep valuables secured and out of sight.
- If you feel you or others are in danger, call 9-1-1 and or 338-4000.
- To report suspicious, illegal or unusual activity on campus, contact the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 or call 911.

### Burglary or Break-In

- It is a crime to enter someone's office or restricted area without proper permission, regardless of whether the door is open or locked.
- Campus is safest when members look out for each other, report any suspicious activity and/or unauthorized strangers immediately.
- Report criminal activity (such as a break-in or intruder, robbery, or assault) immediately to the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714, for non-emergency situations or call 406-338-4000 or 911 to contact law enforcement.
- Immediately report any malfunctioning doors or windows in your office/classroom to the Facilities Assistant or Campus Security and insist the problem be corrected as soon as possible.

### Property Crime

- Keep possessions in sight at all times. Don't leave books or backpacks unattended anywhere, it only takes a matter of seconds for things to disappear.
- If you leave your office, even for a few minutes, lock all DOORS and WINDOWS. It's much easier to invest the few seconds it takes than to spend the time later filing a police report and replacing the property.
- Avoid taking wallets, money and jewelry into health fitness facilities and store them in lockers with a personal lock at your own risk.
- Don't leave objects plainly visible in vehicles; secure them in the trunk whenever possible or leave them at home.
- Report suspicious, illegal or unusual activity immediately to the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714, for non-emergency situations or call 406-338-4000 or 911 to contact law enforcement.

### Drugging, Intoxication or DUI

- Don't touch people against their will, or without their consent (and incapacitated or unconscious people are not able to legally consent); this is a crime. Do not attempt to impair someone through intoxication or other means. Do not "spike" food or beverage in an attempt to impair someone; this is illegal.
- Keep your beverages in your control. Don't accept an open beverage from an unknown source, offered by a person that you do not trust.
- Look out for the well-being of friends who may be incapacitated. Don't leave an impaired friend alone, or with a stranger or untrusted acquaintance. If a friend needs medical help, call 406-338-4000 or 911.
- Don't drive while intoxicated, don't get into a vehicle with anyone who has been drinking, and don't let a friend do the same. Don't accept a ride from someone you don't trust.
- Encourage friends to travel in pairs or with trusted companions, especially at night or in remote areas. Be aware of surroundings, and attempt to keep a safe distance from strangers. Whenever possible, keep valuables secured and out of sight.
- If you feel you or others are in danger, call 9-1-1 or 338-4000. To report drugging, intoxication or possible DUI activity on campus, contact the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714, for non-emergency situations or call 406-338-4000 or 911 to contact law enforcement.

## **EMERGENCY AND EVACUATION POLICIES AND PROCEDURES**

At BFCC, safety is always a priority. In the event that we need to render assistance in an emergency, the Safety Committee has prepared this emergency procedures manual. We encourage you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

## **BFCC Safety Team Members AY 2025:**

Frank Goings	George Aims Back	Elaine Little Plume
Brad Hall	Ronald Lahr	Toni Running Fisher
Paula Bremner	Jim Rains	Gail Bird Rattler
Ashlynn Marasco	Gaylene DuCharme	Dustin Weatherwax
Melissa Weatherwax	Daisy Gilham	Brandi Harwood
Ali Smith		

The BFCC Safety Team meets quarterly each year and discusses the following topics:

**September** - Review/Approve Annual Campus Security and Safety Report  
(Publish October 1)

**December** - Plan spring security and safety exercises/trainings/drills

**March** - Implement spring security and safety exercises/trainings/drills

**June** - Update Annual Campus Security and Safety Report, document crime statistics and revise policies

## **Basic Protocol Concerning Emergency Response for BFCC Campus**

When necessary, report all emergencies immediately to the BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714, for non-emergency situations or call 406-338-4000 or 911 to contact law enforcement. CSA's should provide assistance when necessary or if they have emergency Medical/CPR-First Aid training and certification.

All emergencies need to be followed up with BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to meet required reporting criteria for annual security report.

### When witness to an incident

The CSA witnessing the incident or being first to be informed of an incident will make initial contact for emergency assistance and report immediately to the scene with the purpose of diffusing the situation by:

- Sealing off high-risk areas.
- Taking charge of the area until the incident is contained or relieved by emergency responders or college authorities.
- Isolate and preserve all evidence. Keep detailed notes of incidents if possible.
- Refer all media to the President's Office.
- If it is necessary to send anyone to a hospital by ambulance, inform the Registrar's Office (if a student) or Human Resource Office (if an employee) so they can notify the person's emergency contact.

## Responding to Assault

If you are a witness to an assault on campus:

Call BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714. Always follow directions given.

If danger is over:

- Seal off area where assault took place.
- Document and submit a written incident form.

If danger is present:

- Secure the individual classroom and keep self and anyone present out of sight from interior and exterior views.
- Turn out lights, lock doors, etc.
- Keep self and anyone present with you and under control. Do all that you can to keep everyone calm.
- Move anyone present to the nearest safe area if an incident occurs other than in a classroom.

## Responding to Suspicious Behavior – Report Incident to Campus Security

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.

Call BFCC Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report the suspicious person. Provide as much information as possible about the person's description, what behavior that person is exhibiting, location, and direction of travel. If you feel you or others are in danger, go immediately to the closest safe cover.

If you encounter suspicious behavior or an emergency, you should:

- Call 911: If there is a life-threatening emergency, call 911.
- Report suspicious activity to Blackfeet Law Enforcement Services: Call 406-338-4000.
- Notify Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 of the suspicious activity.
- Provide details: When reporting suspicious activity, provide as many details as possible, including:
  - A description of the activity
  - The date, time, and location
  - Physical descriptions of people involved
  - Descriptions of vehicles
  - Information about where people involved may have gone

- Your name and contact information (optional)
- Stay calm: Remain calm and do not engage in a physical confrontation.
- Find a safe distance: Keep a safe distance from the person and do not attempt to talk with or remove them.
- Stay on the phone: Stay on the phone until the dispatcher releases you.

### Suspicious Weapons on Campus

A weapon is defined as any object which could be used to injure another person and which has no college-related purpose for being on campus.

If a person is suspected of having a weapon on campus, notify Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 of the suspicious activity. Report suspicious activity to Blackfeet Law Enforcement Services at 406-338-4000 or call 911, if there is a life-threatening emergency. If you are witness to suspicious weapons on campus, please do the following:

- Collect person's name and/or description, location, type of weapon, and direction of travel
- Do not contact the person. Wait for the police.
- Do not try to retrieve the weapon.
- Do not restrain or discipline the person.
- If the person is outside of a classroom:
- If safe to do so, staff should check the halls for people who are not the threat and bring them immediately into a classroom.
- Staff members should secure the room.
- Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the police.

### Responding to an Injury

Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714. When you report the situation and do not leave the victim unattended and if the injured individual is in serious condition call 911 and do the following:

- Clear onlookers and isolate the victim.
- Perform preliminary first aid, if trained.
- Do not move the victim unless an immediate emergency situation dictates evacuation.
- Document and submit a written incident form.

