A Blueprint for Creating a Safe Campus Model

Presenters:
• Janice Marks, Associate Vice President of Student Development
• Shelly Bilello, Capital Programs Administrator
• Kim McNair, Director of Judicial Affairs

Howard Community College
Gauging the Audience

• How many of you come from campuses that have a behavioral intervention team? an emergency operations team?
• How many of you serve as part of your BIT or emergency operations team.
• How many of you are from campus security offices, counseling offices, judicial affairs, resident life?
• Would you classify yourself as a novice, intermediate or expert on campus safety initiatives?
HCC’s Safe Campus History
Teams Make-up and Role
Building Cross Campus Connections
  • Breaking Down Silos and Increasing Communications
Maintaining Best Practices through Training & Practice
Developing a Culture of Reporting
Utilizing Technology to Support Safe Campus
  • Maxient
  • Student Intervention Icon
Partnerships
  • Maryland Community College’s Chief Student Affairs Affinity Group
  • Maryland Community College’s Statewide BIT Affinity Group
  • Maryland Community College’s Risk Management Affinity Group
  • Howard County and State of Maryland Linkages
Sharing of Best Practices/Discussion
HCC’s Safe Campus Initiatives

Health & Safety
EOP
Security
Emergency Communications
ASSIST
Judicial Affairs
CARE
Established in 1982
Reviews incidents and conditions on campus and makes recommendations for corrective action
Achieves compliance with established health and safety standards
Membership includes representatives from:
- Plant Operations, Facilities, Environmental Services (chair)
- Security
- Human Resources
- Information Technology
- Athletics
- Theatre
- Health Sciences
- Science & Technology
- All academic divisions
- All constituency groups
- Student government association
Safe Campus

Health & Safety

Emergency Operations Plan

Security

Emergency Communications

CARE
Concern, Assessment and Response for Employees

Judicial Affairs

ASSIST
Assessment and Intervention for Students

Emergency Communications

Security
Established in 2000 before the 9/11 World Trade Center incident
Initially formed to write the college’s emergency operations plan
Manages all phases of emergency management: mitigation, preparedness, response, and recovery
Creates and implements policies and procedures for emergencies and incidents, both man-made and natural disasters
Identifies most common threats to the college
Conducts trainings, tests, drill, and exercises
Coordinates activities with local and state agencies
Membership includes representatives from:
  - Administration and Finance (chair)
  - Safety
  - Security
  - Public Relations and Communications
  - Information Technology
  - Student Services
  - Academic Affairs
Security

- Interacts with all teams including the campus community
- Mission is to create and maintain a safe and secure environment
- Provides services including escorts, parking, crime prevention, ID cards, 24-hour surveillance, reporting, and investigations
- Responds to all incidents on campus
- Collaborates with local and state law enforcement agencies
- Oversees security dispatch center
- Prepares annual statistics for the campus crime report under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- Conducts trainings and drills
Safe Campus

CARE
Concern, Assessment and Response for Employees

Emergency Operations Plan

Security

Judicial Affairs

Health & Safety

Emergency Communications

ASSIST
Assessment and Intervention for Students
Emergency Communications

- Integral to the success of emergency response on campus
- Follows the National Incident Management System (NIMS) Incident Command System (ICS)
- Disseminates information to the campus community
  - Mass notification
  - Emergency notification system
  - Immediate emergency notification
  - Timely warnings
- Channels of communications
  - First alert
  - Updates
  - All-Clear
- Confirms threat to the health and safety of the campus community
- Coordinates communications to EOP Team, Emergency Response Team, Building Monitors, Critical College Areas, Public, and Media
Emergency Communication Channels

- Evacuation
- Mobile Alert
- Zone Page
- Email
- PA system
- Digital clocks
Safe Campus

Health & Safety

Emergency Operations Plan

Security

Emergency Communications

Judicial Affairs

CARE
Concern, Assessment and Response for Employees

ASSIST
Assessment and Intervention for Students
ASSIST TEAM
(Behavioral Intervention Team)

