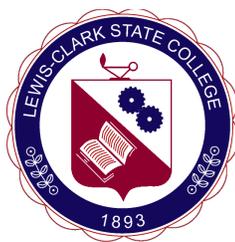




LEWIS-CLARK STATE  
— COLLEGE —

Division of  
Movement and Sport Sciences

Activity Program  
Faculty Handbook



**MOVEMENT and SPORT SCIENCES  
ACTIVITY PROGRAM FACULTY QUICK START GUIDE**

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## **QUICK START GUIDE for MOVEMENT and SPORT SCIENCES FACULTY**

### **KEYS**

**Keys:** The Movement and Sport Sciences Division Administrative Assistant will request keys for you to your office and the entrance door of your office building. You will need to sign for your keys at the Security Office (MLH 110). It is your responsibility to turn your keys in when your employment at LCSC ends. You will be charged a fine if you lose your keys or you do not turn in your keys when you leave.

### **COMMUNICATION**

**Communication:** Most division-wide communication is conducted via email. It is your responsibility to check your email regularly. You should also review the contents of your division mailbox (located in the main office) at least twice a week.

**Email (Faculty/Staff):** All faculty and staff are issued an lcsc.edu email account. Generally, the Movement and Sport Sciences Administrative Assistant will notify you of your lcsc.edu email account once it has been issued, but you can also find out your email account by calling Human Resources at 792-2269. If you have trouble logging into your lcsc.edu email, contact the Information Technology (IT) Help Desk at 792-2231, or email them at [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu). You can also find out more about the email system at [www.lcsc.edu/it/for-staff-and-faculty/email/](http://www.lcsc.edu/it/for-staff-and-faculty/email/). Please see the notes about LCMail below.

**LCMail Policy:** LCMail is LCSC's official source to reach LCSC students through email. Instructors are required to use students' LCMail accounts for all official email correspondence. Make sure your students know that you will only respond to email that they send to you from their LCMail account.

**Faculty Email/Student LCMail Confusion:** Students will generally email you from their LCMail account (it's policy, after all). When they begin to type in your name, LCMail will very helpfully suggest your LCMail account (which you may not even realize you have because you are using the lcsc.edu account). You may never check that email account and, after a while, a student gets frustrated and sends the Chair an email complaining that you never answer your email. The best way to avoid this situation (which appears to occur very, very regularly) is to forward your LCMail to your lcsc.edu account. That way you only have to check one email account and student email never gets lost or missed. The instructions for forwarding your LCMail are attached. Please do this very early in the semester.

## COURSE MANAGEMENT

**Course Syllabi:** All courses must have an associated syllabus, including Directed Studies and Practicums. Instructors may design their own syllabi. Faculty may clarify their own policies regarding plagiarism in their syllabi in addition to the college policy statement.

Other information that it is helpful to include in your syllabus:

- Your name, office location, office phone, office hours, email address (abc@lcsc.edu)
- The number, name, and credits assigned to the course
- Course time & place
- Course description
- Scope and sequence
- Required textbooks, supplies, and/or technology
- Attendance Policy (mandatory to include it on your syllabus if it affects a student's grade or ability to pass the course)
- Evaluation specifics
- Your policy on late assignments
- Course grades
- Your policy on Incomplete Grades
- Last day to withdraw from course without receiving a grade
- A reminder that by college policy, you must use a student's LCMail address if you are going to contact that student by email.

Examples of syllabi from recent semesters can be found in the division office.

**FERPA Tutorial:** One of the first things you need to do after you've completed your payroll paperwork is complete the FERPA Tutorial. The Family Educational Rights and Privacy Act (1974) is a federal law designed to protect the privacy of education records by the Family Policy Compliance Office of the U.S. Department of Education. As an employee of LCSC, you may have access to student education records; therefore, it is imperative that you understand FERPA and its regulations. The online FERPA tutorial will provide you with a brief overview of the Act. Successful completion of the tutorial is the prerequisite for obtaining access to WarriorWeb (see below). To complete the tutorial, do the following:

- Get your LCSC ID number from Human Resources (792-2269)
- Log in to WarriorWeb at [www.lcsc.edu/warriorweb/](http://www.lcsc.edu/warriorweb/)
- Click the ENTER box at the top
- Click on FERPA Tutorial in the upper right corner
- Complete the tutorial and submit your LCSC ID number when you are finished.

