

# SALISH KOOTENAI COLLEGE



## 2025 ANNUAL SECURITY AND FIRE SAFETY REPORT





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## Message from President Michael Munson

ᑭᑭᑭᑭᑭᑭᑭᑭ ~ kisuk kyukyit Salish Kootenai College Community,

At Salish Kootenai College, the safety and well-being of our students, faculty, staff, and visitors remain at the heart of our mission. Our college is more than a place of learning — it is a community rooted in the values, cultures, and traditions of the Confederated Salish and Kootenai Tribes. We are committed to ensuring that SKC is not only a center for academic growth but also a safe, welcoming, and supportive environment for all who walk through our doors.

The Annual Security and Fire Safety Report reflects this commitment. It provides important information about our policies, procedures, crime statistics, and the many resources available to support campus safety. This report also fulfills the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, helping us remain accountable and transparent in our efforts.

Maintaining a secure campus is a shared responsibility. Our dedicated Campus Emergency Response Team (CERT) works closely with local law enforcement, emergency responders, and community partners to ensure that we are prepared for and responsive to safety concerns. Their ongoing commitment and readiness are essential to our efforts, but safety also depends on all of us. I encourage every member of our SKC community to review this report, familiarize themselves with the available resources, and take an active role in promoting a culture of safety and respect.

Together, we can continue to build a community where every student has the opportunity to thrive in an environment that honors our values, supports well-being, and ensures safety for all. Thank you for your commitment to one another and to Salish Kootenai College.

Sincerely,

Michael M. Munson, Ed.D.  
President, Salish Kootenai College





# Jeanne Clery Disclosure of Campus Security Policy

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private and is enforced by the U.S. Department of Education. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, in 1998 to expand the reporting requirements and also formally named the law in memory of Jeanne Clery. Also 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, the Violence Against Women Act (VAWA) which requires institutions to report statistics of Sexual Assault, Domestic Violence, Dating Violence and Stalking in the institution's Annual Security Report and starting in July 2015 institutions have to include these stats.

Salish Kootenai College prepares and distributes the annual the Annual Security and Fire Safety Report (ASFSR) at the beginning of each academic year as mandated by the Clery Act. The ASFSR outlines college security policies and procedures, programs, and crime statistics that are designed to keep students and employees safe and campus facilities secure.





Annual Security and Fire  
Safety Report, and Drug-  
Free Schools Act  
Information – 2024-2025  
(2022, 2023 and 2024 Statistics)

Founded in 1977, Salish Kootenai College (SKC) is a tribal college located on the Flathead Indian Reservation in Pablo, Montana. SKC serves Native and non-Native students from across the region, providing accessible, high-quality education grounded in the cultures and traditions of the Confederated Salish and Kootenai Tribes. The following information has been prepared to raise awareness of the programs and resources that support the safety and well-being of our campus community. Portions of this report are also provided in compliance with the federal Safe and Drug-Free Schools and Communities Act (20 USC 1145g) and the Higher Education Opportunity Act (20 U.S. Code § 1092, Disclosure of Campus Security Policy and Campus Crime Statistics), also known as the Jeanne Clery Act.

Campus Safety and Security questions?

SKC Campus Security:  
406.239.6267

SKC Campus Emergency Response Team (CERT):  
Antony Berthelote  
406.275.4080

SKC Campus Security Team Lead:  
Laura Larson  
406-275-4751

Law Enforcement  
Jurisdiction and Clery  
Geography

Salish Kootenai College (SKC) Campus Security works in close collaboration with the Confederated Salish and Kootenai Tribal Police, Lake County Sheriff’s Office, and other local law enforcement agencies to maintain the safety and security of the campus community.

The Clery Act requires institutions to identify and report crimes occurring within specific geographic areas, known as Clery geography. For SKC, this includes:

- Main Campus (Pablo, MT): All SKC-owned buildings, common areas, parking areas, and roads within the established campus boundary.
- Highway Construction Program (across Highway 93, west of Main Campus): This site is owned and controlled by SKC and is used for educational purposes. 42595 Old US Hwy 93 - Pablo, MT 59855

SKC also owns additional properties; however, these are not used for instruction or student activities and therefore are not included in Clery geography.

Instructional fieldwork conducted by educational programs takes place on private and CSKT tribal lands, which SKC does not own or control, and thus these areas are not included in Clery reporting.



## Reporting a Crime or Emergency

Salish Kootenai College (SKC) strongly encourages all community members—including students, faculty, staff, and visitors—to promptly report crimes, emergencies, or public safety concerns. Timely reporting allows for a coordinated response, preservation of evidence, and access to resources.

### Immediate Emergencies

- To report a crime or emergency on or off campus, dial 911. Local law enforcement and emergency responders have jurisdiction in the SKC area.
- When safe, notify Campus Security to assist responders and ensure campus safety.

### Non-Emergency Reporting

- For non-emergency safety concerns, suspicious activity, or wellness checks, contact Campus Security at 406.239.6267.

### Sexual Violence and Harassment

- Anyone who experiences sexual violence or other criminal offenses is encouraged to report to law enforcement. Reporting does not obligate the individual to pursue prosecution but preserves options for future criminal, civil, or College disciplinary actions.

### Faculty and Staff Concerns

- Faculty and staff who experience or witness sexual harassment, discrimination, or misconduct should report directly to the Title IX Coordinator/Human Resources. SKC also strongly encourages reporting incidents to law enforcement.

## Title IX Reporting Obligations

In compliance with the 2024 Title IX regulations, SKC employees who are not designated as confidential must promptly report known instances of student sexual harassment to the Title IX Coordinator/Human Resources.

Reports must include the identities of involved parties and relevant details. Employees who are confidential (as defined by law or SKC policy) are exempt from this requirement.

SKC is committed to supporting individuals who report crimes or emergencies, ensuring access to medical, counseling, advocacy, and safety resources both on campus and through community partners.

## Confidential Reporting

SKC provides access to confidential resources for those who wish to report incidents of sexual harassment, sexual assault, domestic violence, stalking, or dating violence and remain anonymous if desired. Confidential advocates and counselors are not required to report identifying information to the College or law enforcement, unless there is an imminent threat to safety.

### Local and State Confidential Resources Include:

- SAFE Harbor — Your local center for domestic violence, sexual assault, stalking, and dating violence. They provide confidential crisis support, advocacy, counseling, emergency shelter, and legal advocacy.
  - 24-Hour Hotline: 406.676.0800
- Montana Coalition Against Domestic & Sexual Violence (MCADSV) — Statewide resource with a directory of local service programs, information, and resources. Toll-free helpline: 1.888.404.7794. ([mcadsv.com](http://mcadsv.com))
- National Domestic Violence & Sexual Assault Hotline (coordinated with Montana Office of Victim Services) — 1.800.799.SAFE(7233) — available 24/7. ([dojmt.gov](http://dojmt.gov))

All forms of sexual harassment or misconduct should be reported, regardless of severity. SKC also encourages community members to report possible threats or incidents in the broader campus environment so that timely warnings can be issued to protect the campus community.



## SKC Campus Security

Salish Kootenai College is committed to providing a safe, supportive, and welcoming environment for all students, staff, faculty, and visitors. While SKC does not maintain its own campus police department, the College works closely with local law enforcement partners including:

- Confederated Salish & Kootenai Tribes (CSKT) Tribal Law Enforcement
- Lake County Sheriff's Office

These agencies provide law enforcement services for our campus and surrounding areas. SKC maintains ongoing communication and collaboration with these partners to ensure timely response to incidents, crime prevention, and coordinated safety efforts. In addition, SKC's Campus Emergency Response Team (CERT) is comprised of trained staff and faculty who support emergency preparedness, crisis response, and safety planning for the campus community. CERT members participate in planning, training, and drills to enhance readiness and ensure coordination with tribal, county, and municipal responders.

Students, employees, and visitors are strongly encouraged to promptly report all crimes, safety concerns, or suspicious activity to local law enforcement by dialing 911. For non-emergency situations, individuals may also contact the appropriate local law enforcement agency directly.

The College emphasizes that safety is a shared responsibility. By working together — through awareness, prevention, and timely reporting — we can maintain a campus environment that promotes learning, wellness, and respect for all.

## Training of SKC Campus Security

SKC Campus Security officers receive annual training on Knowb4 and have conversations regarding the Clery Act compliance, crime reporting procedures, and campus emergency response protocols. Training includes participation in fire and evacuation drills, and coordination with local law enforcement, EMT and fire departments to ensure consistent and effective response practices. Security officers are engaged in the safety and support of the SKC community.

## Campus Security Authorities and Jurisdiction

Campus Security Authorities (CSA's) are individuals who are part of the campus security or public safety/security, have responsibility for campus security, but do not constitute a public safety official and an individual or organization specified in an institution's policy to report criminal offenses. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.



## Medical and Wellness Response

Salish Kootenai College (SKC) is committed to the health, safety, and well-being of our students, staff, and visitors. While the Clery Act requires reporting of specific crimes and fire safety incidents, SKC also recognizes that medical emergencies and wellness are essential components of campus safety.

### Emergency Medical Response

- In the event of a medical emergency, dial 911 immediately. Local emergency medical services (EMS) provide primary coverage for the SKC campus and the surrounding area. When safe to do so, Campus Security (406.239.6267) should also be notified. Security personnel may assist in directing emergency responders to the correct location, ensuring access to campus facilities, and maintaining safety during the response.

### Behavioral Health and Crisis Support

- The Center for Prevention & Wellness (CPW) provides free counseling, crisis intervention, and referrals for SKC students, staff, and faculty in partnership with Cedar Creek Integrated Health.
- SKC also partners with SAFE Harbor, a local resource for domestic violence, sexual assault, dating violence, and stalking, to provide crisis intervention, advocacy, and follow-up care.
- The Campus CARE Team coordinates responses to non-criminal concerns such as mental health crises, substance misuse, academic challenges, and other student wellness needs.

### Community Partnerships

- SKC collaborates with CSKT Tribal Health, Providence St. Joseph Medical Center, St. Luke Community Healthcare, Logan Health, and other local providers to extend medical and wellness support. These partnerships help ensure that students and staff receive culturally appropriate, comprehensive care during and after an emergency.

## Prevention and Education

- SKC emphasizes proactive healthy living practices education and prevention. Initiatives such as Movement Mondays, Women 4 Wellness, Journey to Wellness, and other campus programs provide screenings, resources, and educational outreach to support long-term wellness.

Although medical and wellness incidents are not Clery-mandated statistics, SKC includes this information to demonstrate its commitment to creating a safe and supportive environment for all members of the campus community.

## Weapons Policy

Salish Kootenai College (SKC) prohibits the possession, use, or threatened use of firearms, ammunition, explosives, destructive devices, dangerous chemicals, and weapons on any College property or at College-sponsored events, including student housing [Student Housing Handbook, Chapter 11.1 Prohibited Items](#)

- Firearms include any device designed to expel a projectile by black powder, smokeless powder, or compressed air. Ammunition is not allowed in housing.
- Weapons include, but are not limited to: Any item that has the potential to cause harm/damage and is used to in a threatening or intentional way, whether perceived or actual, to harm (e.g. knives with blades longer than 4 inches (non-kitchen), switchblades, hunting or target bows, crossbows, daggers, slingshots, metal knuckles, BB/pellet/paintball guns, blowguns, stun guns, Tasers, swords, and similar items capable of causing injury.
- Destructive Devices include bombs, grenades, missiles, or any projectile with explosive/incendiary materials.

- Defensive sprays (pepper spray, mace, bear spray) are permitted for self-defense only; misuse in an offensive manner is prohibited and may result in disciplinary and criminal action.

Full policy text is available in the [SKC Student Housing Handbook](#) and the [Student Code of Conduct](#).

### **Disciplinary Process**

Alleged violations are investigated by the SKC Housing Director (or designee). Students are notified in writing, provided an opportunity to respond, and may participate in a fair hearing process. Sanctions range from warnings and probation to eviction from housing, suspension, or expulsion, depending on severity.

Appeals may be submitted in writing to the Vice President of Enrollment Management & Student Affairs; their decision is final except in certain serious safety cases.