Core Team

❖ Janice Marks, Associate Vice President Student Development
❖ Alissa Putman, Associate Director Counseling & Career Services
❖ Suzie Friedman, Assistant Director Mental Health Counseling
❖ Kathy McSweeney, Assistant Director Disability Support Services

Advisory Team

❖ Cindy Peterka, Vice President of Student Services
❖ Lynn Coleman, Vice President of Administration and Finance
❖ Kimberly McNair, Executive Associate to the VP of Student Services, Director, Welcome Center
❖ Ken McGlynn, Director of Security
❖ Barbara Greenfeld, Associate Vice President of Enrollment Services
❖ Yvonne Everett, VPSS Office Executive Assistant
❖ Diane Schumacher, Director of Athletics
❖ Melodie Gale, Assistant Director of LAC, Retention Services
❖ Julie Knox-Brown, Assistant Director of Advising
❖ Camilo Garcia, Director of Records, Registration & Veterans Affairs
❖ Llatetra Brown, Director of Student Life
❖ Traci Palm, Coordinator of Co-Curricular Programs
❖ Bob Marietta, Facility Renovations, Sustainability & Safety Manager
❖ Shelly Bilello, Capital Programs Administrator
❖ Peggy Armitage, Professor of Psychology
❖ Jean Svacina, Assistant Division Chair, English and World languages, Associate Professor ESL
❖ Dave Karn, Assistant Professor, Business & Management
❖ Jerry Casway, Professor, History; Division Chair Social Sciences/Education, Director Rouse Scholars
The mission of Howard Community College’s behavioral intervention team, called the ASSIST Team (Assessment and Intervention for Students Team) is to assess circumstances involving students of concern and to initiate appropriate responses to specific behavioral problems such as suicidal ideation, threats of harm to self or others, and other behaviors that demonstrate a significant disruption to the college community. The ASSIST Team will provide referrals for early intervention and support for identified students to help facilitate a successful outcome for the student’s well being and the safety of the college community.
ASSIST PROTOCOL

• Team receives a report via Maxient and/or security report
• Team meets to discuss in person or via technology
• Team determines if the report is also a conduct issue and refers to judicial affairs.
• Team researches the incident and collects background information concerning the student
ASSIST PROTOCOL

- Information collected can include:
  - History with counseling office
  - Disability documentation and appointment history with DSS
  - Connection with other support services like tutoring, SSS program, athletics, learning communities
  - Prior history with judicial affairs
  - Maryland criminal/civic court involvement
  - Facebook, MySpace pages & other social network outlets
  - Current faculty reports
  - Emergency contact information
TEAM DETERMINES THE RISK LEVEL

- NaBITA Threat Assessment Tool

- Northern Illinois University Student Threat Assessment Team’ Matrix
  - http://www.naspa.org/programs/threatassess/Matrix1.doc
**ASSIST PROTOCOL**

Intervention based on risk level

- **MILD**
  - Monitor

- **MODERATE**
  - Mandated Counseling

- **ELEVATED**
  - Suspension

- **SEVERE**
  - Possibly Notify Police

- **EXTREME**
• Close the loop and monitor the gaps

1. Student is unable to remain on campus – interim suspension goes to Disciplinary Committee to determine if suspension will stand

2. Psychological and/or threat assessment determines that student may return to class but must do so from a distance, if applicable

3. Student may return to campus with compliance with mandated sanctions; periodic checks for compliance will be monitored, determine effectiveness of interventions, monitor

4. Student is no longer a threat and may return to campus, but will be monitored, determine effectiveness of interventions, do periodic check ins on student’s progress.

