It shall be the policy of the Board of Trustees of Bay de Noc Community College to provide a safe and secure environment for all students, faculty, staff, and visitors and to protect college equipment and property.

The Board has delegated authority and responsibility to the Vice President of Operations or its designee to develop procedures and plans consistent with the Board’s objectives in this policy. The College will seek to continuously improve security and safety procedures and will provide adequate training for employees and students.

PROCEDURE:

1040.1 College buildings shall be locked during non-business hours and access shall be restricted to those individuals deemed to have a need to access the facility.

The College will maintain normal operating hours during which buildings, classrooms, and open-access areas will be accessible to students, employees, and visitors. Apartments, offices, supply rooms, and secure areas will be accessible by key (manual or digital). Key inventory will be maintained by Facilities & IT. Key issuance and returns will be handled by HR for employees and leases and the Director of Student Life for student apartments. Key assignments will be recorded in the College’s ERP (Jenzabar EX) by HR.

1040.2 Employees requiring access outside of normal operating hours will complete a Campus Access Agreement form, which must be approved by their supervisor, and forwarded to the Vice President of Operations. Building access requires a building security code and building key, or digital access for buildings equipped with digital door locks. Codes are programmed and issued by Facilities. Employees with building access will be provided training on how to arm and disarm the alarm systems.

1040.3 The College shall provide M-TEC’s Sustaining Partners with access to the M-TEC building outside of normal operational hours in accordance with the M-TEC’s operating procedures and will maintain key issuance and returns in the College’s ERP. Access to student apartments shall occur in accordance with the entry and search procedures as outlined in the Student Housing Handbook. The Director of Student Life will maintain a record of
key issuance and returns in the College’s Enterprise Resource Platform (ERP, Jenzabar EX).

1040.4 All students and employees will be issued a Bay College ID card. This card may serve as a photo ID if no other identification is available.

1040.5 Email and cell phone information provided at the time of employment or enrollment will be used in the event of an emergency. All employees and students will automatically be enrolled in the College’s emergency notification system. Once enrolled in the emergency notification system a user can manage their information and/or opt out of future notifications.

1040.6 College students, employees, and visitors will comply with all required safety procedures and training. In addition, institutional training provided by the Operations department will be practiced by faculty and staff. Faculty will conduct a per term per class lockdown or shelter in place scenario with their students, and leaders in non-academic areas will conduct a per term lockdown or shelter in place scenario with their staff. These practice scenarios will be scheduled by the faculty and leaders at their discretion and should not require alarms or cause others to believe they are not a drill.

1040.7 College students, employees, and visitors will comply with the use of safety equipment (including personal protective equipment (PPE)), standard operating procedures for the use of chemicals, and understanding Safety Data Sheets (SDS).

1040.8 Building and Grounds staff shall conduct periodic surveys of the campus facilities and grounds to identify security issues such as landscaping, locks, alarms, lighting, and communications. Any considerations will be submitted to the Vice President of Operations for review.

1040.9 Combustible items are prohibited in offices, apartments, classrooms, and general access areas with the exception of academic areas for which combustibles are an integral part of the program or appropriate chemical storage facilities. Combustibles include burning candles, oil lamps, burning incense, live Christmas trees, fireworks, gasoline, or any other
harmful chemicals.

1040.10 Tampering with fire safety equipment, including smoke detectors, is prohibited.

1040.11 Driving on campus sidewalks in strictly prohibited with the exception of Facilities personnel for the purposes of unloading/loading, clearing snow/ice, and emergency situations. Construction vehicles and vendor deliveries require prior notification and permission.

1040.12 Off-road vehicles (ORVs) are prohibited on campus.

1040.13 Self-balancing scooters (hover boards), battery operated (electric) stand-up scooters, and hands-free Segways are prohibited on campus. Sit-down battery operated (electric) scooters are allowed for reasons of accommodations.

1040.14 Bicycles and other non-motorized wheeled transportation (e.g., skateboards, inline skates, roller skates, and unicycles) are allowed on campus, and commuting by bicycle is encouraged. The following safety rules apply to these non-motorized wheeled transportation devices:

Outside: Wheeled transportation must operate a speed that is prudent and reasonable for existing conditions. Anyone using a form of wheeled transportation must yield the right of way to pedestrians. The College provides bike racks for locking bicycles and unicycles, but is not responsible for damage or theft (or other non-motorized wheeled transportation).

Inside: Indoor use of non-motorized wheeled transportation is prohibited.

1040.15 Safety and Security procedures and compliance reports reside in the Operations Office.