### Responding to Physical and Verbal Altercations

When necessary, call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714. When you report a physical or verbal altercation situation. Any CSA witnessing the altercation or being informed of the altercation will go immediately to the scene with the purpose of diffusing the situation. If the incident becomes life-threatening call 911 and do the following:

- Do not run.
- Approach in a calm and controlled manner.
- Any group gathering to watch the fight should be told to disperse.
- If the altercation can be eliminated by a verbal command or physical placement of self into the scene, that action can be taken.
- It is strongly recommended that if by oneself, you NOT step between the combatants.
- Yell out combatants' names, identify yourself, and order them to stop fighting.
- If further assistance of another staff member or local police is needed, a reliable person should be sent to the nearest staff member for assistance.
- Keep them away from each other and other people.

Once the situation is in control, the CSA will record individuals involved names and documents and submit a written incident form. Individuals involved can be subject to disciplinary action as outlined in the Student Handbook and Employee Policies and Procedures.

#### Responding to an Angry Student, Employee or Community Member

When necessary, Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714. Any CSA witnessing the incident will go immediately to the scene with the purpose of diffusing the situation and do the following:

- Be courteous and confident.
- Remain calm.
- Do not touch.
- Keep a reasonable distance.
- Listen.
- Allow the opportunity to vent.
- Meet in a neutral, protected location.
- Leave the door open or have another staff member join you.
- If you cannot reach an agreement or the person continues to be angry, arrange a meeting with the appropriate dean.
- Avoid blame – focus on what can be done
- Document and submit a written incident form.

If unable to defuse the situation or if the incident becomes life-threatening, call 911.

#### Response to Severe Weather or Unforeseen Circumstances

In the event that the campus encounters severe weather or other unforeseen circumstances, the safety on campus is the responsibility of all students, faculty and staff to check emails and social media for alerts and campus closures.

Campus closures due to severe weather or other unforeseen circumstances, may automatically constitute a transition for all students, faculty and staff to remote work/instruction to avoid disruptions to student learning and access to supportive

services. Supervisors are to meet virtually with faculty and staff. Faculty and student support staff are expected to reach out to students and notify them of changes to courses/supportive services being offered virtually.

In the event of serious circumstances warranting a life-threatening risk to the campus community, BFCC will issue a RAVE alert. A RAVE alert sends direct text messages to students, faculty, staff and community members who subscribe to the RAVE Alert System and also to BFCC emails assigned to every student, faculty, staff member, provided and emails. Additional safety/security advisories posted on the BFCC website, BFCC Facebook, local media sources and in physical/digital signage posted around campus.

To sign up for Rave Alerts, please contact the Information Technology Department at 406-338 5441 ext. 2859 or go to <https://sso.bfcc.edu> to sign up for RAVE Alerts to receive email and text message alerts.

### Response to Earthquake

In response to an earthquake, a RAVE alert will be sent by direct text messages to students, faculty, staff and community members who subscribe to the RAVE Alert System and also to BFCC emails assigned to every student, faculty, staff member.

If individuals are on campus during an earthquake or witness the first sign of shaking, CSA's should give the "DROP" command. All should then follow the DROP drill as practiced by drop, cover and hold for inside:

1. DROP to the ground.
2. Take COVER under a sturdy desk, table or other piece of furniture – if not possible, take COVER against an interior wall – it is important to COVER your head and neck with your arms – avoid windows, hanging objects, mirrors, tall objects, exterior walls and heavy items on wheels.
3. If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it – HOLD the position until the ground stops shaking – expect aftershocks.
  - When the shaking stops, have those present check themselves and each other for injuries. If possible, give first aid – do not attempt to move seriously injured individuals unless they are still in danger.
  - Unless you are in imminent danger, await the decision to evacuate. It will be determined by the designated authority based on an initial assessment of the building and conditions outside.
  - Do not use the telephone, light switches, matches, candles, or other flames unless you are absolutely certain there is no natural gas leak.
  - Expect the electricity to go out, fire alarms to go off, and sprinklers to come on.
  - Check with those in adjacent areas to determine if they need assistance. All those present should evacuate together.
  - Leave the door unlocked.
  - Take those present to the assembly area and take roll.



- Stay calm – assure people they will be safe.
- If it was necessary to leave injured people behind, relay that information to the emergency response personnel and provide them the location in which they can be found.

### Outside

- People should be directed away from buildings, trees, poles and wires.
- Call DROP comment – everyone should cover their head and neck with their arms.
- Remain outdoors until buildings are declared safe.
- Stay calm – assure people they will be safe.

### Response to Power Outage

In the event of a power outage, remain calm and provide assistance to others if necessary. If evacuation is necessary, move cautiously to a lighted area. Lighted signs will indicate exits. Turn off and unplug computers and other sensitive voltage equipment if possible. When necessary, call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714.

### Response to Fire

In the event that a fire has been detected, smoke from a fire has been detected, or a gas odor has been detected, take the following actions:

Activate the nearest fire alarm pull station and call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 and/or call 911. Evacuate students, faculty, and staff to a safe distance outside each building, based on the fire escape plan for each building. Do not re-enter the building until authorized.

When the fire alarm sounds, take the following actions:

- Take the class roster and keys.
- Close all windows and doors but leave the doors unlocked. Proceed to evacuate the building.
- Lead anyone present to the safe area. Do not allow anyone to stop at restrooms, fountains or other rooms.
- In a safe area, gather your students and take attendance roll calls. Do not block any area that may be used by emergency response personnel.

### Response to Bomb Threat

Students, faculty and staff will be notified immediately of a bomb threat to campus through the RAVE alert system. Students are to report immediately to the South Wind Lodge parking lot, at the entrance to the campus and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. Faculty and staff will make sure the classroom/office is evacuated, close the door upon leaving the room and accompany the students to the designated safety zone. In the event that the campus is

at high risk causing concern for public safety, this may automatically constitute a transition for all students, faculty and staff to remote work/instruction to avoid disruptions to student learning and access to supportive services until the risk is eliminated.

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message.

If a threat is received by mail, preserve all evidence accompanying the threat. If a threat is received by phone, use "Phone Threat Procedures Checklist" (in the back). Do not use cell phones, which could activate a bomb.

Make every attempt to:

- Complete the Department of Alcohol, Tobacco & Firearms Threat Call Checklist;
- Prolong the conversation as much as possible.
- DO NOT HANG UP THE PHONE! Use another phone to call the police. Notify the administrator in charge.

The people assigned responsibility for each building/area will ensure all students, faculty and staff leave through the nearest exit based on the fire escape plan for each building and that all doors into the building are locked. Faculty and staff with disabled students will assist the students to leave the building/area. If the caller identifies where the bomb is located, the entire campus will be evacuated and personal vehicles may be used for transportation. If the caller does not identify where the bomb is located, the entire campus will be evacuated but personal vehicles CANNOT be moved.