**WarriorWeb:** WarriorWeb is the official web-based platform for course management. This is the site where you can locate most of your course information. You can review the following under the Search for Sections link (no log-in required)

- Course Location
- Course Enrollment
- Course Meeting Times
- Course Description
- Course Textbooks

You will need to log in to access this information about your class:

- Rosters (note that you can email your entire class from this link)
- Midterm and Final Grade Submission screens

To log in the first time, after you have completed the FERPA Tutorial (see above), do the following:

- Go to [www.lcsc.edu/warriorweb](http://www.lcsc.edu/warriorweb)
- Click on *Enter*
- Click on *What's my User ID?* (bottom menu bar)
- Your initial password will be the last 6 digits of your Social Security Number. Change your password after you've logged in the first time.

If you have any problems, call the IT Helpdesk at 792-2231, or email them at [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu).

**Enrollment Verification & Rosters:** At the beginning of each semester, faculty are required to submit enrollment verification on the 5<sup>th</sup> and 10<sup>th</sup> day of classes. You are asked to only report attendance for each student once per class. Please note that you don't have to wait for the 5<sup>th</sup> or 10<sup>th</sup> day deadlines, respectively, to report verification of enrollment. Please also note that you should use an "H" and only an "H" to verify attendance.

Directions for how to complete the enrollment verification process are attached. Access your official course roster from WarriorWeb (see above). In class, verify that each student who is attending class is listed on your roster. Students who are not listed on your roster should not be allowed to attend class.

**Grades:**

- Midterm Grades: You must submit midterm grades for all courses numbered 000 through 299 via **WarriorWeb** (see above). The date for midterm grades is set by the Registrar's Office and typically is near the end of the ninth week of classes (see Academic Calendar). All activity classes are P/F.
- Final Grades: You must submit a Final (Semester) grade for each student listed on each of your rosters. The deadline for grade submission is listed on the Academic Calendar. It is very important that you submit your grades by the deadline as the Registrar and Financial Aid office have to confirm all grades within a narrow time frame to enable students to qualify for ongoing financial aid as well as other college services. All activity classes are P/F.

To enter Midterm and Final Grades, do the following:

- Log in to WarriorWeb (see WarriorWeb above)
- Click on *Submit Grades/Attendance*
- Select the Term
- Select Midterm or Final
- Enter Grades and click Submit
- Return to the Faculty Menu and click on View Grades to ensure that your grades have been properly submitted.
- Repeat the process for each class.

Additional Notes related to Grades:

- All activity classes are graded P/F.
- A “W” is entered, only by the Registrar, for students who officially Withdraw from class (faculty cannot assign a W).
- If you award an Incomplete, you must enter the date by which the grade must be submitted to the Registrar. Policy limits completion of Incompletes to one full semester (not including summer) after the semester in which the Incomplete was earned, but you can set a shorter deadline for completion. Please note that you should not enter the date that the student has to get the work to you, but the date by which you will record the grade, as you will need additional time to grade the work and enter the grade. If the grade is not received by the Registrar by the date entered, it will automatically convert from I to F. Adjuncts must get the Chair’s approval prior to awarding an I to a student (because adjuncts are not guaranteed future employment so approval is necessary to ensure someone will be available to complete the grading). Please note that an I grade is viewed as a non-completion and may affect a student’s financial aid for the next semester.

Additional information about Grades is available at [www.lcsc.edu/registrar/grades-honors/](http://www.lcsc.edu/registrar/grades-honors/).

**Grade Changes:** After the deadline for entering semester grades has passed, any changes to a grade must be submitted electronically through WarriorWeb.

## **ACADEMIC CALENDAR**

**Academic Calendar:** The Academic Calendar lists important dates for adding, dropping, and withdrawing from classes, class closures due to holidays, and midterm and final grade submission deadlines. It can be found on the main page for WarriorWeb under *Important Resources*, and a copy is attached. Please also note that the last week of classes is a “No Final Exam” week. If you’re giving a Final, plan to give it at the prescribed time during Finals Week.

