

Section 600 - Facilities and Safety

Policy 601 - Facilities Philosophy.....	2
Policy 605 - Facilities Use.....	3
Policy 606 - Facilities Scheduling, Procedures and Fees.....	4
Policy 610 - Employee Use of Facilities and Equipment.....	4
Policy 620 - Campus Parking.....	6
Policy 625 - Motor Pool.....	6
Policy 630 - Naming Campus Buildings.....	7
Policy 635 - Campus Smoke and Tobacco Free Policy.....	8
Policy 645 - Children on Campus.....	8
Policy 650 - Pets on Campus.....	9
Policy 655 - Service Animals.....	10
Policy 660 - Dangerous Waste Disposal.....	17
Policy 665 - Security Programs.....	18
Policy 667 - Notification of Convicted Sexual Offenders.....	18
Policy 670 - Emergency Response and Evacuation.....	20
Policy 671 - Fire Safety.....	22
Policy 672 - Lost and Found Property.....	23

Policy 601 - Facilities Philosophy

Lower Columbia College, recognizing the importance of providing and maintaining quality facilities and infrastructure that enhances the delivery of education and support services to our community, will provide for and operate its facilities in a safe, secure, effective and efficient manner. This includes establishing and implementing standards that ensure consistency, operational efficiency, safety, security, maintainability, and maximum utilization of those working and learning environments. These standards represent best use of state resources and are aligned with Lower Columbia College's mission and values.

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: October 27, 2014
- Campus Review: March 31 - April 21, 2014
- Reviewed by the Leadership Team (via email): March 3-17, 2014
- Reviewed by Cabinet: March 5, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 601.1A (service s4.lowercolumbia.edu/info/webresources/internal/policies/601.1%20Procedure%20Security%20Cameras.pdf)	Security Cameras: Approved Use and Design Standards	VP of Administration; and Director of HR and Legal Affairs
Security Camera Installation Request Form (services4.lowercolumbia.edu/info/webResources2/Internal/Forms/security-camera-request.pdf)	Security Camera Installation Request Form	VP of Administration; and Director of HR and Legal Affairs
Security Camera System Administrator, Authorized User & Operator Code of Conduct Form (services4.lowercolumbia.edu/info/webResources2/Internal/Forms/s	Security Camera System Administrator, Authorized User & Operator Code of Conduct Form	VP of Administration; and Director of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
ecurity-camera-code-of-conduct.pdf)		

Policy 605 - Facilities Use

Lower Columbia College will provide for the use of district facilities over and above scheduled educational use to faculty, staff, and community groups and individuals, provided that the purpose of such use is in keeping with the best interests of the college and the public interest. Such use shall be subject to all state laws, rules, policies of the Board of Trustees, and to administrative procedures. Refer to [WAC 132M-139 \(apps.leg.wa.gov/wac/default.aspx?cite=132M-139\)](#) and [WAC 132M-141 \(apps.leg.wa.gov/wac/default.aspx?cite=132M-141\)](#) .

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: September, 1999
- Replaces Policy 801

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-139 (apps.leg.wa.gov/wac/default.aspx?cite=132M-139)	Use of Facilities – Expressive Activities.	VP of Administration
WAC 132M-141 (apps.leg.wa.gov/wac/default.aspx?cite=132M-141)	Facility rental and Use Fees	
Guidelines for use of Facilities for Expressive Activities (lowercolumbia.edu/safety/campus-safety/_assets/documents/expressive-activities.pdf)		

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 605.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/605-1a_campus_posting_procedure.pdf)	Campus Posting Procedure	

Policy 606 - Facilities Scheduling, Procedures and Fees

Lower Columbia College shall establish scheduling, procedures and user fees for the use of college facilities.

Historic Information

- Reviewed - No Changes Needed: October 9, 2024
- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 801-8-1.5

Resource/Reference/ Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP Administration/Facilities Rental Coordinator
WAC 132M-141 (apps.leg.wa.gov/wac/default.aspx?cite=132M-141)	Facility rental/use fees	

Policy 610 - Employee Use of Facilities and Equipment

The use of college facilities or equipment by district employees for district-related work shall normally occur during approved operational hours. Any college facility or equipment used outside the normal operational hours for college-related work must be

approved by an appropriate administrator. Such use shall comply with the state ethics law, Chapter 42.52. RCW, and college policies and procedures.