### **Clery Compliance**

In accordance with the Clery Act, SKC reports all referrals for disciplinary action related to weapons violations in its Annual Security Report (ASR), covering all Clery geography areas.





## Preparation and Distribution of the Annual Security Report

The Annual Security and Fire Safety Report (ASFSR) is prepared by the College's Clery Act Compliance Officer and reviewed by the Security Review Team prior to publication. The report is published by October 1 of each year in compliance with the Clery Act. The report is prepared in cooperation with local law enforcement agencies, the SKC Student Housing Department, and the Vice President of Academic Affairs. 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 are reported to SKC Security, designated campus officials including but not limited to directors, department heads, designated campus security authorities, and local law enforcement agencies. The ASFSR and the data included in it are compiled by collecting data, programs, policies, and other information from SKC Security, and SKC Student Housing Department.

The ASFSR is published on the college website.

- All SKC employees and enrolled students receive an email notification of the availability and location of the most recent report. Additionally, faculty and staff members receive notification of the availability of the report with their paycheck following report publication. The most recent report is available at <https://www.skc.edu/campus-security/safe-campus/>
- All prospective employees may obtain a copy from Human Resources in the Big Knife Building or by calling 406.275.4985 and the website address will be attached to SKC employment applications.
- Prospective students may obtain a copy of the report on the College website.



- Each year, a notice is placed in a new student's packet at New Student Orientation, which provides the website to access this report.
- Notification that provides the web site to access this report is printed on the current student applications and employment applications.
- A paper copy of the report may be obtained at the SKC Security Office located to the west of the Big Knife Building or by calling 406.275.4751 or 406.239.6267.

### **Office/Individual Responsible for this Report**

SKC Security Team Leader and Center for  
Prevention & Wellness Staff

### **Location where documentation is kept**

SKC Security Office

### **Date Policy and Procedures were last updated**

11/ 30/ 2020

## Classification of Crimes

On-campus is defined as “any building or property included in this report are classified according to the FBI’s Uniform Crime Reporting (UCR) Handbook and federal law under the Clery Act. Definitions of each reportable offense are provided in the Definitions section of this report.

- For murder/non-negligent manslaughter, negligent manslaughter, rape, forcible fondling, incest, statutory rape, aggravated assault, domestic violence, dating violence, and stalking, the number of victims is counted.
- For robbery, burglary, larceny, vandalism, and arson, one offense is counted per distinct incident, regardless of the number of victims.
- For motor vehicle theft, each vehicle stolen (or attempted to be stolen) is counted separately.
- For liquor law, drug law, and weapons violations, statistics reflect the number of individuals arrested or referred for disciplinary action.
- Domestic violence, dating violence, and stalking incidents are counted under those categories, and may also be reflected under the underlying crime (if Clery-reportable), such as aggravated assault.
- Hate crimes are reported based on the underlying offense (e.g., assault, vandalism) when motivated by bias. Simple assault, intimidation, larceny, vandalism, or other crimes involving bodily injury that are not otherwise Clery-reportable are listed separately as hate crimes. Hate crime categories include those motivated by bias against race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

## Definitions of Clery Geography

The Clery Act requires institutions of higher education to report crime statistics by specific geographic categories. These categories are defined by federal law as follows:

### **On-Campus:**

- Any building or property owned or controlled by the institution within the same reasonably contiguous area and used in direct support of, or in a manner related to, the institution’s educational purposes. This includes residence halls, academic buildings, administrative buildings, parking areas, and other facilities. On-campus property also includes buildings owned by the institution but controlled by another person (such as a vendor) that are frequently used by students and support institutional purposes.

### **On-Campus Student Housing:**

- A subset of on-campus property that includes any student housing facility owned or controlled by the institution, or located on property that the institution owns or controls, and is used to house students.

### **Non-Campus Building or Property:**

- Any building or property owned or controlled by a student organization officially recognized by the institution, and any building or property owned or controlled by the institution that is used in direct support of the institution’s educational purposes, is used by students, but is not within the same reasonably contiguous geographic area of the institution.

### **Public Property:**

- All public property, such as streets, sidewalks, parking areas, and thoroughfares, that are within the campus boundary or immediately adjacent to and accessible from the campus.

These definitions guide how SKC compiles and presents crime statistics in the following section.



# Salish Kootenai College Crime Statistics

Campus Crime Statistics		GEOGRAPHIC LOCATION				
Offense Reported by Hierarchy	Year	On- Campus	On-Campus Student Housing	Non- Campus Property	Public	Unfounded
Murder/Non Negligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2024	0	0	0	0	0
	2023	0	0	0	1	0
	2022	0	0	0	0	0
Forcible Fondling	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Incest	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Statutory Rape	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	7	0	0
Burglary	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	3	6	0	0
Motor Vehicle Theft	2024	0	0	0	0	0
	2023	0	1	0	0	0
	2022	0	0	6	0	0
Arson	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	1	1	0	1	0

VAWA Offenses		GEOGRAPHIC LOCATION				
Offense	Year	On-Campus Property	On-Campus Housing	Non-Campus	Public Property	Unfounded
Domestic Violence	2024	1	4	0	0	0
	2023	1	1	0	0	0
	2022	1	1	0	2	0
Intimate Partner Violence	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	1	0	0	0
Stalking	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	2	2	0	0	0



Arrests and Disciplinary Referrals		GEOGRAPHIC LOCATION				
Offense Reported by Hierarchy	Year	On-Campus	On-Campus Student Housing	Non-Campus Property	Public	Unfounded
Arrests: Weapons	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	1	0	0
Disciplinary Referrals: Weapons	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	0	0
				0	0	0
Arrests: Drug Abuse Violations	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	0	0	0	1	0
Disciplinary Referrals: Drug Abuse Violations	2024	0	3	0	0	0
		1	0	0	0	0
	2023	1	0	0	0	0
	2022	3	3	166	0	0
Arrests: Liquor Law Violations	2024	0	0	0	0	0
	2023	0	0	0	1	0
	2022	0	0	41	0	0
Disciplinary Referrals: Liquor Law Violations	2024	0	0	0	0	0
	2023	0	0	0	0	0
	2022	5	5	0	0	0

Hate Crime Reporting Table				
Year	Geographic Location			
	on Campus Property	On Campus Student housing	Non Campus Property	Public Property
2024	0	0	0	0
2023	0	0	0	0
2022	0	0	0	0



## Security and Access to SKC Facilities and Housing

The SKC Security Department may grant access to a building. Upon granting access to a building for a person at SKC, the officer will check the ID and if the person is attempting to gain access to a unit of Student Housing, the determination will be made if the individual is a tenant of the unit.



SKC maintains an open campus. Instructors regulate access to classrooms and laboratories. Campus Security is responsible for evening access to buildings and their lockup. The SKC security system covers all buildings on campus. Facilities staff and SKC Security personnel are responsible for activating and deactivating security systems at night, in the morning, and as needed for campus activities. SKC Student Housing is patrolled regularly by SKC Campus Security. Access to individual units is controlled in accordance with the SKC Student Housing Handbook. Keys are issued to the head of household, and the SKC Student Housing Department maintains the key system and manages unit entry in accordance with the Housing Handbook.

If a student worker or intern needs access to a building, the Department Head supervising the student will send the name(s) to SKC Security to verify they are allowed to have access into the building without the presence of a staff/faculty member.

## SKC Security for Housing Needs

Access to SKC Student Dorm and Housing facilities is restricted to student tenants, authorized staff members, and hosted guests. If the person seeking to be admitted is listed as a tenant, the head of house will be contacted to verify the individual has permission to have access into the residence. If the person is a staff/faculty member looking for access into a building, ID will be checked to verify they are to be in that building.

Salish Kootenai College does not have any off-campus Student Housing locations. SKC Security only patrols the SKC campus and contiguous areas surrounding SKC.

SKC Student Housing must be notified of all personal security concerns. For instance if your bedroom or bathroom door doesn't lock, report it so it can be repaired. Report any concerns you have as this may help build a case and SKC Security is aware and can patrol campus more effectively and hopefully divert a potentially dangerous situation.

The SKC Student Housing Department hosts a welcome dinner for dormitory residents and Student Housing residents in the fall, winter and spring quarters. During this, student tenants view and sign the SKC Student Housing Handbook which encourages tenants to practice basic safety and report violations of the SKC Housing and Dorm handbook. Tenants are required to uphold the drug and alcohol free campus policy.

Student tenants may not prop open exterior doors or permit entry to unknown individuals. The security of the living environment is each student tenant's responsibility. Student tenants should report suspicious activity to SKC Security.

Student tenants should also practice basic safety and security habits, including the following:

- Keep your room and POD doors locked.
- Keep your car door locked.
- Place valuables out of sight.
- Walk with a trusted friend and stay in lit areas.
- Report suspicious people or activities.

SKC Security is available to provide an escort from any point on campus back to Student Housing.



## Reporting of Student Instances

### Employee Obligation to Report

In compliance with the 2024 Title IX regulations, Salish Kootenai College requires most employees to promptly report incidents of sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or stalking involving students to the Title IX Coordinator.

### Who Must Report

- All SKC employees with responsibility for administrative leadership, teaching, advising, coaching, or other professional student-facing roles are considered “responsible employees” and must report.
- Employees with supervisory responsibilities are also required to report.
- Confidential employees (e.g., licensed counselors or other staff specifically designated as confidential resources) are not required to share details with the Title IX Coordinator unless the student requests it. Confidential employees may, however, offer support, referrals, and resources.

### What to Report

Employees must share all known details, including:

#### Student Information

- Name(s) of the student(s) involved, if known

#### Incident Description

- Brief account of what was disclosed or observed

#### Key Details

- Time, date, and location of the incident

#### Other Parties

- Names of other individuals involved (alleged respondent, witnesses, bystanders)

#### Immediate Safety Concerns

- Any indication the student or campus community may be at ongoing risk

### Student Preferences

- Requests for confidentiality, supportive measures, or reluctance to share details

### Employee Response

- Actions taken at the time (e.g., listened, provided resources, referred to Title IX)

### How to Report

Reports should be made to the Title IX Coordinator as soon as possible after receiving the information, either in person, by phone, by email, or through other approved reporting channels.

### Purpose of Reporting

Reporting ensures that students are promptly offered supportive measures, informed of their rights and options, and connected to resources regardless of whether they choose to file a formal complaint or participate in a disciplinary process.

#### **TITLE IX COORDINATOR**

**Big Knife Building**

**406.275.4977**



# Process for Reporting an Emergency or Crime

## Step 1: Call 911

- Dial 911 immediately for police, fire, or medical emergencies.
- Be prepared to provide:
  - The exact address, building, and area of campus.
  - Your full name and the phone number you're calling from (in case of disconnection).
  - The nature of the emergency (number of people involved, known injuries, hazards).
- Stay on the line until the dispatcher says it is okay to hang up.

## Step 2: Notify Campus Security

Call 406.239.6267 or by dialing 211 from a campus phone

Contact Campus Security as soon as possible to ensure appropriate response and follow-up.

## Step 3: Contact the Appropriate Executive Team Member

Once emergency responders and Campus Security have been notified, contact the appropriate executive team member to ensure administrative leadership is informed.

Responsible Offices:

- Office of the President
- Vice President of Business Affairs
- Vice President of Enrollment Management & Student Affairs (EMSA)
- Vice President of Academic Affairs
- Human Resources

## Reporting Crimes and Incidents

- All community members — students, faculty, staff, and guests — are encouraged to report all crimes and public safety concerns to SKC Campus Security promptly.
- Reports can be made 24/7 by calling 406.239.6267 or by dialing 211 from a campus phone.
- Security reviews all incident reports and distributes them to the appropriate authorities.

## Why Reporting Matters

- Ensures timely response by emergency personnel.
- Helps SKC provide Timely Warning Notices and emergency notifications when needed.
- Guarantees inclusion in SKC's Annual Security and Fire Safety Report, which tracks crime statistics for the previous three years.
- Promotes a safe and secure campus by encouraging community awareness and preventative action.