**Student Adding/Dropping/Withdrawing:** Deadlines by which students may add, drop, or withdraw from a class are posted on the Academic Calendar (available on

WarriorWeb). Please especially note the deadlines for a student to drop a class without receiving a W on his or her transcript, and the deadline by which students have to withdraw in order to receive a W rather than a letter grade (like an F). It's helpful to remind students of these policies, especially in first- and second-year courses. Also remind students that dropping courses may affect their financial aid, and they should check with the Financial Aid office to be sure they have not jeopardized their aid.

- Adding students to your course: If you have fewer students enrolled in your course than the capacity set for the course, students can enroll in the course online without your permission prior to the last day to add courses online. After that date, students will need your permission. If you want to add students above the specified course capacity, please confer with the Division Chair first.
- Adding students to a course that has a Waitlist: You cannot grant a student permission to add your course prior to the beginning of the semester, if it has an active waitlist on it (check WarriorWeb to find out if your course has a Waitlist). Waitlists are disabled several days prior to the first day of class. Once the Waitlist is disabled, you can add students to your course, per the instructions above.

## **PERSONNEL MATTERS**

**LCSC ID Card:** Your WarriorOne Card is your LCSC ID that serves as your library card and as your identification to get into the Fitness Center. You will need to obtain your WarriorOne card at the Information Desk on the upper level of the Student Union Building. Take picture ID with you to obtain your card. You can also use your WarriorOne Card like a pre-paid debit card. You can load money onto your card account at the SUB Information desk or in the Library and use it like cash at various campus venues (including Sodexo food service, bookstore, some vending machines).

**Cancelling Classes:** If you need to cancel a class for any reason, call the Division office (792-2600) at your earliest opportunity. We will post a notice on the classroom door. If you also want students notified individually, you may email them at their LCMail email addresses (but you still need to inform the Division office of the course cancellation).

**Student Course Evaluations (SCE's):** SCE's are one of the tools we use for faculty evaluation and assessment. The SCE's are a required part of the Annual Review process (all instructional faculty), Tenure & Promotion Portfolios, and Periodic Performance Reviews (tenure-track faculty). I encourage you to use these documents to strengthen your teaching effectiveness. Every student in every course must be given the opportunity to complete an SCE for the course. SCE's are distributed midway through the semester, and it is up to the instructor to choose a date to conduct SCE's in class. Students in online courses will submit their SCE's online. You need to follow the guidelines for distributing, collecting and submitting the SCE's carefully. You will receive a copy of your SCE's from the prior semester midway through the next semester. Please keep track of them as you will need them for the processes described above.

**Classroom Observations:** The Chair conducts periodic classroom observations. These are likely to be unscheduled.

**Division Meetings:** Instructors, tenure-track faculty, and staff are expected to attend all Division meetings unless they are scheduled to teach during the meeting time; adjuncts are welcome, but not required, to attend Division meetings.

**Division Documentation:** The Division Office keeps and maintains records in accord with College policies. All faculty are required to submit the following to the Division office:

- **Syllabi:** You must submit an electronic copy of each course syllabus to the Administrative Assistant at the beginning of every semester.
- **Curriculum Vitae (Fall Semester):** An electronic copy of your updated CV is due to the Division Office at the beginning of each academic year. Please include the current date of your updated CV. Be sure to list any new conferences attended, or grants submitted/awarded and the dates of these activities to show progression through your career.
- **Faculty Contracts/Personnel Action Forms:** Instructors, tenure-track faculty, and staff will receive an employment contract from Human Resources. Adjunct faculty do not receive an official “contract,” but will be given a copy of their approved Personnel Action Form (PA). The PA will show the amount you will be paid and the dates on which you can expect your pay. *Keep in mind the PA is not a contract and does not obligate the College to continued employment.*

## SUPPLIES AND SUPPORT

**Copies:** The Division has access to two copy machines, one is located in Sacajawea Hall and one in Activity Center West. Please see the Movement and Sport Sciences Administrative Assistant for an access number. Try to limit your copies on these machines. For heavy copying needs, please use the campus Copy Center, located in the basement of the Sam Glenn Complex. We make this very easy for you: fill out a very brief copy job order form in our Division office, attach your document(s), and give it to the Administrative Assistant. A division budget code will be assigned and the Division Chair signature obtained before submitting the copy job to the Copy Center. Finished jobs will be put in your division mailbox. Allow at least 48 hours for return. Please do not ask for same day service.

