**Salem Community College**

Appendix A: Civil Disturbances/Demonstrations

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# Appendix A: Civil Disturbances and Demonstrations

Most demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call Public Safety by dialing 2911 from any Red Phone and/or police by dialing 911

If a disturbance seems to threaten the occupants of the building, report it immediately and take the following actions:

Alert all persons in the area of the situation

* Lock all doors and windows
* Close blinds to prevent flying glass

The President or his/her designee will decide to cease work operations, if necessary.

If necessary to evacuate, follow directions from Public Safety or the police.

If evacuation occurs, meet at the location designated as your building rally point and wait for additional instructions and information (see General Evacuation Procedures).

## Scenario

Most demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. If possible, a student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

THREAT of physical harm to persons and/or damage to College facilities.

PREVENTION of access to offices, buildings and/or other College facilities.

INTERFERENCE with the normal operations of the College.

## Decisions to Be Made

* When or if to call for outside assistance

 Who needs to be notified and how

* When or if to cancel classes/work
* When or ifto evacuate the campus (and who)
* Whether to exercise communication plan

Peaceful, Non-Obstructive Demonstrations

* Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked. Efforts should be made to conduct college business as normally as possible.
* If demonstrators are asked to leave but refuse to leave by regular facility closing time:

Arrangements will be made by the Director of Public Safety to monitor the situation during non-business hours, or

Treat the situation as a violation of regular closing hours and, thus a disruptive demonstration.

(See section on non-violent, disruptive demonstrations below)

Non-violent, Disruptive Demonstrations

In the event that a demonstration blocks access to college facilities or interferes with the operation of the college:

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Demonstrators will be asked by the Director of Public Safety or his/her designee to terminate the disruptive activity.

* The Director of Public Safety or his/her designee will consider having a photographer/videographer available.

 Key College personnel and student leaders may be asked by the Director of Public Safety or his/her designee to go to the area and persuade the demonstrators to discontinue their activities.

If the demonstrators persist in the disruptive activity, they will be apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, including suspension and/or expulsion or possible intervention by civil authorities (see Attachment A) except in extreme emergencies. The College President will be consulted before civil authorities are brought onto College property.

* Efforts should be made to secure positive identification of demonstrators in violation to facilitate later testimony, including photographs/videos if deemed advisable.
* The College President, in consultation with legal counsel, and the Director of Public Safety, will determine the possible need for a court injunction.

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the College President or his/her designee and the Director of Public Safety will be notified.

 During Business Hours:

* The Department of Public Safety will contact the appropriate law enforcement agency.
* The Department of Public Safety will then call Public Relations to assign a photographer/videographer to report to an advantageous location for photographing/videotaping the demonstrators.
* The Department of Public Safety will provide an officer with radio communication between the college and police as needed.
* After Business Hours:
* The Department of Public Safety should be immediately notified of the disturbance.
* The Department of Public Safety will investigate the disruption and report and notify the Director of Public Safety.
* The Director of Public Safety will report the circumstances to the College President.
* The Director of Public Safety will notify key administrators and if appropriate, the administrator responsible for the building area.
* If necessary, the Director of Public Safety will call for police assistance.

DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION

"This assembly and the conduct of each participant are disrupting the operations of the college and are in violation of the rules and regulations of this college. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the college administration. In no event will the Administration accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. Ifyou have not done so within 15 minutes, / will take whatever measures are necessary to restore order. Any individual who continues to participate in this demonstration will be subject to possible arrest for criminal violations".

## DIRECTIVE TO IMMEDIATELY TERMINATE DEMONSTRATION WITH THE ASSISTANCE OF POLICE

"You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of this college, each of you is hereby placed on interim suspension. The 

Police Department will now be called to assist the college by dispersing this assembly. Those who fail to leave immediately will be subject to arrest, (for such things as Defiant Trespass, Criminal Mischief, etc.)"

General Comments and Procedures:

If faculty is involved in the demonstration, the Director of Public Safety will consult with the President and the appropriate Dean(s).

AngrylBeIIigerenWioIent Individuals

Use the following steps when communicating with an angry or violent individual(s):

Be courteous and confident.

* Remain Calm.
* Allow the opportunity for the person to express feeling and concerns. Listen respectively and objectively
* Alert immediate supervisor and Public Safety (2911)

Do Not:

Corner or crowd the hostile individual.

Attempt to touch the individual.  Blame anyone.

* Disregard the hostile individual.

Sample Defusing Questions:

How can I help you? Tell me more about this. What is your goal?

Further action may include:

* Keep at a safe distance.
* Move to a neutral location with more than one exit, if possible.
* Leave door open and/or have another person join you.

 Alert counseling or advising staff who may help with the persons concern, maintaining professional confidences.

* Provide additional support services as indicated.

After the situation has been controlled:

* Administration may convene a crisis mitigation unit and individuals involved to evaluate outcomes and procedures.
* If situation has involved a criminal act or outside authorities were called, the Director of Public Safety or his/her designee will prepare the Investigation and After-Action Reports and update the Crime Log within 24 hours.

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