5. Student never removed, mild threat level, continue monitoring for future reports, determine effectiveness of interventions, if any
Safe Campus

Health & Safety

Emergency Operations Plan

Security

Emergency Communications

Judicial Affairs

CARE
Concern, Assessment and Response for Employees

ASSIST
Assessment and Intervention for Students
Mission:

To create a supportive and inclusive environment that fosters personal growth and development by holding students accountable for their actions and behaviors that are inconsistent with the college’s high standards of honor and good citizenship.
Safe Campus

Health & Safety

CARE
Concern, Assessment and Response for Employees

Security

Emergency Operations Plan

Judicial Affairs

Emergency Communications

ASSIST
Assessment and Intervention for Students
CARE Team

Concern, Assessment, and Response for Employees

- Newest campus safety team launched in fall 2010.
- Purpose: to prevent workplace violence and to get help for employees with emotional or psychological problems.
- Protocol similar to ASSIST Team
- Has an Advisory Team made up of 8 additional members from faculty/staff

Core Team:
- Associate VP of Human Resources
- Director of Security
- Associate Director of Counseling & Career Services
- Director of Mediation and Conflict Resolution Center
- Director of Human Resources
Building Cross Campus Connections

- **Breaking Down Silos and Increasing Communication By:**
  - Overlap in Team Membership
  - Cross-Training Tabletop Exercises
  - Frequent Reporting to Constituencies
Overlap in Team Membership
# SAFE CAMPUS INITIATIVE

## Team Membership and Campus Collaboration

### Health and Safety Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Beagle, Lorraine</td>
<td>Human Resources/Risk Management</td>
</tr>
<tr>
<td>Billie, Shelly</td>
<td>Programs Administrator</td>
</tr>
<tr>
<td>Bohandy, Scott</td>
<td>Audio/Visual Equip Services Manager</td>
</tr>
<tr>
<td>Breuninger, Simone</td>
<td>Office Supervisor, Facilities/Plant Ops</td>
</tr>
<tr>
<td>Cahill, Melissa</td>
<td>Benefits &amp; Employment Manager</td>
</tr>
<tr>
<td>Coles, Polly</td>
<td>Office Associate, Bus/Camp &amp; Eng/Wld Ling</td>
</tr>
<tr>
<td>Collier, Dennis</td>
<td>Facilities Operations Manager</td>
</tr>
<tr>
<td>Collier, Peter</td>
<td>Assistant Professor, Art</td>
</tr>
<tr>
<td>Davis, Kim</td>
<td>Environmental Services Supervisor</td>
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<tr>
<td>Digg, Eric</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Fisher, Kathy</td>
<td>Physical Sciences Laboratory Manager</td>
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<tr>
<td>Gray, Nancy</td>
<td>Risk &amp; Safety Manager, Howard County</td>
</tr>
<tr>
<td>Guilford, Gina</td>
<td>Office Associate, VPAF</td>
</tr>
<tr>
<td>Gregory, Karen</td>
<td>Administrative Office Associate, LLC</td>
</tr>
<tr>
<td>Heimuller, Mike</td>
<td>Director of User &amp; Network Services</td>
</tr>
<tr>
<td>Henlon, Errick</td>
<td>Facility &amp; Athletic Operations</td>
</tr>
<tr>
<td>Hinton, David</td>
<td>Assoc Professor, Computer Aided Design</td>
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<tr>
<td>Hopkins, Travis</td>
<td>Design, Constr, Renovations Specialist</td>
</tr>
<tr>
<td>Keiner, Vera</td>
<td>Biological Sciences Laboratory Manager</td>
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<tr>
<td>Keys, Cathy</td>
<td>Office Associate, Facilities/Plant Ops</td>
</tr>
<tr>
<td>King, Joan</td>
<td>Asst Dir/Counselor, Student Support Svrs</td>
</tr>
<tr>
<td>Lowery, Linda</td>
<td>Textbook Manager</td>
</tr>
<tr>
<td>Marietta, Bob</td>
<td>Facility, Sustainability &amp; Safety Director</td>
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<tr>
<td>McGlynn, Ken</td>
<td>Director of Security</td>
</tr>
<tr>
<td>Neal, Keith</td>
<td>Electronics/Technology Lab Manager</td>
</tr>
<tr>
<td>Nightengale, Chuck</td>
<td>Exec Dir of Capital Project/Facilities</td>
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<tr>
<td>Nitz, Cheryl</td>
<td>Nursing &amp; Health Laboratory Manager</td>
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<tr>
<td>Popp, Michael</td>
<td>Maintenance Manager</td>
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<tr>
<td>Rea, Carol</td>
<td>Rider School Program Assistant</td>
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<tr>
<td>Reynolds, Frances</td>
<td>Assistant Professor, Nursing</td>
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<td>Saunders, Michael</td>
<td>Office Associate, Facilities/Plant Ops</td>
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<tr>
<td>Setter, Buck</td>
<td>Senior Testing Specialist, Test Center</td>
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<tr>
<td>Sharma, Narinder</td>
<td>Welcome Center Supervisor</td>
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<td>Smedley, Mark</td>
<td>Production Coordination, Theatre</td>
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<tr>
<td>Thomas, Scott</td>
<td>UNS Computer and Network Support Tech</td>
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<tr>
<td>Wiley, Jon</td>
<td>International Enrollment Specialist</td>
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### EOP Team