#### Response to Active Threat to Campus in the Community

Students, faculty and staff will be notified immediately of an active threat to campus from the community through the RAVE alert system. Buildings will go into lockout procedures, whereas students, faculty and staff are to shelter in place until notified that the threat has been eliminated. Students are to report immediately to the South Wind Lodge parking lot, at the entrance to the campus and wait for further instructions. Do not take your vehicle unless you are informed that it is safe to do so. Faculty and staff will make sure the classroom/office is evacuated, close the door upon leaving the room and accompany the students to the designated safety zone. In the event that the campus is at high risk causing concern for public safety, this may automatically constitute a transition for all students, faculty and staff to remote work/instruction to avoid disruptions to student learning and access to supportive services until the risk is eliminated.

#### Response to Pandemic or Communicable Illness Risk

If there are confirmed cases Covid-19 or other communicable illness risk on campus. Students, faculty and staff will be notified immediately of an active threat to campus from the community through the RAVE alert system. The recommended use of masks while on campus will take effect. If the number of confirmed cases rise to a level of

concern for the campus community, the use of masks may be required. BFCC will implement other pandemic safety measures/precautions and direct students, faculty and staff to get appropriate testing, treatment and remain at home to contain communicable illness risk on campus. In the event that the campus is at high risk for more cases of communicable illnesses causing concern for public safety, this may automatically constitute a transition for all students, faculty and staff to remote work/instruction to avoid disruptions to student learning and access to supportive services.

### Response to Suspicious Items

Students, faculty and staff will be notified immediately of an active threat to campus from the community through the RAVE alert system. Do not touch or disturb objects. Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report the object. Notify your supervisor or CSA. Be prepared to evacuate.

## **HAZARDOUS MATERIALS AND SPILLS POLICY**

In the event of the presence of hazardous material or a spill, students, faculty and staff will be notified immediately of an active threat to campus from the community through the RAVE alert system. Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report the object. Notify your supervisor or CSA. Be prepared to evacuate if directed. The college's custodians are familiar with safe clean up and disposal procedures and will deal with the situation.

### Body Fluids

All body fluids have the potential to infect people with diseases such as Hepatitis B, HIV or other communicable illness risks. Wear disposable gloves at all times when dealing with another person's body fluids.

### Chemicals

The main threat is toxic fumes. Keep (get) students inside. Close all windows and shut off the ventilation system. Evacuation to a site away from the spill may become necessary. Follow evacuation procedures to the South Wind Lodge parking area.

- Inside
  - Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report the situation.
  - Close the doors and windows. Seal gaps under doorways and windows with wet material if possible.
  - Evaluate to a safe area, away from the contaminated spot. Stay with your students.
  - Turn off all ventilation such furnaces, air conditioners, air return pumps, etc.

- Cover your nose and mouth with a wet cloth or towel, which will serve as a filter. Take quick, shallow breaths. Instruct students to do the same.
  - If you think fumes are coming from within the building, open windows and keep doors closed.
  - Follow directions given by CSA's. A lockdown or partial evacuation may be ordered.
- Outside
    - Stay upwind so the wind is blowing from your right or left, not in your face or at your back.
    - Don't step in spilled material.
    - Get inside as quickly as possible.

## **FIRE SAFETY POLICY**

All students must immediately evacuate during a fire alarm using the building escape plans. Students, faculty and staff shall not create conditions that cause a fire hazard or impede the safe evacuation of others or such conditions include, but are not limited to:

- Smoking in non-smoking areas where smoking receptacles are not located;
- Blocking or propping open exit doors;
- Setting off false fire alarms;
- Shooting off fire extinguishers, or damage, tamper with, dismantle, or disconnect fire safety systems or equipment

BFCC does not have student residential housing, therefore the institution is exempt from collecting fire statistics for the Annual Campus Security and Safety Report.

## **EVACUATION PLAN**

In the event of an evacuation, students, faculty and staff will be compelled to exit a building or if a college-sponsored activity is off campus to avoid contact with a threat such as a fire, bomb threat or other emergency posing serious risk to the campus community.

Students, faculty and staff will be notified immediately of an active threat to campus from the community through the RAVE alert system. Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report an incident that could warrant an evacuation.

CSA's will direct individuals where to walk or drive to and provide any special directions from campus security. For example, exit only on one side of the building. Be aware of all marked exits, building escape plans and evacuation routes from your area of the building. Know the evacuation routes from your classroom or work area.

Faculty and staff responsibilities:

- Instructors should record their student's attendance after they are in a safe location.
- Close all windows and doors to your room/office. Do not lock the door.
- Instructors with disabled students in their classes will be responsible for assisting the students to leave the building to a safe location.
- The people assigned responsibility for each building/area will ensure all students, faculty and staff leave through the nearest exit in accordance with building escape plans and that all doors into the building are locked.

**ALL students, faculty and staff should report to the South Wind Lodge parking lot when asked to evacuate and await instructions.**

Sheltering in Place

Sheltering in place provides refuge for students, faculty and staff within the BFCC buildings during an emergency. Students, faculty and staff will be notified immediately of an order to shelter in place through the RAVE alert system. Call Chief Security Officer, Frank Goings (406) 845-4684 or to the Security Patrol Officer, George Aims Back (406) 845-8714 to report an incident that could result in persons requiring shelter in place.

Shelters are located in areas that maximize the safety of all individuals in that building. Shelters for each building are designated by the Facilities, Auxiliary Services and Infrastructure Committee. Safe areas are subject to change depending on the type of emergency or proximity of that area to the risk.

BFCC has identified safety areas in each buildings for shelter in place:

Beaver Painted Lodge:	Staff Workroom Lower Conference Room Room 136
Medicine Spring Library:	Conference Room
Highwinds Building:	Classroom 1
Never Goes Crooked:	Never Goes Crooked first floor
Stuck Behind Building:	West Classroom
Ashes Chief Building:	Hallway
Red Fox Building:	Classroom 102
Muskrat Lodge:	Office Area
Medicine Shield Center:	Yoga Room
Yellow Bird Woman Lodge:	Classroom 134
South Wind Lodge:	Classroom 103
Kutoyis Building:	Elevator/Lab
Maintenance Shop:	Office Area

When necessary, any CSA will advise students, faculty and staff to assemble in the safe areas:

- All persons should be brought into the building.
- All students and staff need to be accounted for.
- Close all exterior doors and windows.

- Turn off any ventilation leading outdoors.
- Cover up food or any other supplies that could become contaminated.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by the designated authority or emergency responders.