# Preparing and Reporting Crime Statistics

Salish Kootenai College prepares this Annual Security and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The College collects crime statistics from multiple sources, including:

- SKC Campus Security personnel
- SKC Student Housing staff
- Local law enforcement agencies: Confederated Salish & Kootenai Tribal Police or Lake County Sheriff's Office

*\*Please note: SKC does not employ a sworn campus police department. All criminal investigations and law enforcement responsibilities rest with our local partners, particularly CSKT Tribal Law Enforcement, the Lake County Sheriff's Office, and municipal police departments. SKC Campus Security provides monitoring, patrols, and assistance but does not have arrest authority.*

Crime statistics reported in this document include incidents that fall under federally required reporting classifications. Statistics reflect the calendar year in which the crime was reported, not necessarily the year in which the incident occurred. If a crime is reported, it is included in the annual statistics regardless of the outcome of a court case, investigation, or other legal proceedings.

SKC makes every effort to ensure accuracy by requesting official data from law enforcement partners for incidents that occurred on campus, in student housing, on non-campus property owned or controlled by the College, and on adjacent public property.

Consistent with federal guidance, crime data is reported according to the FBI's Uniform Crime Reporting definitions and the Clery Act requirements.

The "Hierarchy Rule" is applied when multiple offenses occur in a single incident, with the most serious offense reported, except in cases of sexual assault combined with murder, which are both reported.

The College encourages all students, staff, and visitors to promptly report crimes or suspicious activity directly to law enforcement by dialing 911, or to SKC Campus Security for assistance with reporting and follow-up.

## Classification of Crimes

Crimes listed in this report are classified according to the FBI's Uniform Crime Reporting (UCR) Handbook and relevant federal law, including the Jeanne Clery Act. Please see the Definitions of Terms section at the end of this report for detailed descriptions.

- Crimes Against Persons: For murder/non-negligent manslaughter, negligent manslaughter, rape, forcible fondling, incest, statutory rape, aggravated assault, domestic violence, intimate partner violence, and stalking, the number of victims is reported.
- Crimes Against Property: For robbery, burglary, larceny, vandalism, and arson, one offense is counted per distinct incident, regardless of the number of victims.
- Motor Vehicle Theft: Each stolen or attempted stolen vehicle is counted as one offense.
- Liquor, Drug, and Weapons Violations: Statistics reflect each individual arrested. Disciplinary referrals for liquor, drug, and weapons violations are also reported separately, even if no arrest occurred.
- Domestic Violence, Intimate Partner Violence, and Stalking: These offenses may be counted both under the specific Clery category and under the underlying crime (e.g., aggravated assault), if reportable.

- **Hate Crimes:** Hate crimes are reported when there is evidence that the offense was motivated by bias against the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes may include assault, vandalism, intimidation, larceny, or other offenses. Some hate crimes (such as intimidation or simple assault) may not fall into the main reporting categories but are reported separately as required by federal law.

*\*Note: Clery Act reporting requirements differ from state and local crime reporting standards. For this reason, the crime statistics published in this report may not match the totals reported by local law enforcement agencies. SKC follows federal Clery Act definitions and counting rules to ensure consistency with colleges and universities nationwide.*

## Timely Warnings

The Jeanne Clery Act requires colleges and universities to issue Timely Warnings to the campus community when certain crimes present a serious or continuing threat to students, employees, or visitors. These warnings are meant to keep the SKC community informed and safe by providing accurate, relevant information as quickly as possible.

Timely Warnings are not meant to create panic but to increase awareness, promote safety, and empower individuals to take precautions. By receiving a warning, campus members can make informed decisions about their personal safety — such as avoiding a certain area, securing personal belongings, or looking out for suspicious activity. Issuing a Timely Warning ensures that:

- The SKC community has the information needed to protect themselves.
- Criminal activity is disrupted and opportunities for prevention are increased.
- SKC remains compliant with federal law while strengthening trust and

transparency with students, faculty, and staff.

In the event that a situation arises which constitutes an imminent, ongoing, or continuing threat to the safety of the campus community, either on campus or in close geographic relation to SKC, a Timely Warning will be issued by SKC Administration.

### Decision Process

- SKC Administration will:
  - Confirm the threat in consultation with campus security and/or local law enforcement.
  - Determine the appropriate segment(s) of the campus community to notify.
  - Determine the content of the message.
  - Issue the warning promptly.

Timely Warnings are typically issued through the RAVE emergency alert system and may also be communicated via email, text messaging, phone calls, the SKC website, and/or official SKC social media accounts.

### Exceptions

If local law enforcement advises that issuing a warning would compromise efforts to assist a victim or to contain, respond to, or mitigate the emergency, SKC Administration may delay issuing the warning until advised it is safe to proceed.

### Responsible Offices

- Office of the President
- Vice President of Enrollment Management & Student Affairs (EMSA)
- Vice President of Academic Affairs
- Vice President of Business Affairs

### Reporting Information

Anyone with information warranting a Timely Warning should report the circumstances immediately to:

- SKC Security: (406) 239-6267
- SKC Security Office: (406) 275-4751



Coordination with Local Authorities  
SKC also communicates with local law enforcement and emergency management agencies regarding off-campus incidents that may pose a threat to campus and warrant a Timely Warning.

### **Relationship to Emergency Notifications**

Timely Warnings are issued specifically for Clery-reportable crimes that represent a serious or continuing threat. Emergency Notifications may be issued for a broader range of threats, including but not limited to:

- Active shooters
- Severe weather events
- Communicable disease outbreaks
- Hazardous materials spills or gas leaks

If an immediate threat triggers an Emergency Notification, SKC is not required to issue a separate Timely Warning based on the same circumstances. However, SKC will provide follow-up information to the community as needed.

### **Recordkeeping**

Documentation of all Timely Warnings is archived in the RAVE Emergency Alert System.

## **RAVE: Emergency Alert System**

This system automatically informs all students, faculty, and staff - as well as community members who have signed up for SKC RAVE - of emergencies, warnings, and other actions such as college closure due to weather.

These alerts are sent via Text Message, Email, automated phone message, and computer desktop messages on college computers. The RAVE system is tested at least annually during an emergency drill.

All SKC employees and students are encouraged to register personal cell phone numbers with the RAVE Alert System. Employees can do this by making sure Human Resources has your personal cell phone number.

Students can do this by making sure that Enrollment Services has your personal cell phone.

Call the IT Helpdesk at 406.275.HELP or access the website at <https://helpdesk.skc.edu/home> for more information about this system.

The RAVE Panic Button is also available for employees. The RAVE Panic Button functions allow individuals to press any of the five emergency buttons, triggering a preset notification to on-campus staff and safety personnel as well as 9-1-1. The RAVE Panic Button can be found in either Google Play Store for Android phones or the App Store for iPhones.

- Date policy and procedures were last updated: 11/30/2020

## **Emergency Response and Evacuation Procedures**

In the event that SKC Administration receives information from the CSKT Tribal Police, the Lake County Sheriff's Office, and/or the Office of Emergency Management stating that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on or around campus, SKC Administration will initiate an Emergency Notification.

The Emergency Notification may include notice of evacuation or other required emergency response.

Upon confirmation of an emergency, the SKC President or their designee will, without delay, determine the content of the notification and initiate the emergency notification system (RAVE), unless the notification will compromise efforts to contain, respond to, or otherwise mitigate the emergency.

SKC Administration will determine which segment or segments of the campus are at risk by assessing and taking recommendations from law enforcement personnel and security staff.

Emergency Notification may utilize:

- The phone intercom system
- The college's email and website systems
- The RAVE emergency alert system
- Paper postings by each building's Campus Security Authority (CSA)

In the event of a significant emergency, the Campus Emergency Response Team (CERT) will respond according to established procedures. CERT will continue to assess the emergency to determine the need for updates or broader communication to the community.

For more details about CERT functional roles, please see Appendix A: Campus Emergency Response Team (CERT) – Roles and Contacts.

If an emergency poses a threat to the surrounding community, the President's Office or designee will notify Lake County Emergency Services and coordinate with county and tribal emergency responders to issue information and manage the response. Dissemination of emergency information to the larger community may include press releases, radio announcements, and/or TV alerts, depending on the nature of the emergency. All official information will be issued through the President's Office.

## Lockdown Procedures

(Excerpted from the Salish Kootenai College Emergency Response Plan)

SKC Administration may use lockdown procedures to safeguard employees, students, and visitors during potential threats, including armed intruders, hazardous materials spills, or other emergencies.

Lockdown alerts will be issued using the RAVE Alert system, specifying the type of lockdown and instructions for response.

### Soft Lockdown

- Instruction and business may continue inside secured facilities.
- Doors and windows are locked.
- Building Emergency Coordinators (BECs) may be asked to monitor entrances and admit only individuals with SKC identification, or to avoid doors entirely depending on the situation.
- Example: A nearby hazardous materials spill where sheltering in place is safest until evacuation procedures are determined.

### Hard Lockdown

- Initiated by SKC Administration, or by a BEC who reasonably believes there is imminent danger (e.g., active shooter).
- All employees, students, and visitors must:
  - Move to a secure space.
  - Lock or barricade doors.
  - Silence devices and darken rooms.
  - Remain out of sight until the all-clear is issued.
- Do not open doors until an official all-clear is communicated via RAVE or by identifiable emergency responders.

### General Guidance

- Think quickly, assess, and communicate with those around you.
- Assist individuals with disabilities or others who may need help evacuating or securing in place.
- Keep hallways, fire lanes, and entrances clear for responders.
- Do not re-enter any building until cleared by SKC Administration or emergency officials.

# Emergency Drills, Testing, and Evacuation Procedures

Salish Kootenai College (SKC) conducts regular emergency drills, training, and testing to ensure the campus community is prepared to respond to a variety of incidents. These activities are coordinated by the SKC Campus Emergency Response Team (CERT) and are intended to familiarize students, faculty, and staff with emergency procedures, evacuation routes, and safe practices.

## Annual Drills for Employees

- Emergency drills are conducted annually for faculty and staff.
- Scenarios may include earthquake response, evacuation, shelter-in-place, lockdown, or other emergencies determined by CERT.

## Fire Drills for Students

- Fire drills are conducted in SKC student housing during the fall, winter, and spring quarters.
- These drills are designed to teach students proper evacuation procedures and ensure safe movement to designated evacuation assembly areas.

## Annual Emergency Response and Evacuation Training

- An overview of campus emergency procedures is provided to all new employees as part of new employee orientation.
- Annual updates on campus emergency procedures are delivered during Fall In-Service for all employees.
- CERT coordinates annual testing of the Campus Emergency Response Plan, including the Emergency Notification System.

- Emergency response drills may be announced, but specific dates are not disclosed in advance to better simulate real conditions.
- Documentation and Evacuation Maps
- SKC documents each emergency drill and test, including the date, type of exercise, description, and whether it was announced or unannounced.
- Documentation is maintained by the Security Team Leader in the SKC Security Office.
- Maps of evacuation locations are posted near exit doors in all campus buildings.

Date	Type of Exercise	Description	Announced / Unannounced
Nov 6, 2024	Earth Quake Evacuation	All Campus	Unannounced



## Incident Management and Recovery

Incident Management and Recovery  
Salish Kootenai College (SKC) is committed to maintaining the continuation of essential functions for students, faculty, and staff through a comprehensive program of incident management and recovery.

### Policy Framework

- [SKC Policy 705.00](#) establishes the scope and process for emergency response at the College.
- The purpose of this policy is to ensure a rapid, coordinated, and effective response to any incident or disaster that interrupts normal operations, as well as the recovery of SKC's critical activities.

### Response Priorities

In the event of a major incident or disaster that compromises campus operations, SKC's highest priorities are:

1. Protecting the health and safety of individuals.
2. Ensuring the continuity of teaching, business operations, and campus functions.
3. Preserving facilities and property.
4. Safeguarding the institution from financial loss.

### Campus Emergency Response Team (CERT)

- CERT is composed of SKC faculty, staff, and administrators.
- The team meets regularly to:
  - Review and update campus emergency plans.
  - Plan and evaluate drills and exercises.
  - Provide oversight for campus response and recovery procedures.
- During an incident, CERT coordinates the College's overall response and supports recovery efforts.

### Building Emergency Coordinators (BECs)

CERT operates through an organized Building Emergency Coordinator (BEC) structure to manage incident-specific actions within SKC facilities.