Use of facilities and equipment outside the employee’s normal work area may be permitted with the approval of the appropriate administrator provided that such employee has demonstrated satisfactory familiarity with the operation and safety feature of the equipment and further that such use is in accordance with the above referenced laws, and college policies and procedures.

Historic Information

- Approved: March 16, 2022
- Campus Review: February 22-March 8, 2022
- Reviewed by UMCC: February 15, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by the Executive Leadership Team: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 801-801.5

Resource/Reference/ Procedure	Title	Unit Responsibility
Facilities Use Procedures	TBD	VP of Administration/ Facilities Rental Coordinator
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure701.1a.AcceptableUse.071119.pdf)	Information Systems and Services Employee Use Policy	VP of Administration/ Director of Information Services
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		

Policy 620 - Campus Parking

Students, faculty, staff and visitors using Lower Columbia College's parking facilities shall not park in designated "no parking" areas, such as fire lanes, driveways, walkway entrances, loading zones, or any area marked with yellow paint. Further, no one without a reserved parking sticker shall park in any space marked as "reserved."

Private vehicles shall not be parked in areas designated for motor pool, and individuals shall not park in handicapped spaces without proper stickers visible in their vehicles.

Vehicles which are found in violation of the above restrictions shall be subject to citation, stationary abduction, or towing.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Approved: September, 1993
- Replaces Policy 802

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-116-010 (apps. leg.wa.gov/WAC/default.aspx?cite=132M-116-010)	Parking Regulations	VP Administration/Director of Facilities

Policy 625 - Motor Pool

The policy of Lower Columbia College will have passenger and fleet vehicles (referred to as motor pool) available and maintain in safe and operable condition. Motor pool vehicles will be operated by licensed drivers on official business for the College or college-related functions. The College motor pool consists of passenger vehicles and vans intended for general transportation, and trucks and specialized motor-operated equipment intended for general maintenance of and repairs to campus facilities.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Approved: August 31, 2020
- Reviewed by the Executive Leadership Team: August 31, 2020

- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Leadership Team: November, 2008
- Adopted: January, 1989
- Replaces Policy 803

Resource/Reference/ Procedure	Title	Unit Responsibility
State Administrative and Accounting Manual (SAAM) (www.ofm.wa.gov/accounting/saam/contents)	Transportation	VP Administration/Director of Facilities

Policy 630 - Naming Campus Buildings

The Board of Trustees will approve naming campus buildings based on guidelines it has adopted. Refer to [Board of Trustees Policy Governance, section 2.3 \(services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf\)](http://services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf) .

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Board of Trustees Policy Governance, section 2.3 (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)		

Policy 635 - Campus Smoke and Tobacco Free Policy

Lower Columbia College prohibits smoking or other tobacco use, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college campus. This includes all college sidewalks, parking lots, landscaped areas, sports fields and college buildings. Use of tobacco is also prohibited at events on college premises, or in college-owned, rented or leased vehicles.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette, cigar, pipe, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew or snuff, in any form.

Smoking materials must be extinguished and properly disposed of prior to entering college property or exiting a vehicle. Improper disposal includes but is not limited to: spitting smokeless tobacco product, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit container).

All college employees, students and visitors are required to comply with this policy, which shall remain in force at all times.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: June 20, 2014
- Reviewed by the Executive Leadership Team (via email): June 9-20, 2014
- Demand to Bargain (WFSE) - No Changes: May 19, 2014
- Approved by Leadership Team (Depending on Demand for Bargain): April 28, 2014
- Campus Review: March 4-24, 2014
- Reviewed by the Leadership Team: November 25, 2013 & February 24, 2014
- Reviewed by the Cabinet: November 20, 2013 & February 5, 2014
- Approved: January, 2009
- Reviewed by the Cabinet and Leadership Team: December, 2008
- Campus Review: December 5-19, 2008

Policy 645 - Children on Campus

In order to provide an effective educational environment for adults and to ensure the safety of children on campus, Lower Columbia College has adopted the following policy concerning the presence of children on campus.