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<tr>
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<tbody>
<tr>
<td>Bengfort, Randy</td>
<td>Director of Communications</td>
</tr>
<tr>
<td>Billie, Shelly</td>
<td>Programs Administrator</td>
</tr>
<tr>
<td>Burba, Angel</td>
<td>Assoc Prof EMS/Paramedics, EMS Prog Dir</td>
</tr>
<tr>
<td>Coleman, Lynn</td>
<td>VP of Administration and Finance</td>
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<tr>
<td>Glaser, Tom</td>
<td>VP of Information Technology</td>
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<tr>
<td>Guilford, Gina</td>
<td>Office Associate, VPAF</td>
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<tr>
<td>Harwood, Pat</td>
<td>Office Associate, Human Resources</td>
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<tr>
<td>Heimuller, Mike</td>
<td>Director of User &amp; Network Services</td>
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<tr>
<td>Horvath, Steve</td>
<td>Assoc VP of Academic Affairs</td>
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<tr>
<td>Marks, Janice</td>
<td>Assoc VP of Student Development</td>
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<tr>
<td>Marietta, Bob</td>
<td>Facility, Sustainability &amp; Safety Director</td>
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<tr>
<td>McGlynn, Ken</td>
<td>Director of Security</td>
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<tr>
<td>Muziera-Mooney, Nanette</td>
<td>Executive Assistant to VPAF</td>
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### CARE Core Team

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Jordan, Dave</td>
<td>Assoc VP of Human Resources</td>
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<tr>
<td>McGlynn, Ken</td>
<td>Director of Security</td>
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<tr>
<td>Putman, Alissa</td>
<td>Assoc Dir of Counseling &amp; Career Services</td>
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<tr>
<td>Rockefelder, Kathy</td>
<td>Dir of Mediation &amp; Conflict Resolution Cnr</td>
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<tr>
<td>Young, Karlyn</td>
<td>Director of Human Resources</td>
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### CARE Advisory Team

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<tr>
<td>Burba, Angel</td>
<td>Assoc Prof EMS/Paramedics, EMS Prog Dir</td>
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<tr>
<td>Hawkins, JoAnn</td>
<td>Assoc VP, Con Ed/Workforce Dev</td>
</tr>
<tr>
<td>Henry, Tabitha</td>
<td>Senior Programmer/Analyst</td>
</tr>
<tr>
<td>Hopkins, Travis</td>
<td>Design, Constr, Renovations Specialist</td>
</tr>
<tr>
<td>Howard, Terry</td>
<td>Preventative Maintenance Clerk</td>
</tr>
<tr>
<td>Jeffrey, Jeannette</td>
<td>Professor, Public Health &amp; Nutrition</td>
</tr>
<tr>
<td>Maltz, Rick</td>
<td>Workplace Violence Consultant</td>
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<tr>
<td>Plantz, Dorothy</td>
<td>Director of Transfer Center</td>
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### ASSIST Core Team

