

TO: All Bay College Employees and Students

FROM: Jim McNeil Emergency Management Coordinator

DATE: September 24, 2014

The College prepares an Annual Security Report and the Annual Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunities Act of 2008. The full text of this report is available on our web site at <http://www.baycollege.edu> by clicking on campus safety. The Annual Security Report and the Annual Fire Safety Report is prepared in cooperation with the local law enforcement agency serving our campus, the Office of Student Life, and the Executive Dean of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to designated campus officials and local law enforcement agencies.

A printed copy of the report may also be obtained on campus. On the Escanaba campus, the report may be obtained in the office of the Executive Dean for Student Services located in the Student Services Building or by calling (906) 217-4068. On the West campus, the report may be obtained in the office of the Vice President located on the first floor administrative wing or by calling (906) 302-3008

All prospective employees may obtain a copy from Human Resources in the Catherine Bonifas Building Room 201 or by calling (906) 217-4049.

Bay de Noc Community College 2014 Annual Security Report and Fire Safety Report

Bay de Noc Community College (Bay College) has a proud history of providing a safe learning environment for its students. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus.

In addition, numerous federal and state laws have been adopted dealing with student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life. The Higher Education Opportunities Act of 2008 requires that the Annual report include the Fire Safety Report.

Reporting Criminal Incidents and Other Emergencies

All students, employees, and guests should promptly report criminal incidents, accidents, and other emergencies by dialing 911.

Bay College does not have a campus police or security department; however, crimes should be reported to a designated campus security authority to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

The following individuals are designated as campus security authorities and should be reported to in the event of a criminal incident, accidents, other emergencies or fire.

Campus Security Authority

Escanaba Campus Area Code (906)

Executive Dean for Student Services	217-4068	Student Services Bldg
Vice President for Admin. Services	217-4023	Catherine Bonifas Bldg.
Coordinator of Student Life/Housing	217-4031	Student Services Bldg
Director of Human Resources	217-4049	Catherine Bonifas Bldg
Evening Administrator	906-399-8309 or	906-399-7931

West Campus ~ Iron Mountain Area Code (906)

Vice President Bay College West	302-3008
Student Services Coordinator	302-3010

Distribution of Campus Safety Alerts Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authority, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff and/or the BRG message board system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College may also post an electronic notice on the College web site at: <http://www.baycollege.edu> and notify local media, providing the campus community with more immediate notification. In such instances, a copy of the notice is distributed to each campus student apartment.

Anyone with information warranting a timely warning should report the circumstances to a campus security authority.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. A campus security official can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Confidential Reporting Procedures (Counselors)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor:

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor:

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Access Policy

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via Maintenance Department staff. Authorized employees of Michigan Technical Education Center sustaining partner businesses may access the M-TEC building during non business hours via an electronic security panel, which is under video surveillance.

Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Student Service's Office, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Superintendent of Buildings & Grounds, Office of Student Life, and a Campus Safety Team representative meet to discuss issues of pressing concern.

Campus Security

Though Bay College does not employ a campus police force, the Escanaba and Iron Mountain Campuses are secure, and personnel are available to assist should the need arise. If such a need arises, staff members are trained to contact emergency personnel. Additionally, maintenance personnel are on duty with radio and telephone contact should an emergency arise. Bay College operates no off campus housing or off-campus student organization facilities and therefore has no security associated with these types of facilities.

Security Awareness and Crime Prevention Programs

While Bay College is virtually crime free, it remains in the best interest of all to abide by common sense security precautions. In any community with over 2,000 members, there will be a small percentage that will engage in book or purse theft or the theft of materials left in unsecured vehicles. As in any public place, one should always keep an eye on personal belongings.

In that same regard, one should be aware of his or her surroundings and avoid taking unnecessary risks. While the College is virtually crime free, it is pointed out that we have an open campus during the day and early evening. It is wise to use the same care and caution that one would exercise in any public place when thinking of one's personal safety.

Basic Personal Protection Measures

Walk in well-lighted areas; avoid dark shortcuts and don't walk alone after dark if at all possible.