Persons who do not meet the criteria for adults under the law (adults are defined as over the age of 18 years or an emancipated minor) are restricted from campus or any facility used by the college unless they are:

1. enrolled in a college class,

2. studying for a college class,
3. participating in a college event designated to include children, or
4. accompanying an adult student or College employee engaged in College business, such as registering for classes, paying tuition, attending class with the instructor's permission, or meeting with College personnel.

However, the following restrictions apply:

1. Children must be under the orderly and effective control of a parent or legal guardian at all times and must not disrupt students, staff, or class activities. Children without supervision may disrupt the educational process and possibly create a safety hazard for themselves or for others on the college campus.
2. Children are prohibited from hazardous areas or other areas with significant risk of injury including, but not limited to, the chemistry labs, machine shops, weight room, and ceramics lab.
3. Children are prohibited in areas where they might present a threat to equipment or materials.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: June 13, 2012
- Approved: February 23, 2009
- Approved: June, 1990
- Replaces Policy 805

Policy 650 - Pets on Campus

To provide an effective learning environment, a safe and healthy campus, and to prevent damage to buildings and grounds, Lower Columbia College does not allow pets in college buildings unless for an approved instructional purpose. A pet is an animal kept for ordinary use and companionship and does not include a Service Animal or an approved Emotional Support Animal (See [Policy 655 \(lowercolumbia.edu/publication/s/administrative-policies/600/655\)](https://www.lowercolumbia.edu/publication/s/administrative-policies/600/655)). Lower Columbia College allows pets on college grounds for brief and infrequent duration, so long as any pet on college grounds is properly attended, leashed, and restrained. The handler is responsible for ensuring clean-up of all animal waste in a safe and sanitary manner.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: November 14, 2018
- Campus Review: October 19 - November 2, 2018
- Reviewed by UMCC: October 16, 2018 & November 19, 2018
- Reviewed by the Governance Council: October 3, 2018 & November 7, 2018

- Reviewed by the Executive Leadership Team: August 20, 2018
- Approved: August, 2008
- Replaces Policy 810

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 110-300A-5170 (app.leg.wa.gov/WAC/default.aspx?cite=110-300A-5170)	Animals in Child Care Centers	Head Start/ELC
Policy 655 (lowercolumbia.edu/publications/administrative-policies/600/655)	Service Animal Policy	HR and DAS

Policy 655 - Service Animals

Lower Columbia College provides individuals with disabilities, who require the assistance of a service animal, with equal opportunity to access College property, courses, programs, and activities. This policy complies with [Americans with Disabilities Act \(uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title2-section1311&num=0&edition=prelim\)](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title2-section1311&num=0&edition=prelim) (ADA) of 1990 as amended; Section 504 of the Rehabilitation Act of 1973; Washington Law against Discrimination [Chapter 49.60 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=49.60\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60) .

655.1 Definitions

Disability

A disability is a physical or mental condition that substantially limits one or more major life activities; or is the presence of a sensory, mental, or physical impairment that is medically cognizable or diagnosable; or exists as a record or history; or is perceived to exist whether or not it exists in fact.

Service Animal

A Service Animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Except as provided below (Section 7) Washington State Law does not restrict the type of animal that can serve as a service animal, as long as the animal is trained to do work or perform tasks for an individual with a disability. The work or tasks performed must be directly related to the handler's disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to sound, reminding a person to take medication, or pressing an elevator button. The crime deterrent effects of an animal's

presence and the provision of emotional support, wellbeing, comfort or companionship do not constitute work or tasks for the purposes of this definition.

Service Animal in Training

A Service Animal in Training is an animal that is being trained for the purpose of assisting or accommodating an individual with a disability. Service animals in training may be permitted, but are not entitled to, the same access as service animals under the ADA and should be directed to Disability and Access Services where access will be evaluated similar to any other request for accommodation.

Emotional Support Animal

An Emotional Support Animal is an animal that can provide therapeutic benefit to those suffering with psychiatric conditions but are not trained to perform a specific job or task to assist or accommodate an individual with a disability. An emotional support animal is not considered a service animal under the ADA and should be directed to Disability and Access Services where access will be evaluated similar to any other request for accommodation.

Pet

A pet is an animal kept for ordinary use and companionship. A pet is not considered a service animal and is not covered by this policy or allowed on college premises.

Handler

Handler means a qualified individual with a disability that a service animal assists with work or tasks for the benefit of the person with the disability.

