

INSTRUCTOR TRAINING

WASHTENAW COMMUNITY COLLEGE

# Campus Safety and Policies

Revised 2021



# Welcome Members

In case of emergency, Public Safety staff is responsible for implementing emergency procedures. The office coordinates with local law enforcement agencies as needed. The Office of Public Safety is located on the second floor of the Campus Parking Structure on the northeast side facing the Occupational Education (OE) Building. The office is staffed 24 hours a day, 365 days a year.

It is an honor and a privilege to serve your membership and support such an important partnership. If you need to report a medical emergency, a crime, or accident, please call extension 3411 from any campus phone.

## REQUIRED READING

### Board Policy 5090

Soliciting or collecting contributions on College premises for any purpose unless authorized by the College.

Committing any act which, due to negligence or intent, endangers the life, safety, or well-being of others.

Negligently or intentionally abusing, destroying, damaging, defacing, misusing, or misappropriating the property, tools, equipment, or money of the College or of others when such items are on College premises.

Gambling or organizing gambling of any kind on College premises.

Actively participating in, or instigating, a course of conduct which knowingly involves the use of violence or threats of violence, the obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other College activities; which knowingly involves unauthorized occupancy of buildings, including offices, classrooms, hallways, entryways, conference rooms, reception rooms or the blocking of ingress or egress to such areas and other College facilities; or which knowingly involves sustained or repeated interruptions of the functions or activities described above by shouts, chants, whistles or mechanically or electrically created or amplified noises. This rule shall not affect the right of employees to exercise their rights to peaceful work stoppages and picketing where permitted by law.

Fighting on College premises except in legitimate self-defense.

Consumption or possession of alcoholic beverages on College premises, except as provided for under the provisions of Board policy, Use of Alcoholic Beverages, dated April 24, 1979. Transportation in original sealed container is permitted if the person in possession has attained the age of 21.

Using, possessing, or distributing narcotic or dangerous drugs on the College premises in violation of drug laws.

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**Board Policy 5090 –Continued**

Possession or use of firearms, knives or weapons of any kind, firecrackers, gunpowder, explosive or incendiary devices or other materials which endanger health or safety on College premises except for use in supervised laboratory situations when educationally purposeful.

Dogs, cats, or other animals owned by or in the possession of an individual are not permitted in any College building or facility. This restriction shall not apply to a leader or guide dog when used for the assistance of a handicapped person.

Willful violation or disregard of safety, health, fire, security, or employment regulations, signs, and notices.

Adopted: March 28, 1972

Revised: July 27, 1982

Administrative Review: May 2002

(5090)

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## WCC Smoke-Free Campus Policy

Smoke in the workplace has become an important public health issue. There is considerable evidence that concentrations of smoke are harmful to non-smokers as well as to smokers. The College has an obligation to provide a safe and healthy work and learning environment. Any employee, student, or visitor has a right not to be exposed to the effects of smoke. Washtenaw Community College, therefore, establishes the following non-smoking or vaping policy for all College-owned facilities.

### **Policy Statement:**

Effective September 1, 2005, Washtenaw Community College will become a smoke-free campus. Smoking or vaping will not be permitted anywhere on the campus; this includes all College facilities, including buildings, sidewalks, parking lots, building entrances, and common areas. The Administration shall fully implement this policy, and all applicable laws, regulations, and local ordinances related to smoking.

Adopted: June 23, 1992

Revised: January 28, 2003

Revised: June 28, 2005

(8085)

## EMERGENCY CONTACT INFORMATION



NOTE: You must dial 7 to get outside line access if dialing from a Washtenaw Community College campus telephone.

Emergency – 911

Public Safety department 734.973.3411 (or extension 3411, if on campus)

Email: [publicsafety@wccnet.edu](mailto:publicsafety@wccnet.edu)

[Report your concern anonymously](#)

[More information, please visit reporting a concern or emergency.](#)

Student Services/Information Desk, Morris J. Lawrence lobby 734.677.5060

## REPORTING COVID EXPOSURE

This form may be used by a WCC student, faculty or staff, for purpose of notifying the college of their own COVID-19 diagnosis (positive test result) or confirmed close contact exposure with an individual that tested positive for COVID-19.

[WCC COVID-19 Exposure Report](#)

## COVID-19 SYMPTOMS / POSITIVE TEST

The College, with recent Covid regulation changes in the Michigan Department of Health and Human Services, and the Michigan Occupational Safety and Health Administration, and in step with the CDC, has updated the following Covid Protocols:

- Masks are no longer required
- Pre-screening is no longer required
- Negative Covid tests are not required
- Proof of vaccination is not required
- Room capacity limits have been removed
- Social distancing is not required
- The college will have masks available for any student or guest asking for one.
- **The college asks that anyone not feeling well remain from campus until better.**
- The college intends to continue managing building air flow and disinfecting high-touch areas.
- The college is also continuing ongoing safety-related projects, such as transitioning drinking fountains to water filling stations.

The Dean of Students is the main contact for students reporting symptoms or positive tests for COVID-19.

