Montana Tech: Campus Safety Annual Program Review

Year Under Review: Fall 2014 – Spring 2015

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MONTANA TECH CAMPUS SAFETY

Objective
Montana Tech takes the personal safety and wellbeing of our students, faculty, staff and visitors very seriously. Montana Tech will continue to be a safe campus for students, faculty, staff and visitors. Environmental Health & Safety’s Mission is to:

1) To provide for the health and safety of the campus community
2) To assist in preventing or reducing accidents
3) To identify and eliminate safety and environmental hazards and unsafe conditions
4) To ensure proper disposal of hazardous waste

TO PROVIDE FOR THE HEALTH AND SAFETY OF THE CAMPUS COMMUNITY
In order to provide for the health and safety of the campus community, Montana Tech uses a four prong approach (sexual assault prevention, alcohol education, suicide prevention education, and distribution of our annual safety report) to educate and inform students, staff, and faculty.

SEXUAL ASSAULT PREVENTION:

EverFi: HAVEN Understanding Sexual Assault Program
In Fall 2014, all new students age 21 and under were required to complete the EverFi’s HAVEN-Understanding Sexual Assault online program. HAVEN addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment. The implementation of this program complies with the Campus SaVE Act, Violence Against Women Act (VAWA), Clery Act, and Title IX education mandates

HAVEN Performance Criteria:

1. 100% of incoming students under the age of 21 will complete the HAVEN online program

Assessment Method: HAVEN data and Institutional Enrollment Data

Evaluation: For the 2014-2015 Academic Year 566 new Montana Tech Students under 21 were notified to complete HAVEN. There were 400 students that successfully completed the HAVEN module or ~ 71% of the students.

Action: We did not meet the performance criteria of having 100% completion. Looking ahead to Academic Year 2015-2016, we will need to take into consideration the number of students required to take the module that did not enroll at Montana Tech for fall or withdrew during the semester and adjust the 100% performance criteria. We will also continue to be proactive in contacting students to ensure completion of the HAVEN program. Students who do not complete Haven have holds placed on their accounts, inhibiting them from being able to see their grades and register for spring semester. This intervention also prompts
students to complete the prevention module. Use of holds will continue and education to this consequence will occur.

**Rape Prevention Education (RPE) Program**

In 2014 Montana Tech was a recipient of an annual $27,500 five-year Rape Prevention Education Grant (RPE) to address sexual violence on Tech’s Montana campuses. Funds from the grant cover outreach and primary prevention. One of the outcomes from the RPE grant was the distribution of a Campus Climate Survey. A climate survey examines both the amount of sexual assault occurring (prevalence or incidence) and perceptions of campus climate. Perceptions of campus climate are attitudes among students, faculty, staff, and/or administrators about the campus atmosphere regarding sexual assault.

**RPE Performance Criteria:**

1. Using a 5% margin of error and 95% confidence levels we will get the appropriate response rate based on student population size (n=2754). Using a sample size calculation a minimum of 338 respondents is needed.
2. Analysis of survey results and distribution of findings to administration will occur within three months of survey closure.

**Assessment Method:** Campus Climate Survey data and Enrollment data

**Evaluation:** In Spring 2015 the total headcount for the campus was 2,754 and 383 students completed the climate survey. The survey results were analyzed in May 2015 and key findings were distributed to administration in July 2015.

**Action:** We met both of the performance criteria with a response rate of 14% which met the required sample size calculation of 338 and the analysis and distribution occurred within three months. Looking ahead to Academic Year 2015-2016 we will use the results to develop and inform sexual assault prevention initiatives.

**Alcohol Education:**

**EverFi: AlcoholEdu for College**

Fall 2014, all new students under age 21 were required to complete EverFi’s AlcoholEdu for College program. AlcoholEdu is an interactive online program designed to reduce the negative consequences of alcohol amongst students. The online programs deliver a personalized experience to all types of students dependent on their current drinking choices. There are three surveys with the first and third survey comparing student’s behaviors at the beginning of the term and at the end of the term.