655.2 Where Service Animals are Allowed

Generally, handlers of service animals are permitted to be accompanied by their service animal in all areas of the College's facilities and programs where the handler is allowed to go. Such areas include public areas, public events, classrooms, and other areas where the College programs or activities are held. Limited exceptions for service animal access are noted in section 6 below.

655.3 Assessing Service Animal Status

Allowable Inquiries

If the disability which requires the use of a service animal is not readily apparent, LCC staff is permitted to ask the following:

- Is the animal a service animal required because of a disability, and
- What work or task has the animal been trained to perform?

Non-allowable Inquiries

LCC staff will not require documentation or demonstration to prove that the service animal has been certified, trained or licensed as a service animal.

LCC staff will not ask about the nature of the handler's disability or for medical documentation of their disability.

Procedure

If the handler states that the animal is required because of a disability and that the animal has been trained to do work or task for the handler, then the service animal must be admitted.

See Section 655.6 below for areas where a service animal may be excluded.

If there is any doubt that an animal is a service animal, college personnel, should admit the animal then consult with Disability and Access Services regarding future access.

Registration (Students)

While not required for service animals, students who would like to register as a student with a disability or request reasonable accommodation should contact Disability and Access Services.

DAS can assist the student by providing advance notice to college personnel, such as faculty, advisors, campus services, and security.

Disability and Access Services

- Physical Address: Admission Building 143
- Mailing Address: 1600 Maple St.
- Longview, WA 98632
- lowercolumbia.edu/disability
- (360) 442-2340

Registration (Employees)

While not required for service animals, employees may request disability accommodations through Human Resource Services.

Human Resources

- Physical Address: Administrative Building, first floor
- Mailing Address: 1600 Maple St.
- Longview, WA 98632
- hr@lowercolumbia.edu
- (360) 442-2120

Advanced Notification (Visitors)

Visitors (excluding student, faculty, staff and employees) to the college who require the use of a service animal are not required to provide advance notice to anyone on campus prior to their visit.

655.4 Handler Responsibilities

Control

The care and supervision of a service animal is the responsibility of the handler. The handler must maintain control of the animal at all times. The ADA also provides that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls.

Cleanliness

The service animal must be housebroken and the handler is responsible for ensuring the clean-up of all animal waste in a safe and sanitary manner. If the handler is unable to collect and dispose the waste, the handler must contact Disability and Access Services to make arrangements for necessary assistance.

Health

The service animal must comply with local, county, and/or state vaccination and licensing requirements. It is recommended the animal have an ID tag.

Ensure

Ensuring the service animal does not disturb or disrupt normal academic or administrative functions.

Damage or Injury

The handler is responsible for any damage or injury caused by the service animal.

655.5 Removal of Service Animals

College personnel may ask the handler to remove the service animal from college premises in these instances:

Disruption

A handler may be directed to remove an animal that is out of control or disruptive, if the handler is given the opportunity to get the animal under control and the disruption continues.

Lack of Cleanliness/Health

A handler may be directed to move an animal that is not housebroken, is not vaccinated as required by local ordinances, or if the handler fails to collect and properly dispose of the animal's waste.

Threatening or Unsafe Behavior

The College retains the right to immediately remove or suspend the service animal from the grounds and/or facilities if it is a direct threat to the health and safety of others, or if the animal causes substantial damage to college property.

If a service animal is excluded or removed from college premises, LCC will work with the handler to determine reasonable alternative opportunities to participate in the service, program or activity without having the service animal on the premises.

655.6 Restrictions on Access

Service animals are allowed to accompany their handler everywhere except for the following locations that would pose health, environmental, or safety risks:

1. Teaching laboratories where the service animal's presence may pose a safety risk
2. Mechanical Rooms
3. Custodial closets
4. Areas where protective clothing is necessary
5. Medically sensitive patient and clinic areas where the service animal's presence may compromise a need for a sterile environment

If a service animal is restricted from certain areas, DAS is available to assist in determining reasonable accommodation for the handler. For example, if a student cannot bring their service animal to a lab class, they may be permitted to take an online lab option.

In accordance with RCW 49.60.218, only service animals that are dogs or miniature horses are permitted in college food establishments.