- Each building has designated, trained BECs who act in accordance with the SKC Emergency Operations Plan (EOP) and CERT direction.
- SKC employees are expected to follow the guidance and direction of BECs during incidents or exercises.
- BEC responsibilities include:
  - Communicating with building occupants and CERT.
  - Coordinating evacuation or shelter-in-place activities.
  - Maintaining accountability for building occupants during an event.
  - Assisting with initial recovery activities once the immediate threat has passed.



## Emergency Management

Salish Kootenai College (SKC) maintains a comprehensive approach to emergency management designed to protect life, preserve property, and ensure continuity of campus operations in the event of a crisis. SKC's emergency planning is coordinated through the Campus Emergency Response Team (CERT), which includes representatives from administration, faculty, and staff. CERT oversees the Emergency Response Plan (ERP) and ensures that procedures are reviewed, updated, and tested annually.

The ERP outlines SKC's framework for managing natural disasters, technological failures, and human-caused incidents that may disrupt campus operations.

The plan is guided by the following priorities-

- Protecting the health and safety of students, faculty, staff, and visitors.
- Ensuring continuity of teaching, business functions, and critical campus services.
- Preserving campus facilities and assets.
- Safeguarding the college from financial loss.

Coordination and Oversight-

- The CERT coordinates drills, training, and response efforts and meets regularly to evaluate campus readiness.
- Building Emergency Coordinators (BECs) are designated in each building to support incident-specific actions such as evacuations or shelter-in-place procedures.

## Community Integration

In the event of a significant emergency, SKC works in coordination with the CSKT Tribal Police, Lake County Sheriff's Office, and Lake County Emergency Services. If an emergency poses a broader community threat, SKC will disseminate information through the President's Office using press releases, radio announcements, and other media.

## Training and Continuity

Emergency response and evacuation procedures are reviewed with all new employees during orientation and updated annually during SKC In-Service. Departments are expected to align their internal procedures with the campus-wide Emergency Response Plan to ensure continuity of academic and business functions in the event of a disruption.

## Crime Prevention & General Safety Programs

Salish Kootenai College (SKC) is dedicated to maintaining a safe and secure campus environment, including campus facilities, student housing, and grounds. Achieving this goal requires the cooperation of all students, employees, and tenants, who are expected to exercise personal responsibility and be familiar with SKC's safety policies and procedures.

SKC provides a variety of general safety and crime prevention programming each year through the Center for Prevention & Wellness (CPW), the Housing Office, and the Office of Human Resources. Programs address personal safety, crime prevention, and emergency preparedness.

### *Educational Programs for Employees*

- All employees are enrolled in KnowBe4 online training, which includes the federally required Campus SaVE Act course.
  - This course covers:
  - Sexual violence prevention and response.
  - SKC's Drug and Alcohol Policy.
  - Campus emergency response procedures.
  - Building-specific safety and security practices.

### *Programs for Faculty & Staff*

- Faculty and staff receive updated reportable crime statistics for SKC and the surrounding area.
- This information is available at:
  - <http://safety.skc.edu>
  - The annual SKC In-Service (September)
  - Monthly employee meetings during the academic year

### *Safety Technology for Students*

- Students are encouraged to use the RAVE Guardian safety app (available in the App Store and Google Play).
- Features include:
  - Entering destination and expected arrival time.
  - Checking in when they arrive.

- Automatic alerts sent to a designated emergency contact if the student does not check in.

### *Housing-Specific Education*

- Students living in SKC Housing participate in orientation programming that includes:
  - Facility access and security information.
  - Personal safety considerations.
  - SKC's drug and alcohol policies.
  - Campus safety and security resources.





## Primary Prevention & Awareness Programs (VAWA / Title IX)

In addition to general safety education, SKC provides primary prevention and awareness programs as required by the Violence Against Women Act (VAWA) amendments to the Clery Act. These programs are designed to prevent sexual assault, dating violence, domestic violence, stalking, and substance misuse.

### Vector Solutions Online Courses (Students Courses)

- All first-year students are required to complete:
  - AlcoholEdu for College (alcohol awareness, prevention, and risk reduction).
  - Sexual Assault Prevention for Undergraduates (addressing sexual violence, consent, and bystander intervention).
- Additional modules are available to all students, covering:
  - Mental health and well-being.
  - Substance misuse prevention.
  - Trauma-informed practices.
  - Campus safety and community well-being.

### Bystander Intervention Training

- New students participate in “You, Me, We”, a bystander intervention program.
- Training covers:
  - Consent and Title IX definitions.
  - Mandatory reporters vs. confidential employees.
  - Strategies for safely intervening or preventing identity-based harm.
  - Overcoming barriers to intervention.
  - Campus resources for support.

### Ongoing Awareness Efforts

- Prevention messages are reinforced during:
  - SKC In-Service (September).
  - Employee meetings throughout the year.
  - Awareness campaigns and events coordinated by CPW and campus partners.
  -
- Updated crime statistics, safety information, and prevention resources are also available online at <http://safety.skc.edu>.

# Responsibilities of the SKC Community

Members of the Salish Kootenai College community share responsibility for maintaining a safe and secure campus. Everyone is encouraged to take proactive steps to protect themselves, their property, and others. Please use the following guidelines to help keep our community safe:

- Report immediately: Call 911 for emergencies or suspicious activity. For non-emergency assistance on campus, contact SKC Campus Security at 406.239.6267.
- Be aware at night: Walk with a friend when traveling after dark. Stay on well-lit pathways and avoid isolated areas.
- Housing safety: Access to dorms and family housing is restricted to residents and their invited guests. Do not allow unauthorized individuals to enter secured buildings or living areas. Always lock your unit and secure windows.
- Vehicle safety: Keep your car doors locked and windows closed. Park in well-lit areas when possible, and avoid leaving valuables inside. If necessary, store items in the trunk before arriving on campus.
- Protect your property: Keep wallets, purses, laptops, and backpacks with you—never leave them unattended, even briefly.
- Bicycles and electronics: Use a high-quality lock (such as a U-lock) for bicycles. Record serial numbers or engrave personal identification on valuables, and keep an inventory for insurance purposes.
- Digital safety: Back up important computer files regularly in case devices are lost or stolen.
- Be mindful of privacy: Avoid leaving notes or messages on doors that indicate when you are away.
- By following these simple safety practices and reporting concerns promptly, we can all help make SKC a safer and more welcoming place for learning and growth.





## Policy Statement on Sexual Assault, Domestic Violence, Dating Violence, and Stalking

### Overview & Commitment

Salish Kootenai College (SKC) is committed to a safe, respectful, and inclusive learning and working environment free from violence, harassment, and discrimination. Consistent with federal law (including the Clery Act, the Violence Against Women Act, and Title IX), SKC prohibits the following Prohibited Conduct: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, Complicity, and Retaliation. SKC's policies provide:

- Prevention and education programs for students and employees;
- Reporting options for complainants, witnesses, and concerned community members;
- Supportive measures (available with or without a formal complaint) to restore or preserve equal access; and
- Fair and impartial grievance procedures that apply to Students, Employees, and Third Parties, as outlined in SKC policy.

Retaliation against anyone who reports, participates in, or supports a process under this policy is strictly prohibited.

#### ***Policy Language Update***

*Some SKC policies referenced in this report have been updated to reflect the College's current organizational structure. For example, responsibilities previously assigned to the Dean of Students are now carried out by the Vice President of Enrollment Management and Student Affairs. All references in this report have been adjusted to ensure accuracy and clarity for students, employees, and community members.*

See the full policy below for definitions, jurisdiction-specific laws (CSKT and Montana), reporting and response procedures, and detailed grievance processes.



## Sexual Assault Prevention and Response

### *SKC Policies on Gender-Based Harassment and Related Interpersonal Violence*

The College prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment. Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, "Prohibited Conduct"). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the College, and will not be tolerated. The College adopts this policy with a commitment to:

1. Eliminating, preventing, and addressing the effects of Prohibited Conduct;
2. Fostering the College Community of Trust, in which Prohibited Conduct is not tolerated; Cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct;
3. Providing a fair and impartial process for all parties; and
4. Identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed.
5. Students who violate this policy may face disciplinary action up to and including termination or expulsion. The College will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The College conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy.

It is the responsibility of every member of the college community to foster an environment free from prohibited conduct. All members of the college community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Community members who take such actions will be supported by the College and protected from Retaliation.

SKC's Policy related to Gender-Based Harassment and Related Interpersonal Violence applies to

students who are registered or enrolled for credit- or non-credit-bearing coursework; College

Employees, consisting of all full-time, part-time faculty and adjunct faculty, College Staff, wage(including temps) ; and contractors, vendors, visitors, guests or other third parties within the

College's control. This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees and Third Parties when:

1. The conduct occurs on college grounds or other property owned or controlled by the College;
2. The conduct occurs in the context of a college employment or education program or activity, including, but not limited to, College -sponsored study abroad, research, on-line, or internship programs; or
3. The conduct occurs outside the context of a College employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students, Employees or Third Parties while on college grounds or other property owned or controlled by the College or in any college employment or education program or activity.



4. Questions about which policy applies in a specific instance should be directed to the College's Title IX Coordinator at (406) 275-4985.

Behavior that violates this policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, both the Confederated Salish and Kootenai Nation and the State of Montana criminalize and punish some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking, and Physical Assault. Behavior that violates this policy also may subject a person to civil liability.

#### Definitions:

- Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.
- Intimate Partner Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault (as defined below).
- Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.
- Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.

Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

### Definitions under the Violence Against Women Act

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** A Felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person 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 family 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.

**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.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## Jurisdiction-Specific Crime Definitions and Penalties

The institution is located within the jurisdiction of the Confederated Salish and Kootenai Tribes (CSKT) and the State of Montana. The following definitions and penalties are provided for reference to the laws of the jurisdiction.

### Confederated Salish and Kootenai Tribes (CSKT) Laws Codified

#### **Domestic Abuse & Dating Violence**

**Domestic abuse. 2-1-701.** (1) A person commits the offense of domestic abuse by if the person:

- a. Knowingly or purposely causes bodily injury to a family member, or partner;
- b. Knowingly or purposely causes reasonable apprehension of bodily injury to a family member, or partner;
- c. Negligently causes bodily injury with a weapon to a family member, or partner; or
- d. Knowingly violates a protective order issued by the Tribal Court regarding a family member, or partner.

2. "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household.

These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household.

- "Partner" means spouses, former spouses, and persons who have been or are currently in a dating or ongoing intimate relationship.
- For a first conviction for domestic abuse, the offense is classified as a Class D offense over which the Tribes have exclusive jurisdiction.
- For a second conviction for domestic abuse, the offense is classified as a Class D offense over which the Tribes have exclusive jurisdiction.
- For a third or subsequent conviction for domestic abuse, the offense is classified as a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana.

1. **Sexual assault. 2-1-601.** A person commits the offense of sexual assault by knowingly making sexual contact with another without consent.
2. "Without consent", as used in this section and in section 2-1-602, means:
  - a. the victim is compelled to submit by force against himself, herself, or another, or
  - b. the victim is incapable of consent because he or she is:
    - i. mentally defective or incapacitated;
    - ii. physically helpless; or
    - iii. less than 16 years old.
  - c. As used in subsection (2)(a), the term "force" means:
  - d. The infliction, attempted infliction, or threatened infliction of bodily injury or the commission of a forcible felony by the offender; or

e. The threat of substantial retaliatory action that causes the victim to reasonably believe that the offender has the ability to execute the threat.

- (3) Except as provided in subsection (4). Sexual assault is a Class D offense over which the Tribes have exclusive jurisdiction.
- (4) If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender commits a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana.
- (5) An act "in the course of committing sexual assault" shall include an attempt to commit the offense or flight after the attempt or commission.

#### **Sexual intercourse without consent. 2-1-602.**

1. A person who knowingly has sexual intercourse without consent with another person commits the offense of sexual intercourse without consent.
2. Sexual intercourse without consent is a class E offense over which the Tribes have concurrent jurisdiction with the State of Montana.