**AlcoholEdu Performance Criteria:**

1. 100% of incoming students will complete the AlcoholEdu online program

**Assessment Method:** AlcoholEdu data and Institutional Enrollment Data
**Evaluation:** For the 2014-2015 Academic Year there were 566 new Montana Tech Students under age 21 who were notified to complete AlcoholEdu. There were 334 students that successfully completed the AlcoholEdu module or ~ 59% of the students.

**Action:** We did not meet the performance criteria of having 100% completion. Looking ahead to Academic Year 2015-2016, we will need to take into consideration the number of students required to take the module that did not enroll at Montana Tech for fall or withdrew during the semester and adjust the 100% performance criteria. We will also continue to be proactive in contacting students to ensure completion of the AlcoholEdu program. Students who do not complete AlcoholEdu have holds placed on their accounts, inhibiting them from being able to see their grades and register for spring semester. This intervention also prompts students to complete the prevention module. Use of holds will continue and education to this consequence will occur.

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**SUICIDE PREVENTION:**

Over the last several years Butte-Silver Bow County has experienced a high level of suicide incidences. This included the first suicide on the Montana Tech campus in January 2015. This incident prompted the campus to review our suicide prevention efforts and extend an invitation for an external evaluation by the Dean of Students and Director of Counseling at Montana State University.

**Suicide Prevention Performance Criteria:**

1. Provide residence advisors (RAs) with suicide prevention training each semester
2. Campus wide QPR (Question, Persuade, Refer) training
3. Have a table on suicide prevention at the Wellness Fair each semester

**Assessment Method:** Programing information from campus mental health counselors and from the Director of Residence Life

**Evaluation:** Suicide prevention training was incorporated into the RAs orientation training program, a suicide presentation table was present at each of the two Wellness Fairs. In addition Karl Rosston, Montana’s suicide prevention coordinator, was invited to provide QPR training to the campus in September.

**Action:** We meet all three of the performance criteria. Looking ahead to Academic Year 2015-2016, we want to continue criteria 1, 2, and 3, as well as follow-up with the outside consultant invitation to evaluate our current practices and policies and then to make recommendations on how we can improve upon our education and intervention outreach efforts.

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**ANNUAL SAFETY REPORTS:**

**Annual Safety Reports Performance Criteria:**
1. Campus Security Report will be included in the student handbook and posted online each year
2. Fire Safety Report will be included in the student handbook and posted online each year
3. Campus Crime Disclosure Report will be included in the student handbook and posted online each year

Assessment Method: Relevant report forms

Evaluation: Each report, Campus Safety, Security, and Fire (North Campus, South Campus), were added to the student handbook, available online, and viewable through the National Center for Education Statistics (North Campus, South Campus). The campus community is emailed a link when the report is updated online.

Action: We meet all three of the performance criteria and will continue reporting and monitoring in Academic Year 2015-2016.

To help prevent and reduce accidents on campus and identify and eliminate safety and environmental hazards and unsafe conditions

In order to help prevent and reduce accidents on campus, Montana Tech uses a campus safety committee (CSC) comprised of faculty, staff, and students to identify and eliminate safety and environmental hazards and unsafe conditions. Emergency action systems and required lab safety training for all students enrolled in a lab each semester are also in place.

Campus Safety Committee:  
Campus Safety Committee Performance Criteria:

1. The campus safety committee will meet each semester
2. The campus safety committee will perform annual inspections of campus laboratories and shops to identify any potential hazards.

Assessment Method: Meeting minutes and data provided by the Director of Environmental Health and Safety.

Evaluation: The CSC met each semester and inspections of laboratories and shops were completed.

Action: We meet all of the performance criteria and will continue in Academic Year 2015-2016.