655.7 LCC Responsibilities

1. Allow a service animal to accompany the handler at all times and everywhere on campus, except where service animals are specifically prohibited due to health, environmental, and safety hazards.
2. Refrain from petting, feeding, or deliberately startling the service animal.

3. Immediately report disruptive behavior of a service animal, ill health of a service animal, mistreatment of a service animal, and/or damage or injury caused by a service animal to Campus Security at [\(360\) 442-2911](tel:3604422911). No attempt should be made to separate the handler from his/her service animal.
4. If it is determined this policy has been violated by an owner of a service animal, depending on the seriousness of the animal's conduct or repeated conduct, service animals may be excluded from college property temporarily or permanently. This decision will be made following an investigation. If a service animal is excluded, DAS or HR offices are available to assist in evaluating reasonable accommodations for the owner.
 - Owners who violate this policy or disregard an instruction to remove or exclude a service animal from college property may be subject to additional penalties, including banning from any college property, assessment of the costs of injury or damage caused by the service animal, or other fines or penalties under applicable city, county, or state rules, regulations, or laws.
 - Violations of this policy by an owner who is an LCC student or employee may be referred for corrective or disciplinary action.
5. Any questions regarding service animals and their handlers should be directed to Disability and Access Services at [\(360\) 442-2340](tel:3604422340).

655.8 Conflicting Disabilities

An individual who experiences an allergic reaction to a service animal should contact Disability and Access Services (students) or Human Resources (employees) to request accommodations. The needs of both the individual with the service animal and individual with the allergy will be addressed to resolve the conflict as quickly as possible.

655.9 Grievance and Appeal Process

Discrimination Grievance

Any student, applicant, employee, or visitor who believes they have been the subject of discrimination based on disability protected class status may file a grievance with the Title IX/EEO coordinator according to LCC's [Discrimination and Harassment Complaint Procedure \(services4.lowercolumbia.edu/info/webResources2/internal/Policy/235.1A-Procedure-Discrimination-Harassment-Complaint-Procedures.pdf\)](https://services4.lowercolumbia.edu/info/webResources2/internal/Policy/235.1A-Procedure-Discrimination-Harassment-Complaint-Procedures.pdf) .

Accommodation Appeal Procedure

If a student believes that Disability and Access Services has not provided appropriate academic accommodations, the student has the right to file an appeal with the 504/ADA coordinator through the [Academic Adjustment and Auxiliary Aids Appeal Procedure. \(lowercolumbia.edu/disability/adjustments-aids-appeal-procedure\)](https://lowercolumbia.edu/disability/adjustments-aids-appeal-procedure)

Other Discrimination Complaint Resources

Discrimination complaints may also be filed with the following federal and state agencies:

1. [Washington State Human Rights Commission \(www.hum.wa.gov/file-complaint\)](http://www.hum.wa.gov/file-complaint)
2. [US Department of Education Office for Civil Rights \(www2.ed.gov/about/offices/list/ocr/complaintprocess.html?src=image\)](http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html?src=image)
3. [Equal Employment Opportunity Commission \(www.eeoc.gov/employees/charge.cfm\)](http://www.eeoc.gov/employees/charge.cfm)

655.10 Contacts

- Disability and Access Services, Admissions Building [\(360\) 442-2340](tel:3604422340)
- Section 504/ADA Coordinator, Administrative Building, [\(360\) 442-2121](tel:3604422121)
- Human Resources Manager, Administrative Building, [\(360\) 442-2124](tel:3604422124)
- Campus Safety & Security, Student Center, [\(360\) 442-2911](tel:3604422911)
- Vice President of Student Services, Admissions, [\(360\) 442-2301](tel:3604422301)

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: November 14, 2018
- Campus Review: October 19 - November 2, 2018
- Reviewed by UMCC: October 16, 2018 & November 19, 2018
- Reviewed by the Governance Council: October 3, 2018 & November 7, 2018
- Reviewed by the Executive Leadership Team: August 20, 2018

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 655.1A (service.s4.lowercolumbia.edu/info/webResources2/internal/Policy/655.1A%20Service%20Animals.pdf)	Service Animals in Training	HR/DAS
WAC 110-300A-5170 (app.leg.wa.gov/WAC/default.aspx?cite=110-300A-5170)	Animals in Child Care Centers	Head Start/ELC

Policy 660 - Dangerous Waste Disposal

Lower Columbia College follows a comprehensive [Dangerous Waste Management Plan \(services4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20\(3\).pdf\)](https://services4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20(3).pdf) which meets or exceeds the requirements of [WAC 173-303 \(apps.leg.wa.gov/WAC/default.aspx?cite=173-303\)](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303).