**Requisitions:** Requests for instructional materials and supplies must be submitted using a Purchase Requisition form. This form is available in the Division office. The Division Chair must approve all purchases before they are made. The Administrative Assistant will facilitate your completing this form. Please note that ALL purchases must be approved by the Division Chair PRIOR TO the purchase if reimbursement is expected.

## TECHNOLOGY RESPONSIBILITIES

As a faculty or staff member of the Division of Movement and Sport Sciences, you are assigned equipment and software solely as resources to assist you in performing your duties as an employee. The use of any and all equipment is contingent upon your continuation as a faculty or staff member of the division. Please read the LCSC Guidelines for the Appropriate Use of Technology (<http://www.lcsc.edu/media/3330639/1202-appropriate-use-for-technology.pdf>) and the Idaho Technology Authority Policy for Employee Personal Computer Use (<http://ita.idaho.gov/psg/p1060.pdf>).

Please use technology responsibly as indicated in the usage guidelines of these policies. The equipment you have been assigned remains the property of Lewis-Clark State College Division of Movement and Sport Sciences. Please take reasonable measures to protect the physical and operational conditions of assigned equipment and software as they exist when they are assigned to you.

If technical problems and/or damage to the equipment or software occur, please notify the office of Information Technology (SGC 111, 208-792-2215). Repairs and modifications should only be performed by the Information Technology staff. It is your responsibility to maintain and return all equipment to Lewis-Clark State College in the same condition it was at the time of its loan. Please note that it is your responsibility to return all assigned equipment directly to a staff member of Informational Technology before leaving your current faculty or staff position.

## MISCELLANEOUS

**Student Counseling:** Confidential counseling services are provided free to enrolled LCSC students. If you believe a student would benefit from talking with a trained personal counselor, you can let that student know that the Student Counseling Center is located in Room 111, Reid Centennial Hall. Their phone number is 792-2211. If you believe a student is in a crisis that requires immediate assistance, you may call the Counseling Center, or accompany the student to the Center, and use the word “crisis” in your referral to ensure immediate attention.

**Parking:** Parking permits are required for all LCSC lots. Permits can be purchased at the Cashier’s window in the Administration Bldg., Campus Security (MLH 110), or the SUB Information Desk. To pay with debit/credit card, you must go to the Cashier’s window or SUB Info Desk. You cannot purchase parking permits during the first week of classes when they are distributing financial aid checks. Be aware that street parking is only available on certain blocks in the adjoining residential areas.

**Security:** The Campus Security Department is located in Room 110, MLH. They can be reached at 792-2226 (office) or 792-2815 (radio phone). You can call them for a security escort between your office and car or between buildings. For your own safety, they request that you let them know if you are working on campus after regular business

hours or weekends. If you have a safety concern about a student or coworker, please try to discuss the concern with the division Chair prior to notifying security, or as soon after as possible.

## **MORE INFORMATION**

Human Resources: <http://www.lcsc.edu/hr> (information about benefits, payroll, some professional development opportunities, etc.)

Information Technology (IT): <http://www.lcsc.edu/it>

Library: <http://www.lcsc.edu/library>

Policies and Procedures Manual: <http://www.lcsc.edu/policies/policies/>

Registrar: <http://www.lcsc.edu/registrar> (lots of advising forms you need are here; information about grading, graduation, etc.)

Security: <http://www.lcsc.edu/security>

Student Life: <http://www.lcsc.edu/student-affairs> (information about Student Counseling services, Student Health Services, the Student Handbook, the Student Code of Conduct, etc.)

WarriorWeb: <http://www.lcsc.edu/warriorweb>

LCSC Catalog: <http://catalog.lcsc.edu/>

Division website: [www.lcsc.edu/movement-science](http://www.lcsc.edu/movement-science)

## **APPENDIX**

### **STEPS TO FORWARD LCMAIL ACCOUNT**

<http://www.lcsc.edu/it/for-students/lcmail-information/>

Gmail lets you automatically forward incoming mail to another address.

Here's how to forward messages automatically:

1. Click the gear in the top right.
2. Select Settings.
3. Click the Forwarding and POP/IMAP tab.
4. From the first drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
5. Enter the email address to which you'd like your messages forwarded.
6. For your security, we'll send a verification to that email address.
7. Open your forwarding email account, and find the confirmation message from the Gmail team.