Emergency Action Systems:
Montana Tech utilizes emergency plans, evacuation drills, and an electronic emergency notification system

Emergency Action Systems Performance Criteria:
1. An Emergency Action & Crisis Protocol Manual, which includes an emergency phone list, and a one-page Emergency Plan Instructions sheet will be distributed to faculty, staff and students and placed online every year.

2. Evacuation drills for each classroom/office building will be conducted in the fall semester, and the residence hall drills are conducted each semester.

3. The emergency notification system (ENS) will be promoted during all orientation events (student, faculty, and staff) each semester, and information is also sent via email to students, faculty, and staff.

Assessment Method: Data provided by the Director of Environmental Health and Safety.

Evaluation: The Emergency Action & Crisis Protocol Manual, which includes an emergency phone list, and a one-page Emergency Plan Instructions sheet were distributed to faculty, staff and students and placed online, evacuation drills were performed, and the ENS was promoted at all orientation events and via email.

Action: We meet all three of the performance criteria and will continue in Academic Year 2015-2016.

LAB SAFETY:

Lab Safety Performance Criteria:

1. 100% of students enrolled in a lab will complete either an online or instructor led training.

Assessment Method: Data provided by the Director of Environmental Health and Safety.

Evaluation: All students completed lab safety training.

Action: We meet the performance criteria and will continue in Academic Year 2015-2016.

TO PROVIDE FOR THE PROPER DISPOSAL OF HAZARDOUS WASTE

HAZARDOUS WASTE DISPOSAL:

Montana Tech is generally a “conditionally exempt small quantity generator” of hazardous waste; therefore, we do not have limits on how long we can store hazardous waste before it is shipped to a Treatment, Storage and Disposal Facility (TSD). Hazardous waste shipments are scheduled when enough hazardous waste has been collected, which has been every two to three years. Montana Tech uses an Environmental Protection Agency (EPA) certified vendor to sort, lab pack, complete paper work and ship our hazardous waste. Once hazardous waste is turned over to Environmental Health & Safety, it is stored in appropriate cabinets (flammable, corrosive) until a shipment takes place.

Performance Criteria:

1. The Montana Tech Hazardous Materials Management Plan will be updated annually and placed online.
Assessment Method: Data provided by the Director of Environmental Health and Safety.

Evaluation: Management plan was revised in June 2015.

Action: We meet the performance criteria and will continue for Academic Year 2015-2016.

Strengths and Weaknesses:

Strengths:

Montana Tech’s Safety Committee, which is comprised of faculty, staff and students, is recognized as one of the most active and influential committees on campus. The committee membership includes the Provost and Vice Chancellor for Administrative Affairs. Safety recommendations are annually prioritized and appropriately funded. Another strength is the Director of Environmental Health and Safety, a valued full-time position on Montana Tech’s campus.

Sexual Assault and Suicide Prevention are current national and state initiatives. Montana Tech is not immune to either concerns. The $27,500 rape prevention grant strengthened our rape prevention programs and spurred the creation of our Rape Prevention Team and FRONTSTANDER initiative.

Weaknesses:

The Safety Committee maintains its strength by annually rotating the chair and maintaining a wide diversity of members from across campus. However, many of the members have been on the safety committee for a number of years and may have lost some of their enthusiasm. The committee will be evaluating the membership and determine if any changes need to be made.

The Campus Climate survey identified a weakness with student reluctance to report incidents because of their fear they would be perceived as trouble makers. The FRONTSTANDER initiative will help to address the challenge identified in the Campus Climate survey.

In spring 2015, Montana Tech had its first suicide on campus. With the recent suicides in the Butte-Silver-Bow County and on campus, we will review our prevention protocols, including formalizing our BIT team and evaluating the Maxient student conduct reporting software.

Montana Tech has a good relationship with Butte-Silver Bow Law Enforcement, Fire Department and the County Health Department, but no formal Memorandum of Understanding (MOU) exist with those departments. We will pursue adoption of formal MOUs with the Butte-Silver Bow Departments.