#### **Stalking. 2-1-510.**

1. A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:
  - a. Following the stalked person; or
  - b. Harassing, threatening, or intimidating the stalked person, in person or by phone, by mail, or by other action, device, or method.
2. This section does not apply to an activity protected by the Tribal Constitution or the Indian Civil Rights Act.
3. For the first offense, a conviction of stalking is a Class D offense over which the Tribes have exclusive jurisdiction.



A second or subsequent offense or a first offense against a victim who was under the protection of a protective order directed at the offender, is a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana. A person convicted of stalking may be sentenced to pay all medical, counseling, and other costs incurred by or on behalf of the victim as a result of the offense.

4. Upon presentation of credible evidence of violation of this section, a protective order may be granted restraining a person from engaging in the activity described in subsection (1).

5. For the purpose of determining the number of convictions under this section "conviction" means:

- A conviction as defined in Section 2-1-113(9).
- A conviction for violation of a statute of a state or tribe similar to this section.

(6) Attempts by the accused person to contact or follow the stalked person after the accused person has been given actual notice that the stalked person does not want to be contacted or followed constitutes prima facie evidence that the accused person purposely or knowingly followed, harassed, threatened, or intimidated the stalked person.

### Definitions under the Montana Code Annotated 2023

Montana statutes covering these acts include:

- **Sexual Assault:** §45-5-502,MCA (Knowingly subjects another person to any sexual contact without consent.)
- **Sexual Intercourse Without Consent (Rape):** §45-5-503,MCA (Knowingly has sexual intercourse with another person without consent or with another person who is incapable of consent.)
- **Aggravated Sexual Intercourse Without Consent:** §45-5-508,MCA
- **Incest:** §45-5-507,MCA
- **Sexual Abuse of Children (Statutory Rape/Fondling):** §45-5-625,MCA

### Partner or Family Member Assault:

§45-5-206,MCA

1. A person commits the offense of partner or family member assault if the person:
  - a. purposely or knowingly causes bodily injury to a partner or family member;
  - b. negligently causes bodily injury to a partner or family member with a weapon; or
  - c. purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member.
2. For the purposes of Title 40, chapter 15, [45-5-231](#) through [45-5-234](#), [46-6-311](#), and this section, the following definitions apply:
  - a. "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, in-laws, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household.
  - b. "Partners" means spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship.

### Stalking -- exemption -- penalty. 45-5-220.

1. A person commits the offense of stalking if the person purposely or knowingly engages in a course of conduct directed at a specific person and knows or should know that the course of conduct would cause a reasonable person to:
  - a. fear for the person's own safety or the safety of a third person; or
  - b. suffer other substantial emotional distress.

2. For the purposes of this section, the following definitions apply:

- a. "Course of conduct" means two or more acts, including but not limited to acts in which the offender directly or indirectly, by any action, method, communication, or physical or electronic devices or means, follows, monitors, observes, surveils, threatens, harasses, or intimidates a person or interferes with a person's property.
- b. "Monitors" includes the use of any electronic, digital, or global positioning device or similar technological means.
- c. "Reasonable person" means a reasonable person under similar circumstances as the victim. This is an objective standard.
- d. "Substantial emotional distress" means significant mental suffering or distress that may but does not necessarily require medical or other professional treatment or counseling.

3. This section does not apply to a constitutionally protected activity.

### **Sexual and Gender-Based Harassment**

Sexual Harassment is any unwelcome conduct of a sexual nature (verbal, non-verbal, graphic, physical, etc.).

Gender-Based Harassment is harassment based on gender, sexual orientation, gender identity, or expression (including acts of aggression or hostility) that does not need to be sexual in nature.

Both forms of harassment are prohibited when they meet one of the following conditions:

1. Quid Pro Quo: Submission to or rejection of the conduct is implicitly or explicitly made a term or condition of employment, academic standing, or participation in College programs. OR

Hostile Environment: The conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from College education or employment.

The College considers the totality of circumstances, including the frequency and severity of the conduct, to determine if a hostile environment exists. A single, sufficiently severe incident (like Sexual Assault) can constitute a hostile environment.

### **Stalking**

Stalking occurs when a person engages in a course of conduct (two or more acts) directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress (significant mental suffering or anguish). The acts can include following, monitoring, observing, threatening, or interfering with property. This definition includes cyber-stalking.

## Reporting Sexual Violence

Any member of the Salish Kootenai College community who believes that they have experienced harassment, discrimination, sexual assault, domestic violence, dating violence, stalking, and/or sexual exploitation is encouraged to report the incident(s) as soon as possible. A complainant may end the informal stage at any time and may initiate a formal complaint.

Students who are a victim or survivor of sexual assault/violence are strongly encouraged to report the incident. To report, students have many different resources available. To file a complaint of sexual violence or any form of discrimination that may also be a crime, you may contact one of the offices below, and depending on whom the complaint is against (faculty/staff, visitor or student).

SKC Security 406.239.6267  
SKC landline: Ext 211

Lake County Sheriff's Office 406.883.7301 or 911

Tribal Police 406.675.4700  
\*An advocate can be requested

To file a complaint of sexual harassment or any form of discrimination that may be a violation of the Student Code or SKC Policies, individuals may contact one of the offices below, and depending on whom the complaint is against (faculty/staff, visitor or student):

Title IX Coordinator (Big Knife Building)  
406.275.4977

- Complaints involving sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, or stalking.
- This office is the primary contact for all Title IX-related matters, regardless of whether the respondent is a student, faculty, staff, or visitor.

Vice President of Academic Affairs (Big Knife Building)  
406.275.4935

- Complaints involving faculty members or academic staff.

Students who are a victim or survivor of sexual assault/violence have the option to report the incident to SKC Campus Security as well as the Lake County Sheriff's Office or Tribal Police. Individuals who are a victim of sexual assault/violence are strongly encouraged to preserve evidence that may be required in the case. Steps to do this include not taking showers, placing worn clothes in paper bags, going to the hospital to receive a rape kit. All evidence is important for prosecuting a criminal offense.

Confidential options to assist in making reporting decisions:

### SAFE Harbor

Emergency Shelter, Crisis Intervention,  
Emergency Advocacy, Support, and  
Transportation

24 Hour Hotline:  
406-676-0800



### **Informal Resolution**

The College offers Mediation as a method of informal resolution only under the following strict conditions:

- A formal complaint of sexual harassment must be filed before informal resolution can be pursued.
- Both the Complainant and the Respondent must provide written, voluntary consent to participate.
- The complaint cannot involve allegations of Sexual Violence.
- Mediation is not available when the complaint involves an SKC employee harassing a student.
- The process must be conducted by a trained Title IX Officer.
- It must be initiated prior to the issuance of a Notice of Hearing.

If deemed suitable by the Title IX Officer and agreed upon by both parties, the process may include conflict resolution or a restorative agreement. Participation is entirely voluntary.

### **Written Notice of Complaint**

Upon receipt of a formal complaint, SKC will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview.

Written notice includes:

1. Notice of the grievance process, including any informal resolution process;
2. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
4. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and

5. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct and subject to disciplinary action.

### **Investigation**

The Title IX Coordinator will make a determination to begin a formal investigation of sex discrimination or a sexual harassment incident which will lead to an institutional action. The coordinator will be available to explain to both parties the process and to notify in writing of the receipt of a complaint and the actions SKC will take. The burden of gathering evidence and the burden of proof must remain on SKC, not on the parties.

An investigation will be conducted by a SKC Title IX official. This investigation will include:

- Meeting personally with the complainant, (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent, (unless extraordinary circumstances prevent a personal meeting),
- Presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made,
- Collecting any physical evidence,
- Meeting personally with any witnesses, (unless extraordinary circumstances prevent a personal meeting with one or more witnesses), and
- Reviewing any documentary evidence.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the complaint process, SKC must:

- Ensure that the burden of proof and of gathering evidence rests on SKC rather than the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence
- Not restrict either party's ability to discuss the allegations or gather and present evidence;

- Provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor;
- Provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate;
- Provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation; and
- Prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility. SKC will determine if a Title IX hearing is necessary. If it is determined that SKC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date.

## **Outcome**

All policy violations (Sex Discrimination, Sexual Harassment, Sexual Violence) are adjudicated using the Preponderance of Evidence standard, meaning the evidence indicates it is more likely than not that the violation occurred.

- Not Responsible: The complaint is dismissed.
- Responsible: The following sanctions will be considered, applied singularly or in combination.

## **Sanctions for Policy Violations**

Sanctions for students found responsible for policy violations (Sexual Harassment, Sex Discrimination, Sexual Violence). See Page [44](#) for a concise list.

A permanent record of the action is maintained in the student's file, though no notation is made on the academic transcript.

## **Notification and Appeal**

Both parties are notified of the outcome in writing within five business days after the hearing. Both parties have the right to appeal the decision within five days of the hearing.

**Ongoing Assistance:**

In order to ensure the safety and well-being of the complainant, SKC may take interim measures such as changing living arrangements, work schedules, academic schedules, addressing transportation issues, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring), leaves of absence, campus escort services, or similar measures. In addition, while an investigation is pending SKC may initiate a “no contact order” between the parties that carries a sanction of expulsion if violated.

SKC does offer limited internal counseling options, however law enforcement officials and college representatives are available to facilitate access to additional support services, which may be obtained through the Center for Prevention and Wellness at 406.275.4913.

Additional community resources have provided telephone numbers and made available other services for students, faculty, staff and campus community members. SKC Center for Prevention and Wellness will assist any interested person in contacting these agencies.

**Additional Support Services:**

- Safe Harbor 24 Hour Hotline  
406.676.0800
- National Domestic Violence Hotline  
1.800.799.7233 (SAFE)
- National Sexual Assault Hotline  
1.800.656.4673

Training on sexual misconduct including sexual discrimination, harassment, and violence is included in SKC’s education program.

**Bystander Intervention**

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene)

In-person training for student groups and students will be conducted through a variety of presentations, student orientation, and other meetings. In-person training for Active Bystander Intervention skills may include: On-going campus campaigns and information at a variety of events concerning the policy and appropriate behaviors, including Bystander Intervention. Informational websites and brochures devoted to educating students will be presented at prevention workshops. When in-person training is neither practical nor safe, alternative modes of training shall be utilized.

Mandatory training for employees will be provided through in-person training on sexual misconduct: discrimination, harassment, and violence and mandatory reporting through new employee orientations and other periodic training opportunities and upon request. In-person training for Active Bystander Intervention skills may include: ongoing campus campaigns and information at a variety of events, concerning the policy and appropriate behaviors, including Bystander Intervention, and other practices for this topic, please visit a campus resource such as SKC Security or those that are located in the Kenmille building at the Center for Prevention and Wellness.

**Risk Reduction**

SKC requires all students to complete online prevention educational courses Sexual Assault Prevention and AlcoholEdu through Vector Solution. These platforms provide information around risk reduction.

## Related Policies and Procedures

Related Policies and Procedures. In addition to SKC's policy on Gender-Based Harassment and Related Interpersonal Violence, the College has adopted a number of other policies that help ensure a safe and supportive campus environment. These include policies on registered violent and sexual offenders, missing student notification, safety of minors, and drug and alcohol use, as well as other institutional safety measures. Full descriptions of these policies are provided in the sections that follow.

## Registered Violent and Sexual Offenders

In compliance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, Salish Kootenai College (SKC) provides the following information regarding registered sexual and violent offenders.

### Public Information

Information about registered sexual and violent offenders in Montana is maintained by the Montana Department of Justice Sexual or Violent Offender Registry (SVOR).

The registry is available to the public at:

<https://app.doj.mt.gov/apps/svor/>.

Members of the SKC community are encouraged to use this resource for personal safety and awareness.

### SKC Housing Policy

Per the SKC Student Housing Handbook, registered sex offenders and individuals convicted of violent felonies are not eligible to reside in SKC Student Housing. In addition, student tenants may not host guests who are registered sex offenders or violent felons. Inviting such guests is grounds for immediate eviction .