If a student presents with symptoms on campus (e.g. Fever, Cough, Trouble Breathing), direct the student to leave campus immediately.

If the student is too ill to leave campus, contact Public Safety at ext. 3411 and they will direct student to isolation room and arrange transportation off campus.

Direct student to self-isolate at home and await direction from the college.

Report the concern to the Public Safety (734-973-3411) or email [DeanofStudents@wccnet.edu](mailto:DeanofStudents@wccnet.edu).

Dean of Students, working with other relevant personnel at WCC, will determine who was at the various locations on campus on the dates of the potential exposure and provide appropriate guidance.



## WORK PRACTICES AND RULES OF CONDUCT FOR FACULTY AND STAFF MEMBERS

These rules are published for faculty and staff members' information in order to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. Violation of any College rule cannot be ignored. It is only fair that the faculty and staff members should be familiar with those rules that the College considers to be of importance.

It would be impractical to set forth a list of all activities that are considered to be contrary to the smooth and efficient operation of the College and good employee-employer relations. This is intended only as a guide. It is emphasized, however, that any act or omission, which is not consistent with this policy, shall be grounds for disciplinary action.

Disciplinary sanctions may range from oral or written reprimands or warnings to suspension or dismissal from employment. It is intended that discipline be essentially corrective rather than retributive. Where disciplinary sanctions are provided for in any master agreement or any contract between the College and an employee's bargaining representative or with an employee directly, then such disciplinary sanctions and the procedure provided therefore would be followed.

### **The following conduct may result in disciplinary action:**

- Repeated absenteeism, tardiness, or failure to observe established class, office or work hours.
- Failure to notify the proper supervisor at least one half (1/2) hour prior to the employee's scheduled reporting time for any absenteeism or lateness, except where unusual or unavoidable circumstances prevent such notification, in which case notification shall be given as soon as possible thereafter. The reason for late notification must be submitted in writing to the employee's immediate supervisor.
- Failure to report absences to the immediate supervisor on proper forms within one day of return from an absence.

- Soliciting or collecting contributions on College premises for any purpose unless authorized by the College.
- Soliciting sales of products on College premises unless authorized by the College.
- Performing unauthorized personal work on College time. Personal work is defined as work not related to the usual operation and purpose of the College or work which benefits the employee's interest solely.
- Committing any act which, due to negligence or intent, endangers the life, safety, or well-being of others.
- Refusing to perform work within the individual's scope of employment which is properly assigned by a supervisor.
- Negligently or intentionally falsifying any College records, expense reports, or records of financial transactions involving College funds.
- Negligently or intentionally abusing, destroying, damaging, defacing, misusing, or misappropriating the property, tools, equipment, or money of the College or of others when such items are on College premises.
- Gambling or organizing gambling of any kind on College premises.
- Actively participating in, or instigating, a course of conduct which knowingly involves the use of violence or threats of violence, the obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other College activities; which knowingly involves unauthorized occupancy of buildings, including offices, classrooms, hallways, entryways, conference rooms, reception rooms or the blocking of ingress or egress to such areas and other College facilities; or which knowingly involves sustained or repeated interruptions of the functions or activities described above by shouts, chants, whistles or mechanically or electrically created or amplified noises. This rule shall not affect the right of employees to exercise their rights to peaceful work stoppages and picketing where permitted by law.
- Fighting on College premises except in legitimate self-defense.
- Consumption or possession of alcoholic beverages on College premises, except as provided for under the provisions of Board policy, Use of Alcoholic Beverages, dated April 24, 1979. Transportation in original sealed container is permitted if the person in possession has attained the age of 21.

- Using, possessing, or distributing narcotic or dangerous drugs on the College premises in violation of drug laws.
- Reporting for work under the influence of alcohol or narcotics.
- Possession or use of firearms, firecrackers, gunpowder, explosive or incendiary devices or other materials which endanger health or safety on College premises except for use in supervised laboratory situations when educationally purposeful.
- Disclosing of confidential College information to unauthorized persons.
- Dogs, cats, or other animals owned by or in the possession of an individual are not permitted in any College building or facility. This restriction shall not apply to a leader or guide dog when used for the assistance of a handicapped person.
- Willful violation or disregard of safety, health, fire, security, or employment regulations, signs, and notices.
- Falsification of applications for employment and/or accounting, personnel, or other records, including the omission of pertinent data.

Adopted: March 28, 1972

Revised: July 27, 1982

Administrative Review: May 2002

(5090)

## WCC BOARD POLICY 8085

### Smoke-Free Campus Policy

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## REPORTING EMERGENCIES

Emergency situations often arise unexpectedly. When an emergency situation occurs, it is important to know:

- Who to contact.
- Where to contact them from.
- What to report.

The Public Safety department relies upon all members of the campus community to assist in making the campus a safe place by reporting emergencies and suspected criminal activity immediately to the Public Safety department by dialing the campus emergency number, extension 3411 (or 734-973-3411, if calling from an off-campus location). Campus telephones are labeled on the handset with this number. Free campus “House Phones” are located in the lobbies and hallways of campus buildings. Public Safety department Staff are available 24 hours a day to respond to emergency calls.

