



### **Purpose**

This protocol is established to ensure a timely and effective response to bias-based incidents at any facility or venue owned, operated, or leased by Clark College.

### **Definition**

A bias-based incident involves conduct – including words, slurs or actions, explicit, implied or perceived – that violates Clark College’s policy prohibiting discrimination on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities.

In accordance with established policy, bias-based incidents are not tolerated at Clark College.

### **Protocol**

Any person, including Clark College students, faculty, staff, and visitors, who sees, becomes aware of, or is subject to bias-based expression should immediately notify, in the following order until the first available person is contacted:

1. Director of Safety and Security (360-992-2123)
2. Special Advisor to the President for Equity and Diversity (360-992-2355)

Callers are encouraged to say: “I want to report a bias-based incident”. This will help the College understand the nature of the call and respond appropriately. In addition, when calling Security after 5:00 p.m. callers are advised to let the phone ring several times and to leave a message in voice mail if no one answers immediately. Security may be responding to another call at the time, but they will promptly reply to all messages.

Members of the college community who are deaf or hard-of-hearing can call Disability Support Services video phone at 192.102.5.20 to talk to someone directly using American Sign Language. If your call is not answered, please call the above College employees via your preferred relay service. Calling the video phone number is not required. It is being offered as an option.

Employees who report an incident should also notify their direct supervisor through the chain of command.

The Director of Safety and Security or the Special Advisor for Equity and Diversity will immediately notify the President when an incident has been reported.

The Director of Safety and Security or the Special Advisory for Equity and Diversity will make an initial assessment of the incident. Based on their assessment of the nature and scope of the incident, they may call together the College’s Incident Response Team (IRT). Members of the IRT include:

1. Special Advisor for Equity and Diversity
2. Director of Safety and Security
3. Associate Vice President of Human Resources (or designee)
4. Vice President of Administrative Services (or designee)
5. Vice President of Student Affairs (or designee)
6. Director of Student Life and Multicultural Student Affairs (or designee)
7. Member of Cultural Pluralism Committee (chosen by committee)
8. Director of Disability Support Services/ADA Compliance Officer

IRT membership may be adjusted to reflect changes in position titles and reporting responsibilities in the College.

The IRT may request the attendance of other College personnel as needed, such as the Vice President of Instruction, the Executive Director of Communications and Marketing, a full time faculty counselor, and the Director of Facilities, and seek counsel from the College's Assistant Attorney General (AAG) as appropriate.

The IRT will develop an Incident Action Plan (IAP) to be implemented within one business day of notification of the bias-based incident. The IAP will include, but not be limited to, the following steps:

1. Based on the scale and nature of the incident, the IRT may refer the matter to the Behavioral Intervention Team (BIT) for response.
2. Upon documentation of the incident by the Director of Security Services or the Special Advisory for Equity and Diversity, Security Services will determine whether there has been a violation of College policy or the Code of Student Conduct, and will take appropriate steps to stop the bias-based activity. Security may request support from local law enforcement as needed.
3. Upon documentation of the incident, Facilities Services will clean up or make repairs of any affected buildings, grounds or other College property.
4. Upon the advice of the IRT, the President will issue an initial communication to all or some of the following as deemed appropriate:
  - a. Administrators
  - b. ASCC Leadership
  - c. Program Directors (e.g., directors of health services and the child care center)
  - d. Exempt staff

Following any initial communication, the President will then issue an email to all students, staff and faculty that describes the incident, identifies the actions the College has taken or will take, and affirms the College's commitment to a safe, non-threatening and harassment-free environment. The President will continue to keep the College informed as advised by the IRT. Follow up communication may include an open forum to address the incident further.

5. Student Affairs will provide - or arrange for - counseling and other crisis-intervention services for students as needed.
6. Human Resources will provide - or arrange for - counseling and other crisis intervention services for faculty and staff as needed.
7. The Vice President of Administrative Services will notify the AAG and other officials as deemed appropriate.
8. The Director of Security and Safety or the Special Advisor for Equity and Diversity will follow up with the student or staff member who reported the incident to describe the actions that have been or will be taken.

Based on the nature of the incident, the Special Advisor for Equity and Diversity or the Director of Disability Support Services/ADA Compliance Officer will conduct a thorough investigation of the incident. Students, faculty and staff who are interviewed will be assured that their safety and security are important and that every effort will be made to protect them from retaliation or reprisal.

Results of the investigation will be shared with the IRT, the Cultural Pluralism Committee, and the Executive Cabinet.

Within five business days of the incident the Special Advisor for Equity and Diversity will reconvene the IRT and lead an after action assessment of the College's response. Recommendations for improvement will be shared with the Cultural Pluralism Committee and the Executive Cabinet.

Clark College *The Next Step*

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