## SKC Human Resources and Security Procedures

- The SKC Human Resources Office maintains information on any registered sexual or violent offenders who are employed at SKC (full-time, part-time, or emergency hires), enrolled as full-time or part-time students, or residing in campus housing.
- Employees may request information regarding registered offenders employed or enrolled at SKC through the SKC Security Department.
- Individuals applying for employment at SKC must disclose their status as a registered violent and/or sexual offender to Human Resources. The Employment Review Committee reviews each case and makes a recommendation to the President regarding employment eligibility and any restrictions to the individual's campus activities.
- Employees who are convicted of a crime requiring registration as a sexual or violent offender must notify the President within five (5) days of conviction.

### Review and Oversight

For student housing applications, felony and sex offender disclosures are reviewed by SKC Security, the CARE Team, and SKC Administration before a final decision on eligibility is made. Students or household members who fail to disclose are subject to automatic eviction. Appeals may be directed to the CARE Team, whose decision is final.

### Commitment to Safety

Through these combined measures, SKC fulfills its legal obligations under federal law while maintaining its commitment to the health, safety, and well-being of the campus community.



## Missing Student Policy

Any individual who has information that a resident of SKC Student Housing may be missing must notify SKC Security immediately. If there is reason to believe the missing student may be at risk of harm, is a danger to themselves or others, or is the victim of a crime, employees should notify SKC Security and call 911.

**Investigation and Internal Notifications**  
SKC Security will immediately initiate procedures to investigate a missing student report. In accordance with [SKC Policy 555.00](#), SKC Security will notify the Vice President of Student Affairs, the Director of Student Housing, and other appropriate officials as part of the investigation.

### Law Enforcement Notification

If a student is determined to be missing, SKC Security will notify local law enforcement within 24 hours, unless circumstances require a more immediate response.

### Emergency Contact Notification

- Students age 18 and above are given the opportunity during the annual housing registration process to designate a confidential Emergency Contact who will be notified no later than 24 hours after the student is determined missing. The Emergency Contact designation remains in effect until changed or revoked by the student.
- If the missing student is under the age of 18 and not emancipated, SKC is required to notify the student's custodial parent or guardian no later than 24 hours after the student is determined missing.

### Clery Act Compliance

In accordance with the Clery Act, SKC will ensure all missing student reports are documented, and notifications will be made within required timeframes while protecting the privacy of students and families to the greatest extent possible.

## Safety of Minors

Salish Kootenai College (SKC) is committed to providing a safe and supportive environment for minors who participate in college-sponsored programs, activities, and events. In alignment with [SKC Policy 710.00 – College-Sponsored Programs or Activities Involving Minors](#), the College offers youth programming such as summer camps, day programs, and community development activities that may involve participants under the age of 18.

### Supervision and Program Requirements

All employees, volunteers, and program leaders involved in college-sponsored programs for minors must follow the procedures outlined in SKC Procedure 710.00. These procedures establish standards for appropriate supervision, protection, and conduct.

- Program staff must complete required background checks and child-protection training prior to working with minors.
- Programs that fail to comply with these requirements may be denied initial approval or permission to continue operations on the SKC campus.

### Mandatory Reporting of Abuse or Neglect

In accordance with Montana law and SKC policy, any employee or volunteer who has reasonable cause to suspect that a minor has been abused or neglected is required to immediately report the concern to law enforcement or the Montana Department of Public Health and Human Services (DPHHS) Child and Family Services Division ([https://archive.legmt.gov/bills/mca/title\\_0410/chapter\\_0030/part\\_0020/section\\_0010/0410-0030-0020-0010.html](https://archive.legmt.gov/bills/mca/title_0410/chapter_0030/part_0020/section_0010/0410-0030-0020-0010.html)).

Reports must also be communicated to SKC administration as outlined in [SKC Procedure 710.00](#), through the designated administrator responsible for the program or activity.

## Privacy and Recordkeeping

Records maintained by Salish Kootenai College (SKC) are subject to applicable federal and state laws regarding privacy and disclosure. Student education records are protected under the Family Educational Rights and Privacy Act (FERPA), which grants students specific rights regarding their educational records and limits disclosure of personally identifiable information without the student's consent, except as permitted by law.

Certain records, such as those created by licensed health care providers (for example, services provided through the campus dental clinic), may also be protected under the Health Insurance Portability and Accountability Act (HIPAA) or other applicable privacy laws. Information retained by SKC that is otherwise protected may be subject to disclosure pursuant to a valid subpoena, court order, or other lawful requirement.

### Clery-Related Records

SKC retains all Clery-related records—including crime reports, fire logs, daily crime logs, and Annual Security and Fire Safety Reports—for a minimum of seven years in compliance with federal law. The daily crime log is available for public inspection during normal business hours, with the most recent 60 days maintained on-site and older entries available upon request.

### College Records Management Policy

All other institutional records are managed in accordance with [SKC Policy 170.00 – College Records Management](#) and the General Records Retention Schedule of the State of Montana, which establish how long records are stored, managed, and disposed of across both paper and electronic formats.

### Clery Privacy and Reporting Requirements

In compliance with the Clery Act, SKC publishes an Annual Security and Fire Safety

Report (ASFSR) that includes statistical information about crimes (including domestic violence, dating violence, stalking, and sexual assault). This information is reported in a manner that does not disclose personally identifying details of victims or other individuals, including information that could reasonably reveal the identity or location of a victim.

SKC also issues Timely Warnings for Clery crimes that pose a serious or continuing threat to the campus community, and Emergency Notifications for significant emergencies or dangerous situations involving immediate threats. In both cases, SKC protects the privacy and safety of individuals to the greatest extent possible while fulfilling federal requirements.

## Procedures for Investigation & Disciplinary Action

Salish Kootenai College (SKC) investigates reports of student and employee misconduct under the procedures outlined in the Student Code of Conduct and the Title IX Policy and Procedures. These policies describe how complaints are received, reviewed, and addressed, and how disciplinary actions are determined.

### Student Misconduct

- Alleged violations of the Student Code of Conduct are reviewed by SKC in accordance with procedures published in the College Catalog.
- Students are notified of alleged violations and given the opportunity to respond.
- Outcomes may include a range of disciplinary actions up to and including suspension or expulsion.

### Title IX and Gender-Based Misconduct

- Allegations of sexual assault, sexual harassment, intimate partner violence, stalking, or related misconduct are addressed under SKC's Title IX Policy.
- Complaints may be filed with the Title IX Coordinator in person, by phone, or by email.

- Upon receiving a report, the Title IX Coordinator promptly contacts the complainant to discuss supportive measures, rights, and the process for filing a formal complaint.
- Investigations are conducted by SKC Title IX officials, and both parties are provided written notice, equal opportunity to present evidence, and notification of outcomes.
- Disciplinary actions for violations may include sanctions up to expulsion or termination, depending on the nature of the violation.

#### Appeals and Records

- Both the complainant and the respondent are notified in writing of outcomes and available appeal processes, as described in SKC's Student Code of Conduct and Title IX Policy.
- Records of investigations and disciplinary actions are maintained by SKC in accordance with the College's Records Management Policy.

For more information, see:

- [Student Code of Conduct \(SKC Catalog\)](#)

#### [Title IX Policy and Procedures](#)

## Available Sanctions

Salish Kootenai College (SKC) holds all members of its community accountable to the standards outlined in the Student Code of Conduct and applicable College policies. When a student, employee, or third party is found responsible for violating SKC policies or engaging in prohibited conduct, sanctions may be imposed.

#### **For Students:**

Sanctions are determined based on the severity and circumstances of the violation, and may include:

- Verbal or written warnings
- Educational or restorative assignments
- Probation (with or without conditions)
- Loss of privileges (including participation in activities or access to facilities)

- Fines or restitution
- Interim measures such as no-contact orders or changes to academic/housing arrangements
- Suspension (temporary removal from the College)
- Expulsion (permanent removal from the College)

#### **For Employees:**

Employees who violate SKC policies are subject to disciplinary action in accordance with SKC's personnel policies, which may include:

- Verbal or written warnings
- Mandatory training or education
- Suspension without pay
- Termination of employment

#### **Additional Measures:**

In cases involving sexual misconduct, dating violence, domestic violence, stalking, or related behaviors, interim and supportive measures may be provided to protect safety and preserve access to education or work, regardless of the outcome of a disciplinary process. These measures may include housing or schedule adjustments, campus escort services, or no-contact directives.

All sanctions are designed to be fair, consistent, and educational, with the goals of preventing recurrence, addressing harm, and promoting accountability.

## Alcohol and Drug Policies

### Commitment to a Drug- and Alcohol-Free Campus

With a view toward ensuring the safety and well-being of students, faculty, staff, and visitors, Salish Kootenai College (SKC) is committed to maintaining a campus environment free of illicit drugs, controlled substances, and the unlawful use of alcohol.

In accordance with the Drug Free Workplace Act of 1988 (DFWA), the SKC Student Alcohol and Substance Abuse Policy, and the Drug Free Workplace Policy ([Policy 261.20](#)), the possession, use, distribution, or manufacture of alcohol or controlled substances on College property or during College-sponsored activities is strictly prohibited. These requirements extend to College classes held away from the main campus and all College-sponsored events.

SKC is an alcohol- and drug-free campus. The consumption of alcoholic beverages by students or employees is not permitted on College property or at College-sponsored events, consistent with Montana underage drinking laws and federal and tribal law. In addition, marijuana—including medical marijuana—and other federally prohibited controlled substances are not permitted on campus or in student housing, consistent with federal law and the policies of the Confederated Salish and Kootenai Tribes.

Violations of these policies may result in disciplinary action under College procedures—up to and including expulsion for students or termination for employees—as well as referral to CSKT Tribal Law Enforcement or the Lake County Sheriff's Office, which may issue citations or make arrests.

### Student Policy

- Alcohol and Drug-Free Campus: Students may not possess, use, or distribute alcohol illicit drugs on College property or at College-sponsored activities.

- Housing: Alcohol, drugs, and drug paraphernalia are prohibited in student housing. Keys and access are issued in accordance with the SKC Student Housing Handbook.
- Disciplinary Consequences: Violations may result in disciplinary action up to and including expulsion, as well as referral to law enforcement.
- Student Code of Conduct: Enrollment at SKC requires compliance with the Student Code of Conduct and the Alcohol and Substance Abuse Policy, available at <https://www.skc.edu/myskc-students>.
- Influence During Class: Attending class or College functions while under the influence of alcohol or drugs may result in dismissal or suspension.

### Employee Policy

Drug Free Workplace ([Policy 261.20](#)):

Employees are prohibited from unlawfully manufacturing, distributing, possessing, or using controlled substances on College premises or during College-sponsored events.

### Testing Policies:

- Drug Testing ([Policy 261.21](#)): Employees may be tested based on reasonable suspicion, post-accident circumstances, or other situations defined by College policy.
- Alcohol Testing ([Policy 261.23](#)): Employees suspected of being under the influence while performing official duties may be required to undergo alcohol testing.
- Disciplinary Consequences: Employees who violate this policy are subject to disciplinary action, up to and including termination. Refusal to test is treated as a positive test.



- **Workplace Coverage:** All SKC worksites—including off-campus classes, sponsored events, and College business activities—are subject to the DFWA requirements.

#### Shared Provisions for Students & Employees

- **Annual Notification:** SKC provides written notification of its Drug and Alcohol policies annually to all students and employees. New employees are notified at hire, and new students at enrollment.
- **Legal Sanctions:** Federal, state, and tribal laws impose penalties—including fines and imprisonment—for unlawful possession, use, or distribution of alcohol and drugs.
- **Enforcement:** If alcohol or drugs (unless prescribed by a licensed healthcare provider) are found on SKC property, CSKT Tribal Police and/or the Lake County Sheriff's Office will be contacted.
- **Treatment Resources:** Counseling, treatment, and referral resources are available through SKC and community providers (see resources section below).

#### Definition of Controlled Substances

A controlled substance is a drug declared illegal for sale or use under federal or state law, but which may be dispensed under a physician's prescription. Controlled substances are classified by the DEA into five schedules:

- **Schedule I:** High potential for abuse; no accepted medical use (e.g., heroin, LSD, marijuana under federal law).
- **Schedule II:** High potential for abuse; available only by prescription, not refillable; includes opioids and stimulants.
- **Schedule III & IV:** Lower abuse potential; available by prescription, may have up to five refills in 6 months.
- **Schedule V:** Lowest potential for abuse; some available over the counter.