## **DEVELOPMENT OF THE ANNUAL CAMPUS SECURITY AND SAFETY REPORT**

The Annual Campus Security and Safety Report is published on the college's website annually. The Annual Campus Security and Safety Report can be accessed in PDF format at:

<https://www.bfcc.edu/compliance/annualsecurityreport>

Crime statistics include certain categories of crimes and disciplinary referrals required for disclosure under the Clery Act which occurred on campus, in certain off-campus buildings or property owned or controlled by BFCC and/or on public property within or immediately adjacent to and accessible from the campus. Campus crime, arrests and disciplinary referral statistics include those reported to campus security officers, CSA's (as defined by federal law) and law enforcement authorities in whose jurisdiction BFCC properties reside. The Campus Security Office discloses all incidents reported that fall into any of the required reporting classifications as statistics in this annual report. BFCC is exempt from providing fire statistics as these data only pertain to campuses that have student housing facilities. The Annual Campus Security and Safety Report is released by October 1 of each year, in compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

For more information regarding campus safety or to request a paper copy of the report, contact Frank Goings, Chief Security Officer at 406-338-5441 ext. 2263. You may also send a written request to:

Blackfeet Community College  
Campus Safety Department  
P.O. Box 819  
Browning, MT 59417

### Notification Process

By October 1 of each year, all BFCC employees and enrolled students receive an e-mail notification regarding the content and availability of the Annual Campus Security and Safety Report. The e-mail provides information regarding how to access the report as well as a direct link to the report.

The BFCC Safety Team prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with campus CSA's and local law enforcement agencies surrounding the main campus. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics as well as sexual assault, domestic violence and stalking that due to VAWA amendments include those reported to campus security and CSA's which include all faculty and staff.

### Crime Statistics Reporting Policies and Procedures

Blackfeet Community College is responsible for gathering statistics for criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. Federal requirements mandate that crime reports be delivered to the FBI at the U.S. Department of Justice and made public, while the Clery Act requires reports be disseminated to the U.S. Department of Education and delivered to members of the campus community. Annually in October, all Clery-reportable crimes are reported directly to the Department of Education via an online survey.

Compiled data and statistics are reported in different formats and categories depending upon legal requirements of each report. Reports made to the FBI, for instance, require the inclusion of different kinds of crimes from those required by the Clery Act, while the Clery Act requires its statistics to be reported from a wider geographic area than does the FBI (e.g., crimes that occur on adjacent public property and at off-campus student organization properties are Clery-reportable). The Clery Act also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol and weapons offenses. Blackfeet Community College provides the option of confidential and anonymous reporting and while these statistics are not reportable per local, state, or federal law enforcement guidelines, they are Clery-reportable.

Throughout the year, the Chief Security and Patrol Officers will collect and record Clery crimes occurring on campus, in adjacent public areas, at other local BFCC leased properties, and at other off-campus locations. These crimes are reported by the public, campus security authorities, the Title IX Coordinator and the Office of Student Success. The Chief Security and Patrol Officers collect, compile and record disciplinary referrals from OSCCS monthly.

When criminal activity occurs outside of the geographical area (e.g., a student organization located off campus), a local law enforcement agency follows its own procedures to create a police report for each incident. This agency will then, upon the request of BFCC, submit its statistics. When this data is received, it is reviewed, particularly to ensure that there are no duplications in reporting efforts between BFCC and outside reporting agencies. Although every effort is made to avoid duplication of reports received from outside police agencies, campus security authorities and other reporting entities, an individual incident may be reported to us, and thus counted as a statistic, more than once.

When a crime is reported, individual reports may be forwarded to other department or campus units and/or agencies for follow up. In some cases involving lesser offenses, the report may be forwarded to the Student Services Director and/or immediate supervisor for adjudication through the campus's disciplinary referral process.

The Chief Security and Patrol Officers collect and compile statistical data from several sources, including the following entities: President, the Title IX Coordinator, CSA's and law enforcement agencies within whose jurisdiction BFCC owned or leased buildings or properties reside. These data, when recorded and compiled by the Chief of Security Officer for the purposes of Clery reporting, contain information specific to and necessary for Clery reporting requirements only, specifically: date, location and crime. When collecting and compiling statistics, the Chief Security and Patrol Officers do not request or record any identifying information about a victim, as such information is not required for Clery crime disclosure. The Chief Security and Patrol Officers will file records with the Title IX Coordinator to serve as the custodian of records for all Clery-associated records. These records include the crime log, available to the public, and Clery-reportable crime statistics which are provided to the public and the Department of Education annually, for the current and prior two years. The institution is required to keep Clery-associated records for seven years.

**CLERY CRIME STATISTICS (due by October 13, 2024)**

CRIMINAL OFFENSES	YEAR	ON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>MURDER / NON-NEGLIGENT MANSLAUGHTER</b> The willful killing of one human being by another.	2021	0	0
	2022	0	0
	2023	0	0
<b>NEGLIGENT MANSLAUGHTER</b> The killing of another person through gross negligence.	2021	0	0
	2022	0	0
	2023	0	0
<b>RAPE: Penetration without consent</b> Any sexual act directed against another person, without consent of victim, including instances where victim is incapable of giving consent	2021	0	0
	2022	0	0
	2023	0	0
<b>FONDLING: Touching without consent</b> Any sexual act directed against another person, without consent of victim, including instances where victim is incapable of giving consent	2021	0	0
	2022	0	0
	2023	0	0
<b>INCEST: Intercourse between related persons where marriage is prohibited by law.</b>	2021	0	0
	2022	0	0
	2023	0	0



Any sexual act directed against another person, without consent of victim, including instances where victim is incapable of giving consent			
STATUTORY RAPE: Intercourse under the statutory age of consent. Any sexual act directed against another person, without consent of victim, including instances where victim is incapable of giving consent	2021	0	0
	2022	0	0
	2023	0	0
ROBBERY Taking or attempting to take anything of value from the care, custody or control of a person by force or threat or violence and/or putting the victim in fear	2021	0	0
	2022	0	0
	2023	0	0
AGGRAVATED ASSAULT An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.	2021	0	0
	2022	0	0
	2023	0	0
BURGLARY Unlawful entry of a structure to commit a felony or a theft.	2021	0	0
	2022	0	0
	2023	0	0
MOTOR VEHICLE THEFT The theft or attempted theft of a motor vehicle.	2021	0	0
	2022	0	0
	2023	0	0
ARSON Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, building, vehicle, personal property of another, ect.	2021	0	0
	2022	0	0
	2023	0	0
<b>ARRESTS &amp; DISCIPLINARY ACTIONS</b> Under the Clery Act institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2021	0	0
	2022	0	0
	2023	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2021	0	0
	2022	0	0
	2023	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2021	0	0
	2022	0	0
	2023	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2021	0	0
	2022	0	0
	2023	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2021	0	0
	2022	0	0
	2023	0	0

DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2021	0	0
	2022	0	0
	2023	0	0

**HATE CRIME STATISTICS**

There were no reported occurrences of hate crimes at BFCC for the years 2021, 2022, or 2023 on BFCC campus nor Public Property.