All employees involved in dangerous waste generation, handling, storage and shipment complete training according to local, state and federal regulations.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed by the Executive Leadership Team: August 31, 2020
- Approved: April 24, 2017
- Reviewed by the Executive Leadership Team: March 16, 2017
- Reviewed by the Leadership Team: March 15, 2017
- Reviewed by UMCC: March 21, 2017
- Campus Review: April 7-21, 2017

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 173-303 (apps.leg.wa.gov/WAC/default.aspx?cite=173-303)	Dangerous Waste Regulations	HR Adm/Safety
LCC Dangerous Waste Management Plan (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/dangerous-waste-management-plan-2017%20(3).pdf)		HR Adm/Safety
Laboratory Waste Management Plan (docs.google.com/document/d/1TFqfGj-m4zD45geTGJoBleHavGgNPZeAspdH2C_MwY/edit#heading=h.719ip5dxvo3t)		HR Admin/Safety

Policy 665 - Security Programs

Lower Columbia College (LCC) recognizes the importance of having programs designed to inform students and employees about campus security procedures and practices. LCC maintains and follows a comprehensive Crime Prevention Education and Security Awareness Program that encourages students and employees to be responsible for their own security and the security of others.

The Crime Prevention Education and Security Awareness Program includes quarterly activities such as electronic and in-person outreach events and an annual Safety Week.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020
- Campus Review: March 3-17, 2020
- Reviewed by UMCC: February 18, 2020
- Reviewed by the Governance Council: February 5, 2020
- Approved: January 22, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Campus Safety Information (lowercolumbia.edu/safety)	LCC Safety and Security Information	

Policy 667 - Notification of Convicted Sexual Offenders

The Lower Columbia College Safety and Security Department considers the protection of our campus community to be of the utmost importance. The [1990 Community Protection Act \(www.dshs.wa.gov/bha/community-protection-act-1990\)](http://www.dshs.wa.gov/bha/community-protection-act-1990) attempts to provide adequate notice to the community regarding sex offenders attending or working on campus.

1. Authority

Public agencies are authorized to release information to the public regarding sex offenders and kidnapping offenders when the agency determines that disclosure of the information is relevant and necessary to protect the public and to counteract the danger created by a particular offender.

This applies to any information regarding:

- Any person convicted of a sex offense as defined in [RCW 9A.44.130](http://app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130) (app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130) or a kidnapping offense as defined by [RCW 9A.40](http://app.leg.wa.gov/RCW/default.aspx?cite=9A.40) (app.leg.wa.gov/RCW/default.aspx?cite=9A.40) ;
- Any person under the jurisdiction of the [Indeterminate Sentence Review Board \(ISRB\)](http://www.doc.wa.gov/corrections/isrb/default.htm) (www.doc.wa.gov/corrections/isrb/default.htm)) as the result of a sex or kidnapping offense;
- Any person committed as a sexually-violent predator under chapter [RCW 71.09](http://app.s.leg.wa.gov/rcw/default.aspx?cite=71.09) (app.s.leg.wa.gov/rcw/default.aspx?cite=71.09) or as a sexual psychopath under chapter [RCW 71.06](http://app.leg.wa.gov/RCW/default.aspx?cite=71.06) (app.leg.wa.gov/RCW/default.aspx?cite=71.06) ;
- Any person found not guilty of a sex or kidnapping offense by reason of insanity under chapter [RCW 10.77](http://apps.leg.wa.gov/RCW/default.aspx?cite=10.77) (apps.leg.wa.gov/RCW/default.aspx?cite=10.77) ; and
- Any person found incompetent to stand trial for a sex or kidnapping offense and subsequently committed under chapter [RCW 71.05](http://apps.leg.wa.gov/rcw/default.aspx?cite=71.05) (apps.leg.wa.gov/rcw/default.aspx?cite=71.05) or [RCW 71.34](http://apps.leg.wa.gov/RCW/default.aspx?cite=71.34) (apps.leg.wa.gov/RCW/default.aspx?cite=71.34) or ([RCW 4.24.550\(1\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.550) (apps.leg.wa.gov/RCW/default.aspx?cite=4.24.550)).