8. Click the verification link in that email.
9. Back in your LCMail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
10. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep LCMail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
11. Click Save Changes.

## ACADEMIC CALENDAR

<http://www.lcsc.edu/registrar/academic-calendar/>

### Fall 2018

New Student Orientation	Friday, Aug 17
Classes begin	Monday, Aug 20
Last day to register/add/drop online	Friday, Aug 24
Last day to pay without late fees	Friday, Aug 24
Last day to add classes or to drop without 'W' grade on transcript (10th day)	Friday, Aug 31
Labor Day (campus closed)	Monday, Sep 3
Instructor and Division Chair approval now required to add classes	Monday, Sep 3
Spring class schedule posted to WarriorWeb	Monday, Oct 8
Mid-term grades due/posted to WarriorWeb	Friday, Oct 19
Last day to drop from classes or withdraw from college for the semester	Thursday, Nov 8
Advance registration for Spring (currently enrolled student only)	Monday - Thursday, Nov 12 - 15
Open registration begins for Spring (new students)	Friday, Nov 16
Thanksgiving Break (no classes)	Monday - Friday, Nov 19 - 23
Last day to apply for graduation (Spring)	Saturday, Dec 1
No final exam week	Monday - Friday, Dec 3 - 7
Final exam period	Monday - Thursday, Dec 10 - 14
Final grades due at 12pm	Monday, Dec 17
Final grades posted to WarriorWeb	Tuesday, Dec 18

## ENROLLMENT VERIFICATION DIRECTIONS

<https://www.lcsc.edu/media/3483462/Attendance-Verification-Procedure.pdf>

### Attendance Verification Procedures for Faculty and Staff

Federal regulations require institutions to verify that attendance commenced for each student in all the classes for which they received financial aid. **Please review the following directions carefully.**

### Submission of Verification

Attendance must be verified for students by **noon** on the **5th** day and **10th** day of the semester. **You do not have to wait for these deadlines.** If you can verify attendance for all students on day 1, do so. **Remember**, the attendance verification information submitted by **NOON** on day 10 should **only** include students who were not counted in your 5th day enrollment verification. In other words, **each student should only be reported once per class.**

Verification should be posted using the code “**H**” (for **here**). Remember, nothing should be posted for students who did not attend, participate, etc. After Day 10, each student should have an “**H**” either in the Fifth Day **or** Tenth Day column, or blank in both if they did not attend either week.

Attendance verification is entered on the same screen and in the same manner that midterm grades are submitted. Simply log in to WarriorWeb and click on the “Submit grades and attendance” link.

## ONLINE PERSONAL SCHEDULE INSTRUCTIONS

<http://www.lcsc.edu/umbraco>

### Completing your Campus Directory Profile

1. Navigate to [www.lcsc.edu/umbraco](http://www.lcsc.edu/umbraco) and sign-in using the username portion of your email (**webws@lcsc.edu**) and your password.
2. You should see your name in the top left of the page. Click on it to begin editing your information.
3. Fill out the desired information and click “Save and Publish” (the floppy disk with the globe). The save without the globe just saves your information in a draft state.

For detailed instructions, there’s a video walkthrough for creating a directory profile. It can be found at <https://vimeo.com/album/2492992/video/73150693>, the password is **lcweb13**. The video shows an outdated method to uploading and inserting your profile photo. An updated method can be found at <http://screencast.com/t/c8gYGzna>. Note, the admin URL in the video is incorrect. The current admin URL is [www.lcsc.edu/umbraco](http://www.lcsc.edu/umbraco).

## ONLINE GRADE CHANGE INSTRUCTIONS

<https://www.lcsc.edu/media/4416039/Grading-Guide-2016.pdf>

### Grading Guide for Faculty/Staff

#### Submitting Grades with WarriorWeb

1. Access WarriorWeb at <https://warriorweb.lcsc.edu> and log-in to 'WarriorWeb for Faculty.'
2. Access the 'Submit grades' link.
3. Using the drop down box, select the appropriate term and click 'Submit.'
4. Using the drop down box, select 'Midterm' or 'Final' grading and click 'Submit.'
5. Select the course you want to grade by clicking the box to the far left of the course and then 'Submit.'
6. Type the grades in the 'Grade' box to the right of each name on the roster. Grades are not case sensitive. Only use expiration dates for Incomplete grades ('I').
7. For security purposes, WarriorWeb has a time out feature. For very large courses, it is suggested that you submit grades in small batches every 10 minutes.
8. Once you have entered grades for all of your students, click 'Submit.'
9. You can see/print the grades you've submitted by using the 'View grades' link at any time. If the grades appear on the 'View grades' link, they have been submitted correctly. You must do this before exiting WarriorWeb to confirm that your grades have been entered.
10. Please e-mail our office at [registrar@lcsc.edu](mailto:registrar@lcsc.edu) if there are discrepancies on your grade roster.