The Clery Act requires institutions to separately report all hate crimes statistics on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or to a CSA that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias or the perpetrator perceived the person to in one of the protected group categories: Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin, and Disability. You must use the FBI UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

Hate crimes are bias in nature and are categorized as the following:

- Murder/Non-negligent manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Simple assault
- Larceny-theft
- Intimidation
- Destruction/damage/vandalism of property

**VIOLENCE AGAINST WOMEN ACT (VAWA) AMENDMENTS TO CLERY REPORTING**

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

domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

	Year	On-Campus	Public Property
Domestic Violence	2021	0	0
	2022	0	0
	2023	0	0
Dating Violence Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim	2021	0	0
	2022	0	0
	2023	0	0
Stalking Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.	2021	0	0
	2022	0	0
	2023	0	0

**FEDERAL CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

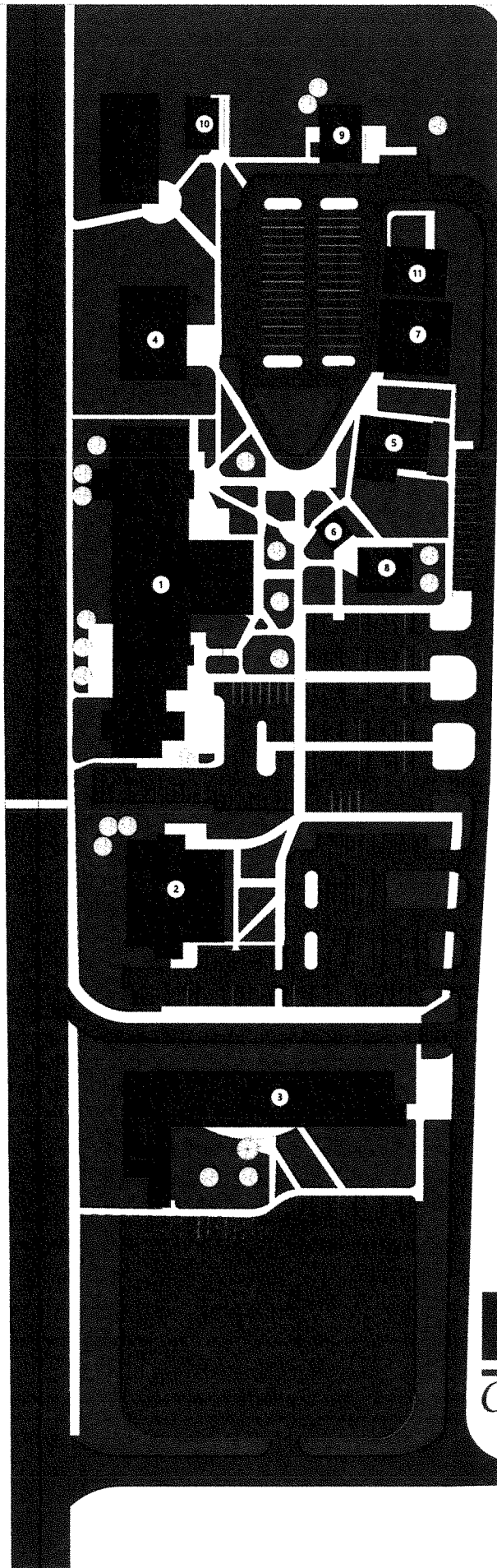
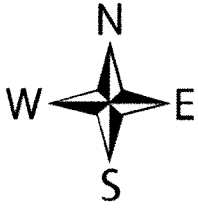
- Survivors shall be notified of their options to notify law enforcement
- Accusers and accused must have the same opportunity to have others present.
- Both parties shall be notified of counseling services.
- Survivors shall be notified of options for changing academic situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both private and public) participating in federal student aid programs afford sexual assault victims certain basic rights.

Sexual Violence Elimination Act (SaVE),  
 Montana Coalition Against Domestic and Sexual Violence (406) 443-7794

Blackfeet Domestic Violence Program (406) 338-2408

**APPENDIX A - CAMPUS MAP AND FIRE ESCAPE PLANS**



1 - Beaver Painted Lodge  
"Ksistakii Aokiikaan"

2 - Yellow Bird Woman  
"Oot"kooyiipiiksaakii"

3 - South Wind Lodge  
"Amskaapsoopoo"

4 - Medicine Spring Library  
"Naatoowaap'ksa'kooyi"

5 - Little Star Building  
"Iina'kkaakaatoosii"

6 - Muskrat Lodge  
"Miisoapskii"

7 - Red Fox Annex  
"Moh'sinaopaa"

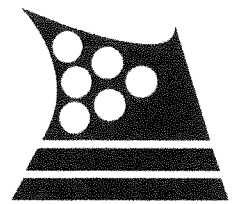
8 - Medicine Shield  
"Naatoowaapa'wootaan"

9 - Ashes Chief  
"Isöskittinnä"

10 - Never Grows Crooked  
"Matonnohwaiyomokoh"

11 - Stucks Behind  
"Oö"sisstükskä"otainnä"

12 - Blood Clot Boy  
"Kaatooyiss"



**BLACKFEET**  
COMMUNITY COLLEGE

.75" = 50'

# Fire Escape

## Beaver Painted Lodge "Ksistakii Aokiikaan"



All persons exiting a BFCC building during an Emergency Situation needs to proceed to **the Student Commons Area or Headstarts Multi-purpose Room** for regrouping.

Please do not leave campus in personal vehicles until the Emergency Situation has been cleared.