Be aware of your surroundings and walk with confidence.

Avoid hitchhiking and don't pick up hitchhikers.

Lock your doors and keep valuables out of sight. This includes both office and vehicles. Know where your keys are at all times.

Report all thefts, regardless of value; report suspicious persons or activities to College security officials or your local law enforcement officials. Be aware of the closest outside exit in the event of an emergency.

A number of educational and awareness raising materials and events are provided throughout the college year. These typically involve staff in-service seminars, community awareness activities, orientation sessions, etc. There is no annual calendar. Please note bulletin boards and the college publications for listings of such events. Because the college is virtually a crime free environment, it is unnecessary to provide extensive programming regarding crime prevention to students and employees, however, should the need arise, communication to the campus wide community can be immediately immobilized.

Campus Crime Statistics

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT Statistical Report for Period: 2010 - 2013

Escanaba Campus

REPORTS:	2010	2011	2012	2013
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Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – Forcible	0	0	0	0
Sex offenses – Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0

The following are arrest statistics for three offense categories for the calendar year 2012 and the preceding three years.

ARRESTS:	2010	2011	2012	2013
Liquor	3	3	0	0
Drugs	1	3	2	1
Weapons	0	0	0	0

West Campus

REPORTS:	2010	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – Forcible	0	0	0	0
Sex offenses – Non-forcible	0	0	0	0
Robbery	0	0	0	0

Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0

The following are arrest statistics for three offense categories for the calendar year 2012 and the preceding three years.

ARRESTS:	2010	2011	2012	2013
Liquor	0	0	0	0
Drugs	0	0	0	0
Weapons	0	0	0	0

Policy on Alcoholic Beverages and Illegal Drugs Alcohol and Substance Abuse Information

PREVENTION PROGRAMS

College policy prohibits the illicit use of drugs and the abuse of alcohol by students and employees. The college's program related to the prevention of drug use and abuse includes dissemination of informational materials, counseling services, referrals and college disciplinary actions.

Counseling Services: A licensed mental health counselor provides limited services for students.

Referral Services: A licensed mental health counselor will make appropriate referrals to local service agencies.

College Disciplinary Actions: Office of Vice President for Student Services, Disciplinary Standards Committee.

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of Michigan sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from local law enforcement.

Penalties for violation of the minimum age alcohol laws include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine up to \$100, community service, substance abuse screening, substance abuse prevention or treatment and rehabilitation.
2. Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for 90 days and/or be imprisoned for up to 93 days.

Sexual Assault Prevention and Response

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a local law enforcement officer and/or to a campus security authority. Filing a report with local law enforcement will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim

- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College's Formal Student Disciplinary Process, or only the latter. A College representative from Student Services will guide the victim through the available options and support the victim in his or her decision and provide a referral for counseling services available to the victim.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *College Catalog*. The victim and the accused are each entitled to have another person present during a disciplinary proceeding. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Sexual Harassment

Sexual harassment is not acceptable at Bay College and is contrary to the commitment of this college to provide an effective learning and employment environment. Unwelcomed sexual advances, whether verbal or physical, are prohibited. Bay College students and employees are individually responsible to ensure such harassment does not occur. Incidents of sexual harassment must be reported to the Vice- President of Student Service, Director of Human Resource, or the Affirmative Action Office. Complaints will be investigated in accordance with established procedures. Bay College will endeavor to maintain the confidentiality of the complainant. Retaliation against any person for having filed a complaint of sexual harassment or for having assisted in the investigation of a complaint will not be tolerated. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Discipline imposed upon an employee for violation of this policy may include warning, written reprimand, transfer, suspension, or dismissal depending upon the nature and severity of the offense. When an employee is covered by a collective bargaining agreement, discipline shall be assessed according to the procedures and standards contained therein.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Bay College is providing a link to the Michigan State Police Sex

Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Michigan, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the State Police.

The [Sex Offenders Registration Act](#), MCL 28.721et seq., directs the Michigan State Police to develop and maintain a public registry and provides guidelines on the type of offender information available to the public. The registration requirements of the Sex Offenders Registration Act are intended to provide the people of this state with an appropriate, comprehensive, and effective means to monitor those persons who pose such a potential danger.