#### Grade Changes

Grade changes must be submitted by the instructor of the course to the Registrar's Office using the Grade Change Form on WarriorWeb. Grade changes can happen at any time. Once the new grade is changed by the Registrar's Office staff, the student can view his or her grade on WarriorWeb. The Registrar's Office also sends notices to students via their LCMail account notifying them when grade changes have been processed.

#### Mid-term Grading

Mid-term grades are required for full-term (16-week) academic courses numbered 000 - 299. Any appropriate grade may be submitted regardless of final grading set-up (pass/fail mid-term grades may be submitted for "letter" graded courses and vice versa). Midterm grades are not calculated in the GPA, nor do they appear on the transcript. However, students and advisors can access these grades on-line.

### **Incomplete Grades**

An 'I' grade indicates that the coursework is satisfactory but has not been completed by the end of the term. The grade and completion date are given at the discretion of the instructor (with the completion date no longer than one semester). All 'I' grades automatically expire to 'F's if the completion date is not met - unless otherwise noted by the instructor. Students are notified of this, just as they are for grade changes. Make certain that a past year is not used as an expiration date when assigning 'I' grades. Students who earn an Incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

### **Withdrawal Grades**

A grade of 'W' is given when a student *officially* withdraws from a class after the fifth day of the term. The grade is recorded on the official transcript but, because it has no grade points, the 'W' notation does not negatively impact the GPA (although it could affect Financial Aid SAP). Instructors cannot assign a grade of 'W' to a student – even if the student has never attended class.

### **Pass/Fail Grades**

Courses graded with the Pass/Fail option receiving a 'P' grade are not included in the calculation of the term or cumulative GPA and do not count for term (Dean and President's lists) or graduation honors. Courses graded with the Pass/Fail option receiving an 'F' grade are included in the calculation of the term and cumulative GPA and do count for term and graduation honors. As such, when calculating the GPA, all 'P' or 'S' grades must be removed from the credit total.

<b>Grading System</b>	<b>Points</b>	<b>Status</b>
Grade		
A	4.0	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Average
C+	2.33	Average
C	2.0	Average
C-	1.67	Below average
D+	1.33	Below average
D	1.0	Below average
F	0.0	Failing
*Grade	0.0	Same statuses as above (remedial courses only)
P	N/A	Passing
S	N/A	Satisfactory/passing
U	N/A	Unsatisfactory/failing

I	N/A	Incomplete
NC	N/A	No credit
AU	N/A	Audited course

**CONTACT INFORMATION FOR MaSS DIVISION**

Division Office Phone Number: 208-792-2600  
Division Office Location: SAC Hall, room 232

## **COURSE SYLLABUS EXAMPLE**

**Lewis-Clark State College**

**Movement & Sport Sciences Division**

Course Title, Semester/Year

**Course Title:**

**Location:**

**Class Hours:**

**Instructor:**

**E-mail:**

**Phone:**

**Course Description:**

This activity course is designed to...

**Course Objectives:**

Upon completion of this course, the student will be able to:

**Methods of Evaluation:**

This class is graded pass/fail.

In addition, please include the following:

- List how many absences are allowed.
- List class make-up policy.
- Identify any additional requirements.

**Course Policies:**

Things to consider here could include:

- Cell phone use
- Tardiness

**Tentative Course Outline:**

Please include:

- Student expectations, by day (i.e. testing, activity day, etc.)

## **EMERGENCY PROCEDURES**

<http://www.lcsc.edu/security/reporting-an-emergency>

### **EMERGENCY AND EVACUATION**

Emergencies at Lewis-Clark State College don't occur very often. However, everyone must be prepared to act properly when an emergency does occur. The Campus Security Department works with Building Evacuation Monitors and each building has an evacuation plan in place if such an event does occur. Staff members of Campus Security and other departments are trained and will respond accordingly when fire, bomb-threat, etc. does occur.