EXIT

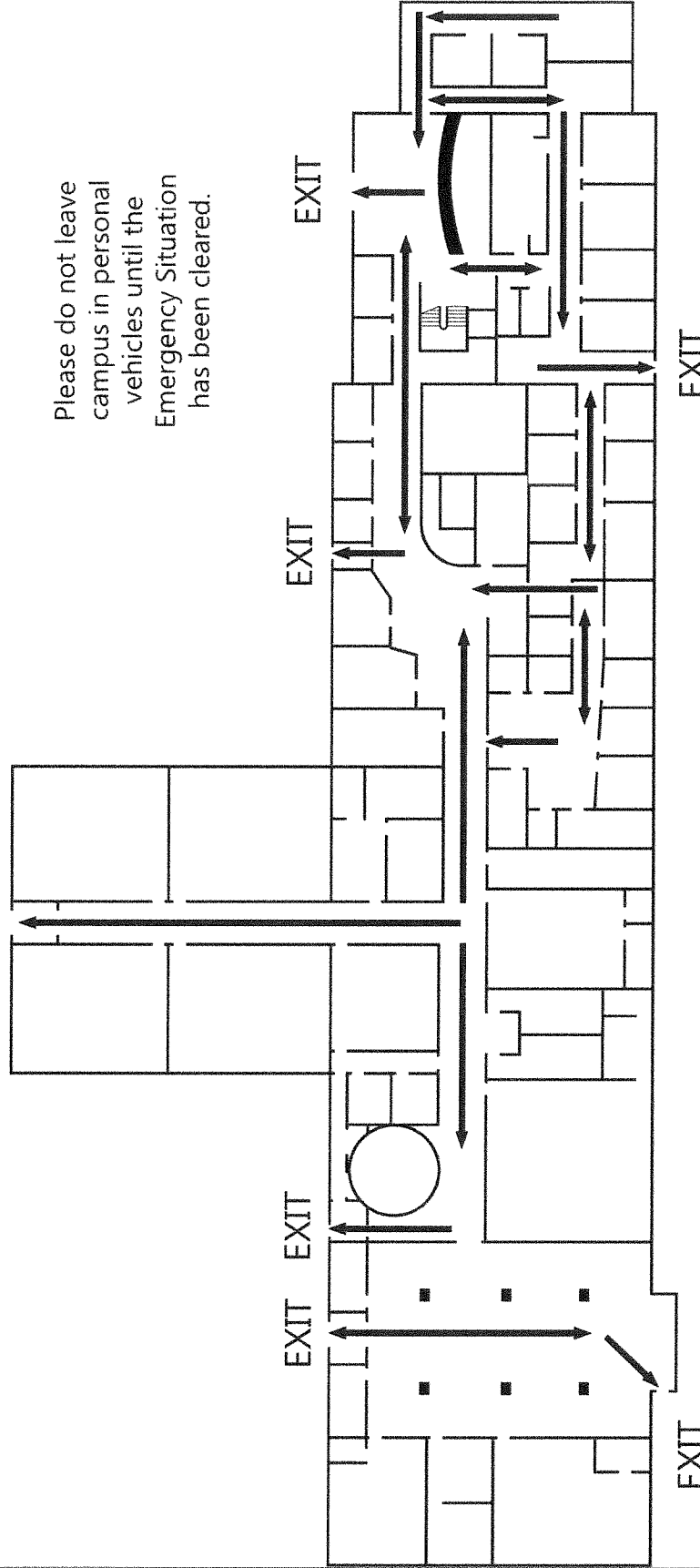
EXIT EXIT

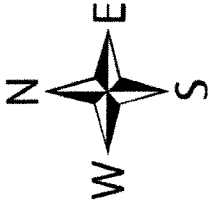
EXIT

EXIT

EXIT

EXIT



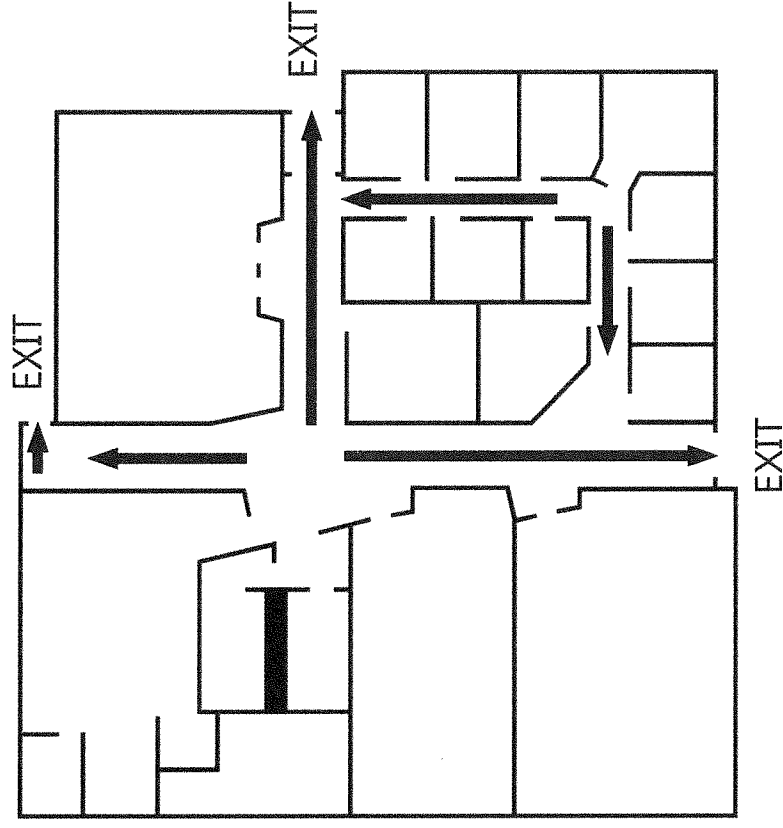


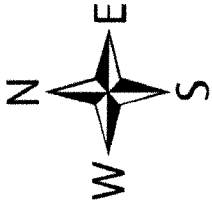
# Fire Escape

Yellow Bird Woman  
"Oot'kooyiipiiksaakii"

All persons exiting a BFCC building during an Emergency Situation needs to proceed to **the Student Commons Area or Headstarts Multi-purpose Room** for regrouping.

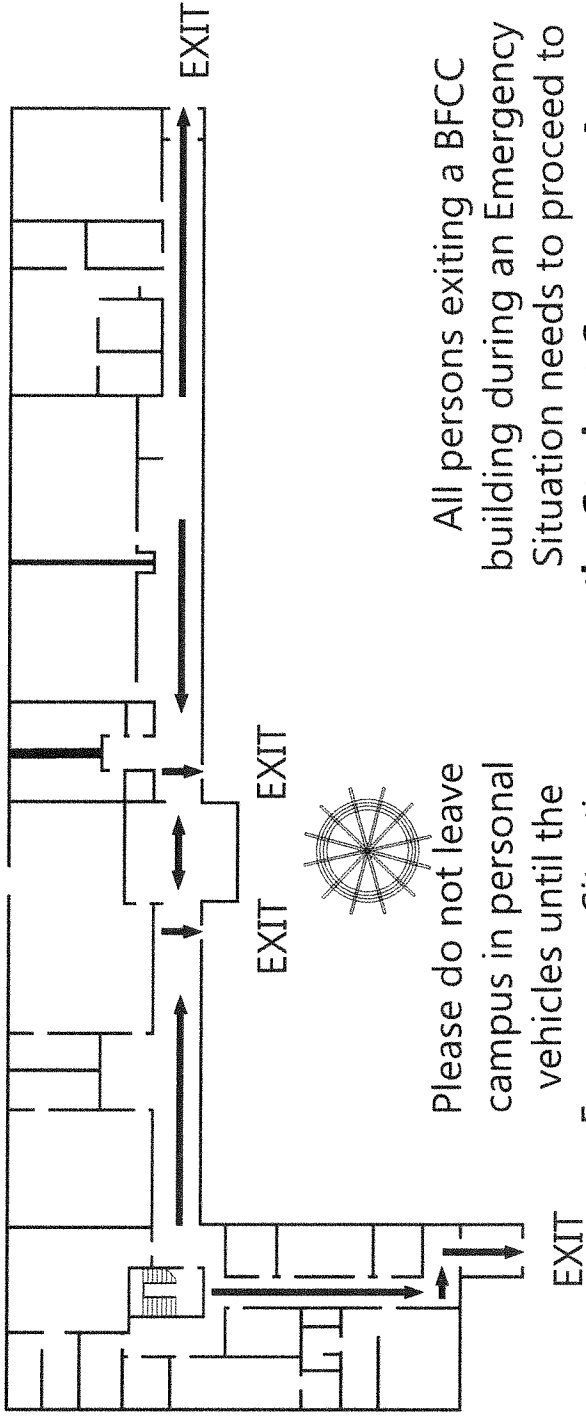
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# Fire Escape

South Wind Lodge  
"Amskaapsoopoo"



Please do not leave  
campus in personal  
vehicles until the  
Emergency Situation  
has been cleared.