In accordance with the [Megan Nicole Kanka and Alexandra Nicole Zapp Community Notification Program](http://uscode.house.gov/view.xhtml?req=granulid:USC-prelim-title34-section20923&num=0&edition=prelim) (34 U.S.C. § 20923) (uscode.house.gov/view.xhtml?req=granulid:USC-prelim-title34-section20923&num=0&edition=prelim) , and the "Campus Sex Crimes Prevention Act" of 2000 (www.federalregister.gov/documents/2002/10/25/02-27257/guidelines-for-the-campus-sex-crimes-prevention-act-amendment-to-the-jacob-wetterling-crimes-against) , the Lower Columbia College Safety and Security Department provides a link to the [Cowlitz County Sheriff's Office Sex Offender webpage](http://www.cowlitz.wa.us/979/Registered-Sex-Offenders). (www.cowlitz.wa.us/979/Registered-Sex-Offenders) This act requires institutions of higher education to issue an annual statement advising the college community where law enforcement information regarding registered sex offenders may be obtained. It also requires a registered sex offender to notify each institution of higher education in the state that they are employed, carries a vocation, or are a student.

Registered sex offenders and kidnapping offenders must give notice to the Cowlitz County Sheriff's Office within three business days, prior to arriving at the College to attend classes, prior to starting work at the College or after any termination of enrollment or employment at the College per [RCW 9A.44.130\(1\)](http://app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130). (app.leg.wa.gov/rcw/default.aspx?cite=9a.44.130)

Pursuant to the [Community Protection Act of 1990](http://www.dshs.wa.gov/bha/community-protection-act-1990), (www.dshs.wa.gov/bha/community-protection-act-1990) the Cowlitz County Sheriff's Office is the lead agency for compiling and maintaining information on sex offenders residing in Cowlitz County.

Using this public information to threaten, intimidate, or harass kidnap and/or sex offenders will not be tolerated by law enforcement agencies of Cowlitz County. Additionally, any student violating this provision could be subject to the Lower Columbia College Student Code of Conduct.

2. Immunity

A College official or employee is immune from civil liability for damages for a release of relevant and necessary information unless it is shown that the College official or employee acted with gross negligence or in bad faith. (RCW 4.24.550).

Historical Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 667.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/Procedure_667.1A_Feb._20.pdf)	Notification of Convicted Sexual Offenders	

Policy 670 - Emergency Response and Evacuation

In the event of an emergency, Lower Columbia College (LCC) will follow the procedures outlined in The Emergency Operations Plan (EOP). The EOP is a comprehensive guide intended to inform and prepare the LCC community for emergencies. The goal in establishing the EOP is to improve the ability of the College to protect lives and property through effective use of College and community resources in emergencies.

The EOP will:

1. specify the procedures the College will use to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus;
2. include a description of the process the College will use to confirm that there is a significant emergency or dangerous situation, determine the appropriate segment(s) of the campus community to receive a notification, determine the content of the notification, and initiate the notification system;
3. state that the College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of

responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency;

4. include a list of the person(s) or organization(s) responsible for carrying out the actions in subsection 2;
5. state the College’s procedures for disseminating emergency information to the larger community; and
6. state the College’s procedures to test the emergency response and evacuation procedures on at least an annual basis.

Whenever an emergency affecting the College reaches proportions that cannot be handled using routine measures, the College President or designee may declare a state of emergency, and these contingency guidelines may be implemented.

This EOP is flexible in order to facilitate effective management of various and sudden emergencies. This flexibility allows LCC to accommodate the individual magnitude of severity that each emergency may present.

The procedures outlined in the EOP apply to all employees of Lower Columbia College District 13. Exception is given to those employees working at sites governed by other State or Federal agencies including school districts. Those employees are expected to follow direction and procedures as dictated by the specific site.

