

# BTC Safety Notification Methods & Violent Incident Preparation

## What to do if you see something threatening or concerning:

- Behaviors of concern or suspicious actions with **immediate or potential threat of harm** to self, others, or property



**CALL 911 and follow Emergency Flowchart** – If possible, place the call from a campus desk phone, not your cellphone; your room location will be given to the dispatcher and additional notice is given to BTC's response team for more support.

- Behaviors of concern or suspicious actions with **immediate potential for escalation, but no harm**, and need for co-worker support/intervention



**Green Button** – An alert is sent to select administrators and supervisors across campus via email and text for immediate response.



Code Green

- Behaviors of concern or suspicious actions with **no immediate threat** of escalation, harm to self, others, or property



**Incident & Behavior Report Form** – Information is submitted to the Behavior Intervention Team via the digital form on BTC's Safety Page.



Incident & Behavior Report Form

## Violent Incident Preparations & Resources:

At BTC, we strive to create an inclusive, safe space for students to learn and faculty and staff to teach and work. The possibility of violence, however, is something we have to prepare for, as individuals and as a campus.

We focus on awareness, observation, and reporting of unusual and suspicious behavior throughout our campus community. This in turn creates a culture of collaborative and shared responsibility for both personal and campus-wide safety. When personal behavior issues are addressed early, we hope to break the cycle of violence and intervene with individuals before issues escalate. BTC does not have a security department, but we have a long-standing and proactive relationship with Bellingham Police when responding to a wide spectrum of situations.

Each person at BTC has the responsibility to prepare themselves and help those around them. Violent actions typically happen fast and can be over in as little as 5–10 minutes. Making quick and decisive decisions during a response is essential for both your personal safety and those around you. You can prepare yourself and others by planning and practicing your response to various situations in a variety of locations on campus. Safety preparedness resources are available on BTC's Safety Page ([www.btc.edu/safety](http://www.btc.edu/safety) under the "Resources" tab).

## Resources on the BTC Safety Page: [www.btc.edu/safety](http://www.btc.edu/safety)

- 1 Use BTC's online "Incident & Behavior Report Form"** to submit information (anonymously, if you want) regarding an individual's behaviors of concern to our Behavior Intervention Team (BIT). This team is composed of select staff from across campus (Student Services, Instruction, and Administration) who pool resources and experience to investigate situations and respond appropriately to provide support to individuals and help resolve issues.
- 2 "Flash Point" video and slide show** demonstrates how maintaining awareness of others' behaviors and taking action with existing resources can help make a difference and prevent cycles of violence.
- 3 "RUN. HIDE. FIGHT." video**, created by the City of Houston. This video has been utilized by the Bellingham Police Department to help demonstrate the three options of response to an "active shooter" incident:
  - a. RUN** → If you have an escape path away from the shooter and gunshots, run.
  - b. HIDE** → If you cannot escape, find a place to conceal your presence, lock doors if possible, and don't restrict your options for movement: hide.
  - c. FIGHT** → If you cannot run or hide, then commit yourself to incapacitating the shooter by acting aggressively, improvising weapons, and committing to your actions because your life depends on it.
- 4 BTC's "Emergency Flowchart" and "Emergency Handbook"** outline general guidelines for what to do when evaluating and responding to emergency situations. Review the handbook individually and with your class to help build awareness and insights about what to do in various emergency situations. These are digital copies of the yellow Emergency Handbooks distributed throughout campus buildings.

Turn page to see examples

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## Important BTC Safety Resources Key

- ① BTC's "Incident & Behavior Report Form"
- ② "Flash Point" video & slide show
- ③ "RUN. HIDE. FIGHT." video
- ④ BTC's "Emergency Flowchart" & "Emergency Handbook"

## BTC Website Safety Page (www.btc.edu/safety) Resources Tab



## Resources Tab

SAFETY INFORMATION

Overview **Resources** Crime Statistics Closures BTC Alerts Medical Emergencies Sexual Offenders

**Recognizing and preventing violence on campus**

The Center for Personal Protection & Safety, headquartered in Spokane, Washington, has produced a video and a slide show entitled "Flashpoint on Campus". Its purpose is to help prevent campus violence by instructing individuals on how to recognize behavioral warning signs of potentially dangerous individuals.

**Flash Point on Campus includes training on the following topics:**

- Spectrum of Violence
- Common Myths Surrounding the Issue of Campus Violence
- Warning Signs of Potential Violence
- Stalking and Intimate Partner Violence
- Responding to Behaviors of Concern
- Roadblocks to Reporting Behaviors of Concern

Flash Point on Campus is published and copyrighted by the Center for Personal Protection and Safety and is presented here with permission.

**Questions? Ask BTC!**

Type question here  
Ask

**Incident & Behavior Report Form**

Complete this form to report any concerning behavior, conduct issues, crimes, accidents, or general safety concerns.

**2** [Flash Point on Campus - Video](#)  
[Flash Point on Campus - Slide Show](#)

**3** **How to Respond to an active shooter incident**

The video was produced by the City of Houston's Mayor's Office on Public Safety with a DHS Catastrophic Planning Grant.

[RUN. HIDE. FIGHT. Surviving an Active Shooter Event](#)

**Security and Safety video**

BTC Safety and Health video ([Video](#))

**4** **Resources**

- [Emergency Flowchart](#)
- [Emergency Handbook](#)

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