All persons exiting a BFCC  
building during an Emergency  
Situation needs to proceed to  
**the Student Commons Area or  
Headstarts Multi-purpose Room**  
for regrouping.

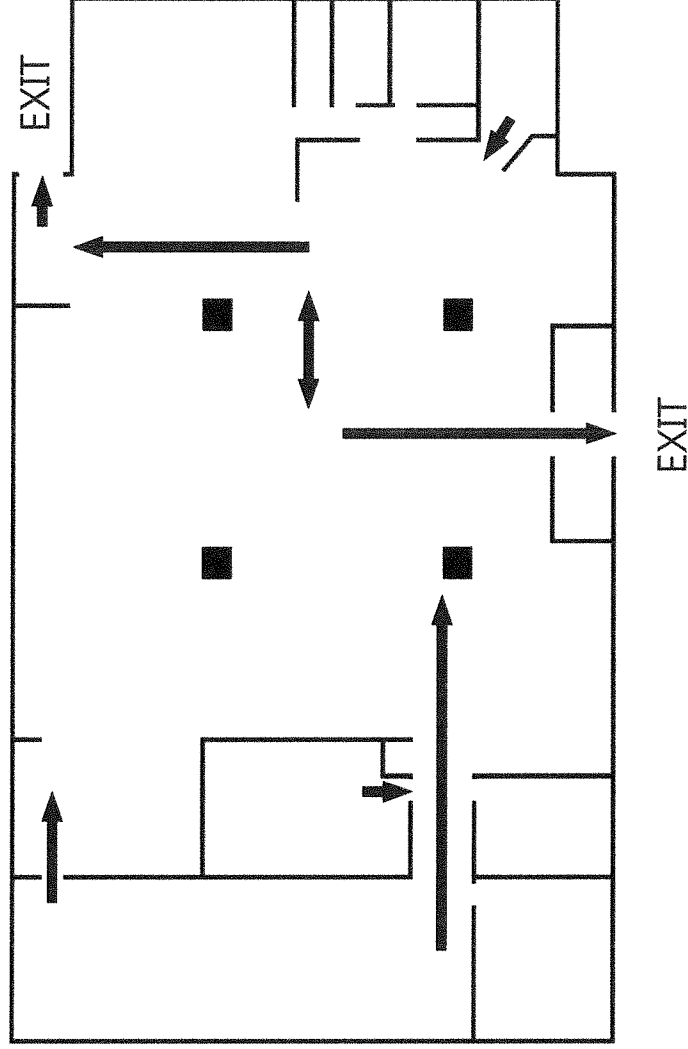
# Fire Escape



Medicine Spring Library  
"Naatoowaap'ksa'kooyi"

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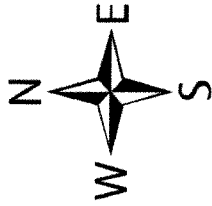
Please do not leave campus in personal vehicles until the Emergency Situation has been cleared.





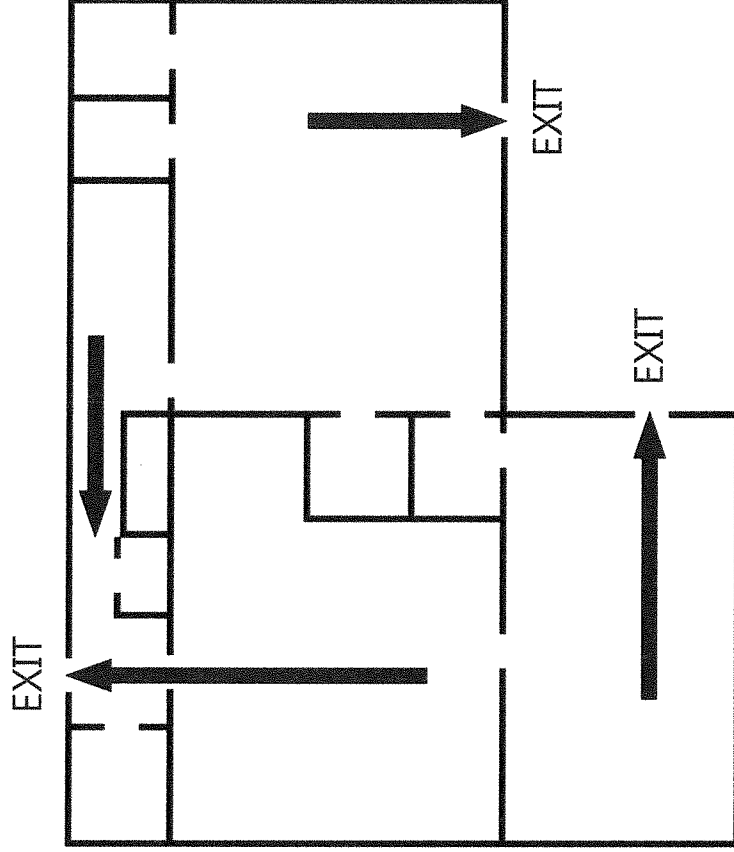
# Fire Escape

Little Star Building  
"Iina 'kkaakaatoosii"



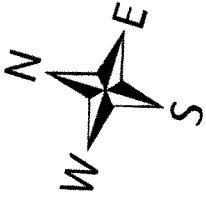
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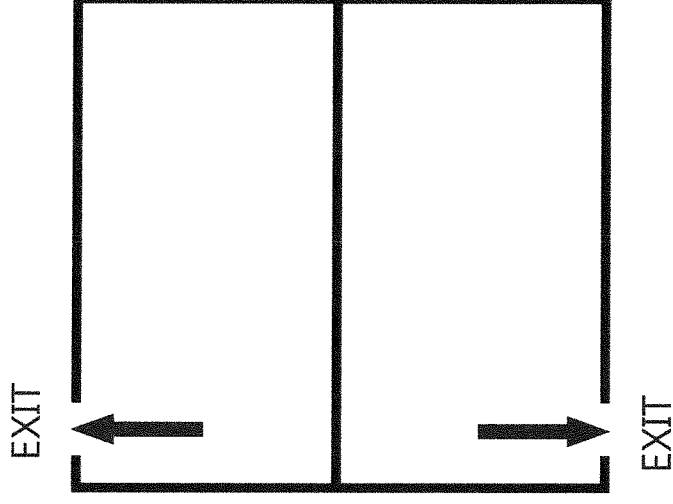
# Fire Escape

Muskrat Lodge  
"Miisoapskii"



All persons exiting a BFCC building during an Emergency Situation needs to proceed to **the Student Commons Area or Headstarts Multi-purpose Room** for regrouping.