The goals of planning for emergency response actions are guided by Lower Columbia College’s overriding emergency priorities, to:

1. Safeguard life
2. Stabilize incident
3. Secure critical infrastructure and facilities
4. Assure minimum disruption of educational programs

All personnel assigned specific responsibilities are expected to understand and know the policies and procedures outlined in the EOP.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Emergency Operations Plan (services4.lowercolumbia.edu/info/webresources/)		

Resource/Reference/ Procedure	Title	Unit Responsibility
nstitutional-Research/Emergency-Operations-Plan.pdf		

Policy 671 - Fire Safety

Lower Columbia College (LCC) recognizes that the campus community has the right to personal safety and security.

In the event of a fire on campus, including student housing, the building fire alarm should be activated and 911 should be called, followed by campus security (360) 442-2911. Campus security can help ensure affected buildings are evacuated. Students and employees should familiarize themselves with the locations of fire alarm pull stations, fire extinguishers, exits and designated meeting places to be used during an alarm.

Campus Safety and Security will prepare educational materials and programs regarding fire safety for the campus community. If a fire occurs, building occupants should evacuate immediately to their pre-determined aggregation point and call 911.

Fire extinguishers, smoke detectors, heat detectors, sprinkler heads and pull stations are installed for the protection of building occupants and are wired directly to a 24 hour monitoring service.

Tampering with fire protection systems or initiating a false alarm may result in disciplinary action.

This policy extends to all LCC student occupied housing facilities.

LCC will prepare an annual fire safety report, report fire statistics, and maintain a fire log, as required by 34 C.F.R. § 668.49.

Lower Columbia College maintains and practices fire safety according to the procedures listed below.

Historic Information

- Reviewed - No Changes Needed: January 26, 2022
- Reviewed - No Changes Needed: August 31, 2020
- Approved: March 18, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Clery Annual Security and Fire Safety (lowercolumbia.	Student Handbook	Safety and Security

Resource/Reference/ Procedure	Title	Unit Responsibility
edu/publications/student-handbook/clery-asfr Report Statement (lowercolumbia.edu/publications/student-handbook/clery-asfr)		
Fire Procedure (lowercolumbia.edu/publications/emergency/fire)	Emergency Handbook	Emergency Planning Council

Policy 672 - Lost and Found Property

The purpose of the Lost and Found Property policy is to:

1. Arrange for the return of lost property to its rightful owner whenever possible.
2. Provide a reasonably secure holding facility for found property and a central location where persons may attempt to recover lost items.
3. Provide guidelines for handling and disposing of found property that are fair, lawful, and uniformly applied.

Lost and found property processing is the responsibility of the Safety & Security Department. The receiving employee in Safety & Security will determine the classification of the found property whether personal effects, disposable items, usable items, or valuable items.

Reasonable effort will be made to locate and notify the owner of found property. Found property in custody of Safety & Security will be held for at least 30 days for the owner to claim. There may be instances where next of kin may claim or accept the property on behalf of the owner.

If unclaimed, usable items and valuable property may be returned to the finder. All unclaimed personal effects and disposable property will be destroyed unless a situation warrants otherwise. Finders of usable or valuable property may claim the item by presenting their receipt to Safety/Security after the 30-day waiting period but prior to 40 days from the date of finding.

After a minimum of 40 days, the College may dispose of found property as follows:

1. Personal Effects - Personal property items are those that could only be useful to the owner such as wallets, purses, credit cards, checkbooks, keys, and other personal items. If unclaimed after 40 days, these items will be destroyed.
2. Disposable Items - As with personal effects, disposable items such as notebooks, folders, paperwork, and cosmetics, will be destroyed if unclaimed after 40 days.
3. Usable Items - If, after 40 days, the item remains unclaimed by either the owner or finder, usable items, such as calculators, umbrellas, clothing, briefcases, tools,

and books, will be either converted to College use or donated to a charitable organization. If the item is a digital storage device it will be destroyed.

4. Valuable Items - Valuable items such as jewelry or money left unclaimed for 40 days will be converted to College use or donated to a charitable organization. If the item is a digital storage device it will be destroyed.

Historic Information

- Reviewed by UMCC: October 15, 2024
- Reviewed by the Executive Leadership Team: October 9, 2024
- Approved: March 20, 2024
- Campus Review: February 27- March 12, 2024
- Reviewed by UMCC: February 20, 2024
- Reviewed by the Governance Council: February 16, 2024
- Reviewed by the Executive Leadership Team: January 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Safety & Security Webpage (lowercolumbia.edu/safety/)	Safety & Security	Director of Student Conduct and Security Services