Use of injection drugs increases risks of infection with HIV, hepatitis, and other bloodborne diseases, and some substances are associated with increased risk of sexual assault when misused.

#### Health Risks

*The misuse of alcohol and drugs can result in serious health risks, including addiction, impaired judgment, injury, and death.*

*The National Institute on Drug Abuse (NIDA) provides detailed information on commonly abused drugs, including:*

- *Street and commercial names*
- *Common forms and methods of use*
- *DEA schedule classification*
- *Possible short- and long-term health effects*

*This resource is available at [www.nida.nih.gov](http://www.nida.nih.gov)*

#### Federal Drug Laws

- **Denial of Federal Benefits (21 USC §862; 20 USC §1091(r)(1)):** Drug convictions may result in the loss of federal benefits, including loans, grants, contracts, and licenses. Trafficking convictions may deny benefits for 5–10 years, or permanently after a third conviction. Possession convictions may deny benefits for up to 1–5 years.
- **Forfeiture of Property (21 USC §853):** Anyone convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the U.S. any personal or real property associated with the violation (e.g., cars, homes, equipment).
- **Trafficking Penalties (21 USC §841; §860):** Penalties vary by substance and quantity, with fines up to \$20 million and prison terms up to life. Convictions for trafficking within 1,000 feet of a college or university carry double penalties and mandatory minimums of at least 1 year.
- **Possession Penalties (21 USC §844):**
  - **First conviction:** Up to 1 year in prison + \$1,000 minimum fine.
  - **Second conviction:** 15 days–2 years in prison + \$2,500 minimum fine.
  - **Subsequent:** 90 days–3 years in prison + \$5,000 minimum fine.
  - **Crack cocaine possession** carries enhanced mandatory minimums depending on quantity and prior convictions.

## **Education and Assistance**

### **For Students**

- Mandatory Education Courses through Vector Solutions- Salish Kootenai College requires all new students to complete AlcoholEDU and Sexual Assault Prevention for Undergraduates during their first academic quarter
- SKC Center for Prevention & Wellness (406-275-4913): Provides confidential counseling, prevention education, and referrals.
- CSKT Tribal Health Clinic (Vanderburg Building): Local medical and behavioral health services.
- Cedar Creek Integrated Health: Contracted community partner providing confidential mental health and substance use treatment services for SKC students. Contact the Center for Prevention & Wellness to schedule: 406.275.4913.

### **For Employees**

- Guardian Employee Assistance Program (EAP): 24/7 support for substance use, mental health, lifestyle, and work issues.
- SKC Center for Prevention & Wellness (406-275-4913): Counseling and referrals to campus and community resources.
- CSKT Tribal Health Clinic (Vanderburg Building): Local medical and behavioral health services.

### **Compliance Statement**

This information is published in compliance with the Drug Free Schools and Communities Act (20 U.S.C. §1145g) and the Higher Education Opportunity Act (20 U.S.C. §1092, Clery Act). SKC remains committed to ensuring a safe, supportive, and healthy campus environment for all members of its community.

# Annual Fire Safety Report

The Higher Education Opportunity Act of 2008 requires colleges and universities with on-campus student housing to disclose fire safety standards and measures. This report provides information for Salish Kootenai College student housing facilities, including:

- Fire statistics for the three most recent calendar years (2022–2024)
- Fire safety systems installed in each student housing facility
- Number of fire drills conducted annually
- Policies on ignition sources (smoking, open flames, portable electrical appliances, etc.)
- Procedures for fire evacuation
- Policies on fire safety education and training for students and employees



This report has been developed and published by the SKC Housing Office in collaboration with the Campus Emergency Response Team (CERT). For questions about the fire safety portion of this report, please contact the SKC Housing Office at (406) 275-4800 or SKC Campus Security at (406) 239-6267.

## Definition of a Fire

The Higher Education Opportunity Act of 2008 defines a fire as:

“Any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.”

## Description of SKC Student Housing

SKC maintains three types of student housing facilities:

- Family Housing: 55 units (1–4 bedroom), each equipped with smoke detectors and fire extinguishers. Portable electrical appliances are permitted only when issued or approved by SKC Student Housing.
- Lefthand Dormitory: 11 pods, 42 beds; equipped with smoke detectors, a sprinkler system, fire extinguishers, and emergency evacuation doors.
- Honor Dorms (constructed 2019): 3 pods, 12 beds; equipped with smoke detectors, a sprinkler system, fire extinguishers, and emergency evacuation doors.

## Fire or Explosion Emergency Response Procedures

(Excerpted from the Salish Kootenai College Emergency Response Plan)

Fire alarm pull stations are located in most SKC facilities. Department Deans, Directors, Chairs, and other administrative personnel are responsible for ensuring employees are familiar with the locations and operation of these devices.

Portable fire extinguishers located throughout campus are A-B-C rated and may be used on all types of fires. Training is available for employees who would like to learn proper extinguisher use by contacting the Office of the Vice President for Business Affairs.

It is important to note that smoke, heat, and toxic gasses—not flames—are the most common causes of fire-related deaths and injuries. These elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor.

### In Case of Fire or Explosion:

1. Evacuate all people from the immediate area of the fire or explosion.
2. Call 911 from outside the affected room or building.
3. Call Campus Security at 211 from a campus phone or (406) 239-6267 from a cell phone.
4. Call the SKC Front Desk Switchboard at 0 from a campus phone or (406) 275-4800 if during regular business hours.
5. Close doors and windows in the immediate area to contain smoke and flames.
6. Do not use elevators for evacuation.
7. Assist individuals with disabilities or others who may need help evacuating.

### If Using a Fire Extinguisher:

- Attempt to extinguish the fire only if it is small and can be safely contained.

- If the fire is not put out by the first extinguisher, evacuate immediately.
- Do not attempt to use a second extinguisher.

### Evacuation Safety Tips:

Before opening any door, feel the door with the back of your hand.

- If cool: open cautiously, crouch low to the ground, and proceed to the nearest exit.
- If hot: do not open. Seek an alternate route and lead others to safety.
- Assume all smoke and vapors are toxic. Crawl low if necessary.
- Close all doors behind you to contain smoke and flames.
- Gather at the designated meeting location outside the building. Account for all individuals. If someone is missing, notify emergency personnel immediately.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency personnel.
- Do not re-enter the building until cleared by emergency officials.
- The Building Emergency Coordinator (BEC) or designee should appoint one person to wait with security staff and direct firefighters to the fire location.





## Fire Hazards and Prohibited Items

The SKC Student Housing Handbook (revised July 28, 2025) provides a detailed list of fire hazards and prohibited practices.

These include, but are not limited to:

- Candles (with or without wicks), incense, or any open flame
- Explosives or combustible materials/liquids (fireworks, butane, lighter fluid, etc.)
- Hanging items near or around fire safety equipment (smoke detectors, sprinklers, extinguishers)
- BBQs or outdoor grills at the dormitories
- All liquid-fuel appliances
- Burning of any kind inside student housing
- Use of plumbing, electrical, or gas-burning equipment for purposes other than intended
- Smoking and vaping are prohibited in all SKC buildings, including residence halls.

### Fire Safety Education and Training For Students

- Fire safety and evacuation procedures are reviewed with dormitory students during the fall dormitory meeting.
- Housing residents receive guidance on prohibited items, evacuation expectations, and emergency reporting procedures.

### For Employees

- The SKC CERT Team coordinates fire safety education and training for all employees.
- Building Emergency Coordinators (BECs) provide annual training in their assigned buildings and assist during evacuations.
- New employees receive fire safety education during new employee orientation.
- Responsible Offices and Documentation
- Housing fire safety documentation is maintained in the Robert Depoe III Building, Offices 132 & 133.
- Employee fire safety training documentation is maintained by the Chair of the SKC CERT Team.

### 1. Dial 911 immediately to report an incident to emergency personnel. Provide:

- Exact building/location on campus
- Caller's name and call-back number
- Nature of the emergency, including number and condition of injured individuals
- Remain on the line until released by dispatch

### 2. Notify SKC Campus Security

- Dial 211 from a campus phone
- Dial (406) 239-6267 from a cell phone

### 3. Once emergency responders and Campus Security have been notified, contact the appropriate executive team member to ensure administrative leadership is informed.

#### Responsible Offices:

- Office of the President
- Vice President of Business Affairs
- Vice President of Enrollment Management & Student Affairs (EMSA)
- Vice President of Academic Affairs
- Human Resources

Incident reports are completed by SKC Security and forwarded to:

- Vice President of Business Affairs
- Director of Student Housing/Bookstore
- Student Housing Manager (if housing-related)

SKC Security also receives fire alarm reports from Mission Valley Security and Lake County Dispatch.

## Evacuation Procedures

Campus Buildings (students and employees)

- A RAVE Alert will be issued if campus-wide evacuation is required.
- Each building has a posted evacuation map showing emergency exits and designated gathering sites.

- Upon evacuation, employees and students should proceed to the designated site.
- Building Emergency Coordinators (BECs) assist with evacuation and accountability.

## Fire Drills

A fire drill is an exercise supervised by trained staff to evaluate the efficiency and effectiveness of emergency evacuation procedures. During drills, occupants practice evacuating the building, gathering at their assigned assembly points, and assisting others if needed.

- Dormitory residents participate in at least one supervised fire drill annually.
- Employees participate in building evacuation drills coordinated by their Building Emergency Coordinators.

Cross-Reference to SKC Housing Handbook

The SKC Student Housing Handbook (revised July 28, 2025) contains additional fire safety policies, prohibited items, evacuation maps, and resident responsibilities. Copies are available from the SKC Housing Office or online at [https://policy.sk.edu/wp-content/uploads/2025/07/Student\\_Housing\\_Handbook\\_7\\_28\\_25.pdf](https://policy.sk.edu/wp-content/uploads/2025/07/Student_Housing_Handbook_7_28_25.pdf)

## Fire Statistics (2022–2024)

In compliance with the Higher Education Opportunity Act, SKC publishes fire statistics for the three most recent calendar years. These statistics include the number of fires, causes, injuries, deaths, and property damage for each on-campus housing facility. A Fire Log for the current calendar year is maintained by the SKC Housing Office and may be reviewed upon request.

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35231	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35233	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35234	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35235	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35249	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
32250	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35251	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35267	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35269	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35286	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35287	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Resident ial Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requirin g Treatme	Number of Deaths Related to ta Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35288	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35289	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35291	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35294	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35296	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35301	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35340	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35342	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35344	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35346	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35347	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Resident ial Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requirin g Treatme	Number of Deaths Related to ta Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35352	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35356	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35362	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35411	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35413	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35416	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35427	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35428	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35430	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35437	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35438	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35445	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35446	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35498	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35500	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35501	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35508	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35509	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35514	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35518	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35522	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35532	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35534	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35536	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35541	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35542	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
35551	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
Lefhand Dorms Slater Way	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	1	1	Student	0	0	\$ 800.00
Honor Hall	2024	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -

## Plans for Future Fire Safety Improvements Infrastructure

Salish Kootenai College is committed to enhancing campus safety, security, and emergency preparedness. Planned improvements include:

- **Fire and Earthquake Drills:** In addition to quarterly fire drills in the dorms led by Resident Assistants, SKC will expand preparedness activities by conducting a campus-wide fire drill and an earthquake drill during the academic year. Family housing units will continue to participate in at least one annual fire drill.
- **Training and Documentation:** Existing training programs, forms, and recordkeeping systems will be updated to improve consistency, accuracy, and efficiency in reporting and follow-up.
- **Post-Drill Action Plans:** An action plan will be developed and implemented for addressing any failed systems checks or concerns identified during drills. Fire drill safety reports will be distributed to the appropriate campus and community partners for review and compliance.

These efforts will strengthen SKC's overall emergency response readiness and ensure continued compliance with federal reporting requirements.



## Fire Safety Systems in Student Housing Facilities and Fire Drills

At Salish Kootenai College (SKC), student housing facilities are equipped with fire safety systems, including smoke detectors, sprinkler systems (in dorms), fire extinguishers, and posted evacuation routes.