Sex Offender Registration

In accordance with the Wetterling Act, Megan's Law and the Campus Sex Crimes Prevention Act of 2000, it is now mandatory that all registered sex offenders report to the law enforcement agency having jurisdiction in which the institution of higher learning is located. The Michigan Public Sex Offenders Registry can be accessed at <http://www.mipsor.state.mi.us/>

Missing Student Notification Policy

Students who reside in on-campus housing are encouraged to identify a person to be contacted if it is determined that the student has been missing for more than 24 hours, and to register that person's emergency contact information, confidentially, with the Campus Security Authority. If a student is determined to have been missing for 24 hours, the College will, within 24 hours, notify the appropriate law enforcement agency, and, if the missing student is under 18 years of age, and not an emancipated individual, the College and/or Department will also notify a custodial parent or guardian. If a member of the College community believes that a student who resides in on-campus housing is missing, it should be reported to the Campus Security Authority so that appropriate action can be taken. This policy does not preclude implementing these procedures in less than 24 hours if the circumstances warrant faster implementation.

Bay de Noc Community College Fire Safety Annual Compliance Report for 2014

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Bay de Noc Community College as outlined in the initial regulation; subsequent yearly reports will comply with the Act as amended and published October 29, 2009.

Bay de Noc Community College Main Campus Housing Fire Safety Equipment

Bay de Community College main campus has 21 four person apartments and 8 two person apartments that can contain 100 students. One fire extinguisher and 4 smoke detectors are placed in each student apartment .halls.

Fire Safety Education, Training and Fire Drills

All residents of the apartments receive the student housing handbook, which contain the following rules and regulations regarding fire safety:

Evacuation – As these are individual student apartments and not dormitories included in the student handbook are instructions for student to evacuate the apartment.

Combustibles- Halogen lamps, lava lamps, propane, air gas cylinders, candles, oil lamps, burning incense, or any other open flame device or combustible material are not allowed in the apartment. Paper materials must be kept to a minimum. Real Christmas trees are not allowed. The use of possession of fireworks, other explosives and potentially harmful chemicals is also prohibited in the student apartment and in its immediate vicinity.

Firearms, Explosives and Weapons – Firearms, paintball/air-soft guns, bow and arrows, ammunition, fireworks, gasoline and other combustible or explosive items are not permitted in violations.

Smoking – Bay de Noc Community College became a smoke-free campus in January 2010. Student Housing became a smoke free environment as of as of August 1, 2010. Students and guests are prohibited from smoking within the Student Housing community. Residents found in violation of the smoking policy may

face disciplinary action including the possible cancellation of their housing assignment and removal from Student Housing.

Specific Fire Prevention Related Policies and Programs

Policy 1041 Emergency Response Plan Policy affirms that staff is appropriately trained appropriately trained to respond to any on or near campus emergencies.

Policy 1025 Tobacco Free Environment Policy affirms that the campus and student apartments provide a healthy, comfortable and safe environment.

Policy 1040 Security Policy provides access to student apartments shall occur in accordance with the entry and search procedures as delineated in the Student Housing Handbook.

Policy 1044 Concealed Weapons Policy prohibits the possession of concealed weapons, firearms or explosives on the property of Bay de Noc Community College.

Contacts for Fire

Residents should immediately contact 911 in the event of a fire and the campus security authorities previously listed in the event of a fire.

Fire Safety Report Statistics

REPORTS:	2010	2011	2012	2013
Number of fires- Unintentional	0	0	0	0
Number of fires- Intentional	0	0	0	0
Number of fires- Undetermined fire	0	0	0	0
Number of deaths caused by fire	0	0	0	0
Number of injuries caused by fire	0	0	0	0
Value of property damaged by fire	0	0	0	0

General Information

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunities Act of 2008 with regard to Fire Safety. This report is prepared in cooperation with the local law enforcement agency serving our campus, the Office of Student Life, and the Vice President of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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