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Friedman, Suzie</td>
<td>Asst Dir of Mental Health Counseling</td>
</tr>
<tr>
<td>Marks, Janice</td>
<td>Assoc VP of Student Development</td>
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<tr>
<td>McGlynn, Ken</td>
<td>Director of Security</td>
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<tr>
<td>McNair, Kim</td>
<td>Dir of Judicial Affairs, Exec Assoc to VPSS</td>
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<tr>
<td>McSweeney, Kathy</td>
<td>Asst Dir of Disability Support Services</td>
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<tr>
<td>Putman, Alissa</td>
<td>Assoc Dir of Counseling &amp; Career Services</td>
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<tr>
<td>Armitage, Peggy</td>
<td>Professor of Psychology</td>
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<tr>
<td>Billie, Shelly</td>
<td>Programs Administrator</td>
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<tr>
<td>Brown, Lilatra</td>
<td>Director of Student Life</td>
</tr>
<tr>
<td>Cassay, Jerry</td>
<td>Division Chair Soc Sci/Teacher Ed</td>
</tr>
<tr>
<td>Coleman, Lynn</td>
<td>VP of Administration and Finance</td>
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<tr>
<td>Everett, Yvonne</td>
<td>Executive Assistant, VPSS</td>
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<td>Gale, Melodie</td>
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<td>Greenfield, Barbara</td>
<td>Assoc VP of Enrollment Services</td>
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<tr>
<td>Karn, Dave</td>
<td>Assoc Professor, Business &amp; Management</td>
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<tr>
<td>Knox-Brown, Julie</td>
<td>Asst Director of Advising</td>
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<td>Marietta, Bob</td>
<td>Facility, Sustainability &amp; Safety Director</td>
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<tr>
<td>Palm, Tracie</td>
<td>Coordinator of Co-Curricular Programs</td>
</tr>
<tr>
<td>Peterka, Cindy</td>
<td>VP of Student Services</td>
</tr>
<tr>
<td>Schumacher, Diane</td>
<td>Director of Athletics</td>
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<tr>
<td>Svacina, Jean</td>
<td>Asst Div Chair, English &amp; World Languages</td>
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### Security

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<tbody>
<tr>
<td>McGlynn, Ken</td>
<td>Director of Security</td>
</tr>
<tr>
<td>Weinrich, Jay</td>
<td>Electronic/Security Technician (Fac/Plant)</td>
</tr>
<tr>
<td>Wood, James</td>
<td>Security Supervisor</td>
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### Emergency Communications

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<th>Name</th>
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<tbody>
<tr>
<td>Bengfort, Randy</td>
<td>Director of Marketing &amp; Communications</td>
</tr>
<tr>
<td>Scribner, Mike</td>
<td>Communications Specialist</td>
</tr>
<tr>
<td>Sharp, Janie</td>
<td>Marketing Manager</td>
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**NOTE:** Bolded members collaborate on multiple teams.
• In FY 2010, completed 4 drills, 3 exercises, 10 tests, and 38 trainings
• EOP Team meets every two weeks
• **Recent accomplishments:**
  ✓ Emergency Quick Reference Guide
  ✓ Web-based on-line emergency training
  ✓ Three Protocol System – Evacuation, Shelter-In-Place, Lockdown
  ✓ College Emergency Operations Center
  ✓ Tornado shelter assessment
  ✓ Emergency notification system study and integration
Drills, Exercises, Tests, Training (EOP Team)

Recent accomplishments continued:
- Exercises with County and State agencies
- Collaboration with MEMA, FEMA, NEMA
- Threat Assessments
- Pandemic Flu preparedness
- Continuity of Operations (COOP) Plan in coordination with Center of Health and Homeland Security

New Initiatives:
- U-Tube training video
- Comic boards, academic division and SGA involvement
- 3-D modeling
Cross-Training & tabletop Exercises

Behavior Intervention/Treat Assessment/Aggression

- On-going Team Training by:
  - Brett Sokolow, JD (NCHERM/NaBITA)
  - W. Scott Lewis, JD (NCHERM/ASCA)
  - John Byrnes (Aggression Management)
  - James N. Madero, PhD (Violence Prevention International)
  - Margolis, Healy & Associates
  - Association of Threat Assessment Professionals
ASSIST College Community Training & Reporting