Fire drills are conducted regularly in both the dorms and family housing to prepare residents for safe evacuation in the event of a fire or other emergency. During these drills, students and families practice exiting their units quickly and safely, gathering at the designated Housing Safe Zones or Dorm Safe Zone shown on the campus evacuation map. Evacuation Procedures

### Lefthand Dormitory and Honor Dorms:

- Exit through pod common-area doors or emergency exits located at the north, south, or west access points
- Evacuate to the field west of the SKC Dorms

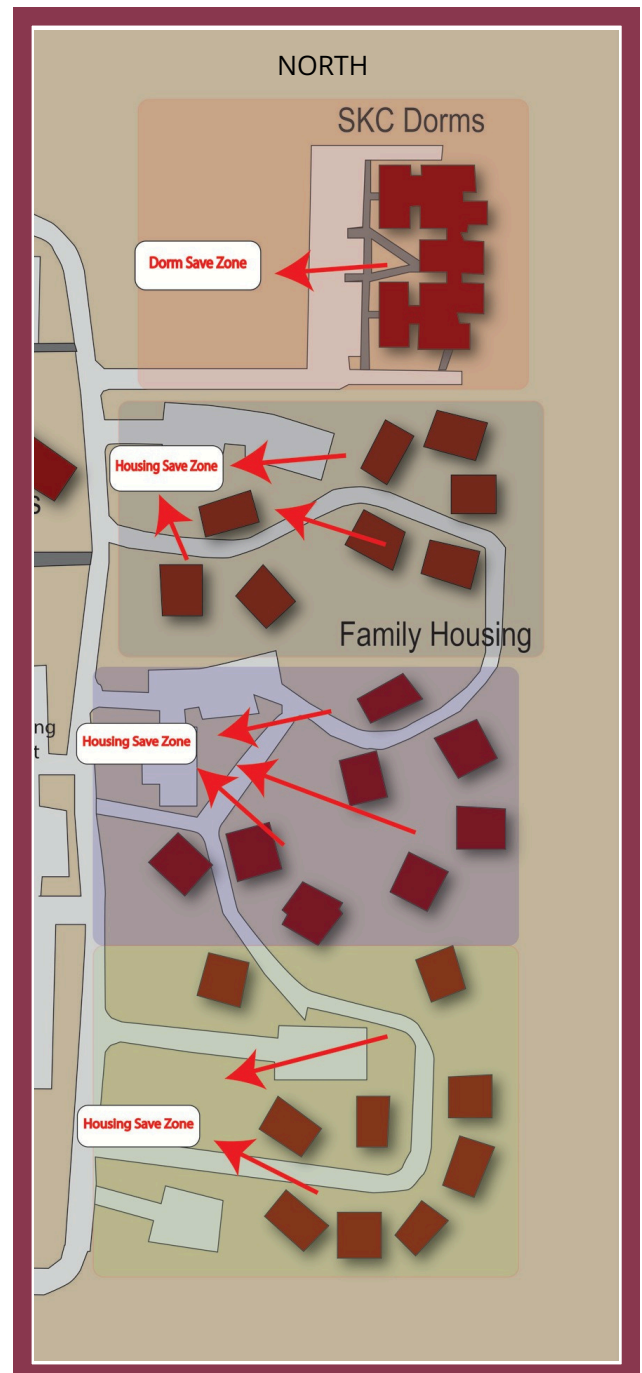
### Family Housing

- North side → evacuate to the field west of the SKC Dorms
- Middle → evacuate to the parking lot south of the Student Services Building
- South side → evacuate to the field north of the golf course

These evacuation points are identified to ensure accountability and provide a safe location for residents to assemble until the emergency has been resolved or further instructions are given. Fire drills also allow residents to practice assisting others if needed and to become familiar with the safest and most efficient evacuation routes from their living spaces.

See the evacuation map to the right for the designated safe zones for SKC Student Housing. This map shows where residents should gather during an evacuation to ensure accountability and safety.

## SKC Dorms and Family Housing Safe Zones



## Definitions of Terms Used in This Publication

Federal Bureau of Investigation's (FBI) Uniform: A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal and Federal law enforcement agencies voluntarily report data on crimes brought to their attention. The FBI's UCR program serves as the basis for the definitions of crimes listed below.

### Crime Definitions

#### Arson

Any 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, etc.

**Assault — Aggravated.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Assault — Simple.** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury; or to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack (e.g., intimidation).

#### Burglary

The unlawful entry into a building/structure to commit a felony or theft.

#### Intimate Partner Violence

Physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault, between individuals involved in a social relationship of a romantic nature. Incidents of intimate partner violence that meet the definition of domestic violence are counted under domestic violence and not under intimate partner violence to avoid double counting.

#### Domestic Violence

Physical harm, bodily injury, assault or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; sexual assault of one family or household member by another; or stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

#### Drug/Narcotic Offenses

(Excludes Driving Under the Influence) 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.

**Forcible Fondling** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will.

#### Hate Crime

(also known as a bias crime) A criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

#### Incest

Non-forcible sexual intercourse between persons who are related to each other within the degree wherein marriage is prohibited by law.

#### Liquor Law Violations

(Excludes Driving Under the Influence) The violation of criminal laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

#### Motor Vehicle Theft

The theft or attempted theft of a self-propelled vehicle that runs on land surface and not on rails (includes eBikes and eScooters)

**Murder and Non-negligent Manslaughter**  
The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter**  
The killing of another person through gross negligence.

**Rape**  
The carnal knowledge of a person, forcibly and/or against that person's will, including sexual assault with an object and forcible sodomy.

**Robbery**  
The 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.

**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.

**Stalking**  
Without lawful authority and under circumstances not amounting to a felony attempt of another crime, a person intentionally and repeatedly harasses or repeatedly follows another person, and the person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation experience under all the circumstances. Also, the stalker either intends to frighten, intimidate or harass the person, or knows or reasonably should know that the person is afraid, intimidated or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

**Statutory Rape**  
Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Unfounded**  
False or baseless complaint.

**Weapons Law Violations**  
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Awareness Programs**  
Trainings provided by the university to increase knowledge about the existence of certain crimes and the resources available on campus and in the community as well as the university's position on these crimes.

**Bystander Prevention**  
Safe and positive ways that witnesses can intervene to deter crimes.

**Ongoing Prevention and Awareness Campaigns:** Trainings and marketing provided by the university to increase knowledge about the existence of certain crimes and the resources available on campus and in the community as well as the university's position on these crimes.

**Prevention Programs:** Trainings and marketing efforts focused on influencing knowledge, attitudes, and behaviors of those most at risk to perpetrate. The rules by which a hearing occurs and administrators determine the outcome in a disciplinary proceeding. Proceeding:

**Result**  
The outcome of a hearing.

**Risk Reduction:** Strategies that decrease the likelihood of becoming a victim are targeted towards potential victims or bystanders who learn strategies to use in-the-moment.

## Campus Resources

### [Center for Prevention & Wellness](#)

406.275.4913 Specializes in health promotion and direct services related to advocacy, mental health counseling, and public health services. Our services are free and confidential for all SKC students.

-Visit [prevention.skc.edu](http://prevention.skc.edu) for additional resource listings including Addition Services & Support, Child & Family Services / Parenting Support, Disabilities, Domestic Violence Services, Employment, Financial Support, Food Banks and Pantries, Health & Related Services, Hospitals and Clinics, Legal, LGBTIQ+, Mental Health Services / Crisis Intervention, Substance Abuse, Drug Information, & Treatment and Transportation.

### [Department of Academic Success](#)

406.275.4790 or 406.275.4868. To help all students, particularly those with the most significant barriers, persist toward and achieve their college, employment, and life goals.

### [SKC Campus Security](#) - 406.239.6267

SKC Campus Security provides crime deterrence through random patrols and watching for potentially hazardous situations and criminal activity.

SKC Campus Security offers the following:

- Campus information
- Jumpstarts
- Loaner gas can
- Assistance with after-hour building and office lockouts

### [SKC Health Clinic](#) - 406.675.2700 ext. 1630

Managed by CSKT Tribal Health, provides accessible, culturally sensitive healthcare and wellness education to Salish Kootenai College students, staff, and the CSKT community through a wide range of medical, behavioral health, dental, and pharmacy services delivered by a qualified team of professionals.

### [SKC Housing](#) 406.275.4884

### [Student Life Coordinator](#) 406.275.4758

### [Title IX Coordinator](#) 406.275.4977

## Off-Campus Resources

[Cedar Creek Integrated Health](#) 406.872.0630  
Mental Health & Addiction Services.

[CSKT Behavioral Health](#) 406.745.4363.

### [CSKT Victim Assistance Program](#)

406.675. 2700(ext.1194). Crime victim advocates provide free, confidential help and services to crime victims throughout Montana. CSK Tribal Crime Advocate Programs serves the Flathead Reservation, Lake, Sanders, and Missoula Counties.

### [Flathead Tribal Police](#) 406.675.4700 ext 1104.

The Flathead Tribal Police Department provides services twenty-four hours a day seven days a week. In addition to investigating crimes and tasking reports from individuals the officers also provide security for several tribal functions, including meetings, polls, pow-wows, funeral escorts, building, and site extra patrols. As well as a 24-hour manned dispatch and jail.

### [Lake County Sheriffs Office](#)

Crime Stoppers Tip Line 406.883.7309.

Emergency: Dial 911

Non Emergencies: 406.883.7301

### [Never Alone Recovery Support Services](#) -

406.332.1003. On-Call Crisis phone (after hours): 406.361.0240 To provide long-term recovery support services in Montana for individuals struggling with addiction and homelessness.

### [National Domestic Violence Hotline](#)

1.800.799.SAFE (7233) TTY: 1.800.787.3224

Text START to 88788 Poison Center

1.800.222.1222

### [Safe Harbor](#) - 24 Hour Hotline 406.676.0800

Emergency Shelter in a safe, secure environment, Crisis Intervention services and Emergency Advocacy when you need it. We can help you with Transportation and provide Emergency Vouchers for things like Groceries and Fuel.



## Appendix A:

### Campus Emergency Response Team (CERT)

#### Roles and Contacts.

##### CERT Membership – Functional Roles

- Campus Security – Provides first response, coordinates with local law enforcement, initiates timely warnings and emergency notifications.
- Director of Housing (or designee) – Coordinates emergency procedures for residence halls and family housing; manages student accountability and housing evacuations.
- Facilities & Maintenance – Ensures building safety, utility shutdowns, access to equipment, and assists with evacuation logistics.
- Information Technology (IT) – Maintains communication systems, mass notification technology, and data security during emergencies.
- Center for Prevention & Wellness (CPW) – Provides behavioral health, crisis counseling, and follow-up support for affected students and staff.
- Student Services / Enrollment Management – Coordinates student communications, academic accommodations, and liaises with faculty/staff.
- Additional Members – May include representatives from Athletics, Academic Departments, or other areas as needed, depending on the type of emergency.

Note: CERT membership may be updated annually to reflect staffing changes. This listing identifies functional roles rather than individual names to ensure clarity and continuity.

Antony Berthelote, Chair – Vice President of Enrollment Management and Student Affairs

Kellie Hudson, Co-Chair – Program Director, Center for Prevention & Wellness

Audrey Plouffe – Vice President of Business Affairs

Jason Nentwig – Grounds Manager

Kathie Maiers – Program Director, TRIO Student Support Services

Luthea Tryon – Director of Housing

Brittnee Benson – Director of Institutional Effectiveness

Stacie Pretty On Top – Operations Manager, IT Services

David Miller – Human Resources

Laura Larson – Security Team Leader

Janet Jolly – Early Learning Center

Brandy Tenas – Project Director, Center for Prevention & Wellness

## Emergency



Emergency Information:

**Emergency Dial 911**

**Tribal Emergency 933**

CSKT Law & Order

406.675.4700

Lake County Sheriff's Office  
406.883.7301

SKC Campus Security

406.239.6267

## Title IX



Title IX Coordinator:

406.275.4977

SKC Title IX Student Support

406.275.4744

SKC Behavioral Health

Crisis Support

406.275.4913

## Student Advocacy & Clinical Counseling



Center for  
*Prevention & Wellness*

406.275.4913

SAFE Harbor

24 Hour Hotline:

406.676.0800