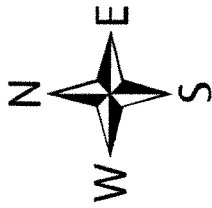
Please do not leave campus in personal vehicles until the Emergency Situation has been cleared.



# Fire Escape

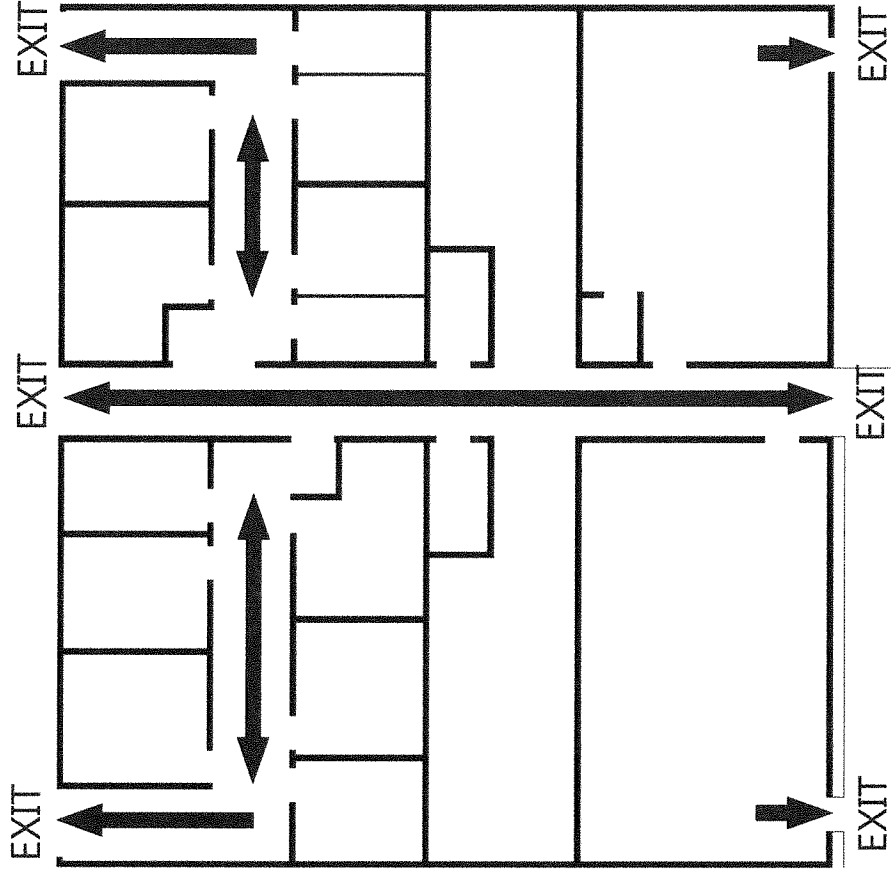
Red Fox Annex

"Moh'sinaopaa"



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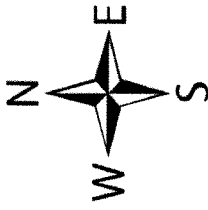
Please do not leave campus in personal vehicles until the Emergency Situation has been cleared.





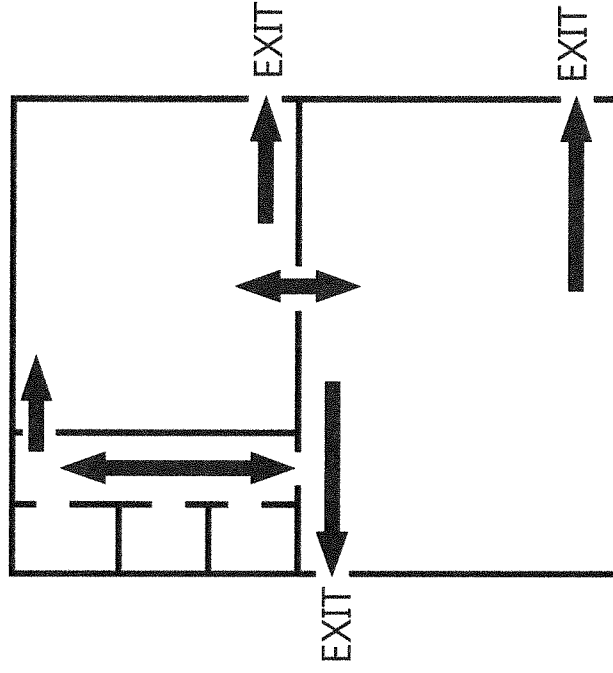
# Fire Escape

Ashes Chief  
"Isõ'kskitsinnä"



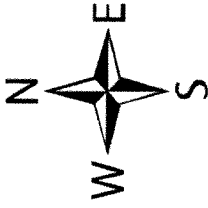
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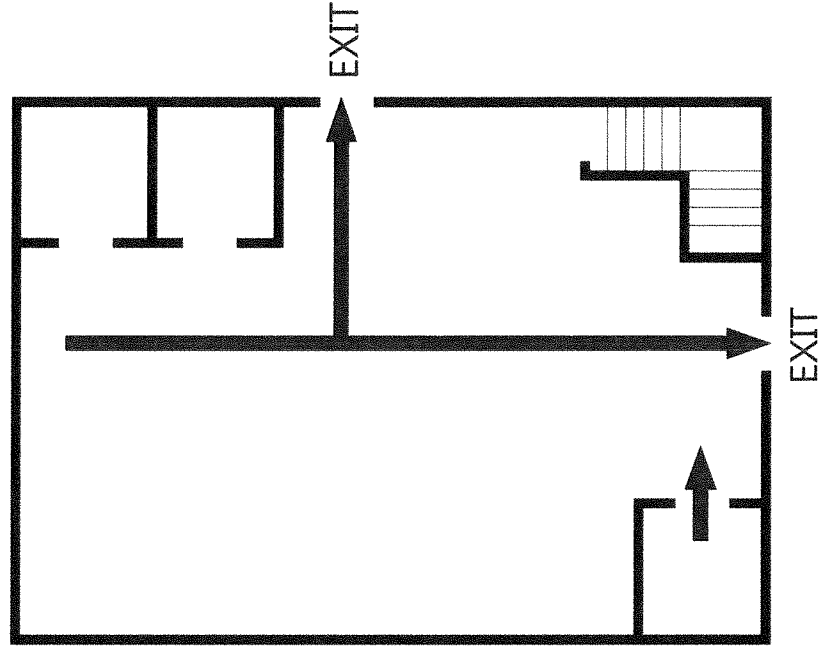
# Fire Escape

Never Grows Crooked  
"Matonnohwayomooch"  
1st floor



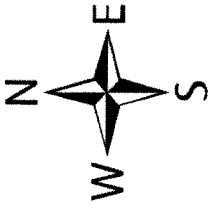
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# Fire Escape

Never Grows Crooked  
"Matonohwaiyomoo"  
2nd floor



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