• Visits and updates to constituency group meetings (administrators, professional technical, support, faculty and adjunct faculty) each semester.
• Professional Development Workshops on safety initiatives, recognizing students in distress, classroom management
• Counseling E-Newsletter to Faculty
• How to Help a Friend Series, Food for Thought Series
• Presentation at New Student Orientation, article in student newspaper.
• Student Intervention Icon demonstrations
• Closing the loop with reporters.
ASSIST Communication Statewide

- Maryland Community College BIT Affinity Group Meetings 3-4 times per year
- Reports to the MD Community College Chief Student Affairs Officers yearly
- Participating in the new MD BIT Affinity Group Yahoo Group.
- Increased MOUS with other colleges to exchange information on students who may be a threat to themselves/others
Developing a Culture of Reporting

Challenges:

- Concerned the student will get into trouble.
- Fear of Reporting.
- Don’t know how to report.

Strategies:

- Stress early intervention, solving the issue before it escalates.
- Listen to reporters concerns, answer questions, involve supervisors as needed, and advise them on safety tips.
- Provide training on how to report, make reporting easy and accessible- Icon
Utilizing Technology to Support Safe Campus

- Maxient
- Student Intervention Icon
Faculty, Staff, Students

ASSIST Reports

Office Management
Data storage
Hearings
Analytics

Faculty, Staff, Students

Conduct Reports

Notifications to staff about reports
Communication to students
Alerts to staff about sanctions
“Watch list” alerts to staff

Faculty

Academic Reports

MAXIEN
HCC Student Intervention Icon

- Automatically pops up on your desktop when computer is turned on
- Loaded on all college staff and faculty computers and on all teaching stations
- Accessible off campus from the college’s intranet
- A one-stop resource for campus safety, emergency protocol, student referral, and reporting information
DEMONSTRATION of ICON
# Developing Partnerships

## Groups
- MD. Community College Chief Student Affairs Officers
- MD. Community College’s Statewide BIT Affinity Group
- Howard County Police Department
- Howard County General Hospital
- CERN
- Horizon
- MD Judicial Affairs Officers
- MD. Campus Security

## Benefits
- Joint training
- Buying Power
- Sharing of best practices
- Information Sharing
- Tips on students of concern-potential threats
- Funding for emergency planning
- Increase response time and performance to emergencies
- Better transition for students
1. Do your teams use formalized protocols and strategies? How are they communicated to the college community?
2. How do you reach and educate adjunct faculty and part time staff regarding safety initiatives?
3. Do you have any unique and effective training strategies?
4. Has your college been successful in fostering a comprehensive reporting culture within the institution? How?
5. Has your college effectively broken down communication barriers/silos and integrated safety campus safety and intervention teams? How.
6. Are your Student BIT, Employee BIT and Judicial Affairs teams supported by comprehensive databases that allow the teams to have a longitudinal view of a student/employee's behavior patterns and trends? What do you use?
7. Does your BIT Team use risk rubrics to classify threats? Models used?
8. Do your behavioral intervention teams utilize mandated psychological assessments, when needed, to determine interventions and threat risk? Who does the assessments?
9. Does your BIT team have the authority to invoke involuntary medical/psychological withdrawal policies?
10. Any questions?
• Janice Marks, Associate Vice President of Student Development: jmarks@howardcc.edu

• Shelly Bilello, Capital Programs Administrator: mbilello@howardcc.edu

• Kim McNair, Director of Judicial Affairs: kmcnair@howardcc.edu
Resources

- http://www.nabita.org/
- http://www.ncherm.org/
- http://www.luc.edu/bct/pdfs/BCT_Presentation_ski.swf (excellent on-line training)
- http://www.theasca.org/

http://maxient.com/
Conduct and BIT Software

http://www.sigmatma.com/books.html The Handbook for Campus threat Assessment & Management Teams

http://www.ecu.edu/cs-ecu/calendar.cfm?a=5&e=5761
5th Annual N.C. Higher Education Safety E-Symposium

National Campus Safety Month

http://www.securityoncampus.org/
Security on Campus , Inc.

http://www.naspa.org/Enough/default.cfm
Enough is Enough Campaign to Stem Societal Violence