### **WHAT CAN I DO?**

You have already taken the first step by reading this information. In addition, you can (re) familiarize with your daily surroundings. Know the specific "ins and outs" unique to your work area (emergency routes out of the building; location of fire extinguishers, location of the nearest first-aid kit, alarm boxes). Review these pages every so often. In the event of an emergency, you probably won't have the time to read this! Encourage your co-workers, roommates, and friends to become familiar with this information. Familiarity may one day save a life!

### **BEING PREPARED:**

Campus security, in conjunction with the PDT program offers classes in campus safety and active shooter prevention. Please check for scheduled classes <http://connect.lcsc.edu/pdt/> to attend or contact Security for individualized training.

### **REPORTING EMERGENCIES:**

All emergencies, day or night, should be directed to the Campus Security office whenever possible. Patrol officers are available 24-hours/day, 7 days a week. Department personnel will respond and initiate whatever action is necessary, including the notification of specific emergency services (Police, Ambulance, Fire). Campus Security will also determine the need to alert the administrative chain of command.

### **REPORTING EMERGENCIES OR CRIMINAL ACTIONS:**

When reporting an emergency, crime, or suspicious activity, be prepared to provide a situation assessment which should include:

- Type of emergency or criminal activity
- Exact location of emergency or criminal activity
- Description of individuals involved

- Size of the area involved
- Number of injuries/casualties

Remain calm and stay on the line until you are sure the emergency responders know where to find you and/or the emergency. Note: If you call Campus Security and/or (9) 911 from an LCSC phone, you must advise the officer/dispatcher where you are located. We have no way of knowing your location unless you tell us. Know the name of the building you are in and the room number of the emergency. The Campus Security Department will convey this information to the appropriate emergency services.

### **EMERGENCY SERVICES:**

#### Campus Security:

- Business day/time emergencies: 208-792-2226 or ext. 2226 from an LCSC phone
- 24 hours/day emergency phone: 208-792-2815 or ext. 2815 from an LCSC phone

#### Other Emergency Services:

- Lewiston Police: 208-746-0171 or (9) 911
- Lewiston Fire: 208-743-3554 (non-emergency) or (9) 911 (emergency)

#### Student Counseling Services:

RCH 111

Telephone: 208-792-2211 (8:00am-5:00pm)

#### After Hours:

- Call YWCA Crisis Line at 746-9655 or 1-800-669-3176. You can also call St. Joseph Regional Medical Center Emergency Room at 743-2511 or 1-800-678-2513.

We have received a list from the Student Counseling Services office with National Help Lines. Most are 800# and therefore free of long distance charges. However, there are a few that are across country. Call Student Counseling Services at 792-2211 for information on local chapters and/or self-help groups.

### **FIRE HAZARD/ALARM**

#### Pre-emergency planning:

- Plan ahead for a fire emergency. Know your emergency escape routes (at least two).
- Walk through the exit routes so that you can find your way in thick smoke. Note the corners, obstacles, doors, and hallways.
- Learn the location of the fire extinguisher and alarm boxes.
- Keep room exits and hallways clear of obstructions (call Physical Plant at #2247 for excess furniture).
- Pull the nearest alarm box and call (9) 911 and 792-2815 (or 2815), if possible.

- If you are able to extinguish the fire with a portable fire extinguisher, position yourself between the fire and an emergency exit to ensure your safety.
- Evacuate immediately if you cannot contain the fire. Let the Fire Department handle the situation.

Evacuation:

- Exit quickly, even if you only suspect a fire. Don't pause for belongings. Make sure others are evacuating. In a fire, seconds count! (Campus Security personnel will assist with the evacuation process).
- Feel doors before opening. If cool, open slowly and check conditions. If hot, do not open; try alternate route.
- Use the stairs, not elevators. In a fire, elevators may be deadly, as they fill up with smoke and may stop operating.
- In smoke, stay low or crawl! The best air is near the ground. If possible, cover your nose and mouth with a wet cloth.
- Close doors behind you to prevent the fire/smoke from spreading.

**DO NOT GO BACK FOR ANY REASON.**