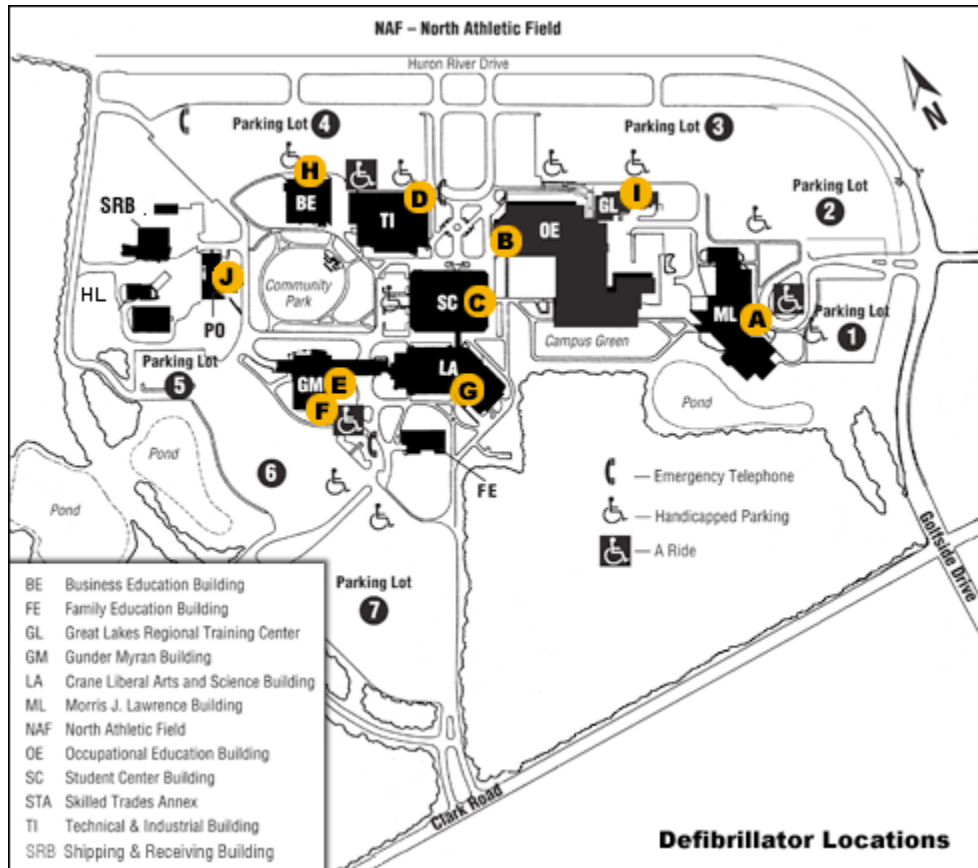
When notifying the Public Safety department of a potential emergency, or suspected criminal activity, be prepared to provide the following information:

1. Type of incident or activity, location of incident, description of persons involved (if criminal in nature).
2. Suspected injury or condition (if medical emergency).
3. Your name, location, and number calling from.

This information will aid Public Safety department staff in their response and subsequent handling of the incident. You should remain available to assist the Public Safety department staff with any required additional information once they arrive. Public Safety department staff will notify additional medical and/or law enforcement support as needed.

## AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

An Automatic External Defibrillator is used for heart attacks/heart monitoring. In addition to the locations below, the Public Safety department has an AED unit available in a Public Safety department vehicle.



### Defibrillator Locations

- A. ML front lobby desk
- B. OE 102 hallway
- C. SC 2nd floor medical room hallway
- D. TI 122 front reception area near fire panel
- E. GM 1st floor circulation counter
- F. GM 2nd floor computer commons counter
- G. LA second floor hallway across from 230
- H. BE 182 reception area
- I. GL 2nd floor across from offices
- J. PO 126 entrance

## ACTIVE SHOOTER

According to the Department of Homeland Security, an Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### COPING

#### WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

*Contact your building management or human resources department for more information and training on active shooter response in your workplace.*

### PROFILE

#### OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

### CHARACTERISTICS

#### OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



**CALL 911 WHEN IT IS SAFE TO DO SO**

*Continued on next page...*

## HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

### 1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

### 2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

### 3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS SAFE TO DO SO**

## HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

## INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location



## SERVICES

### Safety & Law Enforcement

WCC's campus is patrolled by Public Safety personnel, which consists of service officers and campus resource officers. Campus resource officers are sworn law enforcement officers in the state of Michigan. They have been thoroughly trained to ensure the safety of the community in a school setting. All Public Safety personnel receive both annual and on-going training in a variety of safety and security-related subjects to insure the best customer service to WCC's campus community.

### Security Escort

Staff, students and guests may request a security escort from any location on campus to any other location on campus by contacting the Public Safety department at extension 3411.

### Lost & Found

Found items may be turned into the Public Safety department (front of parking structure, second level) where they will be maintained for a period of one month. Persons may retrieve found and lost items at the same location.

### Motorist Assists

Public Safety staff will provide vehicle jump-start assistance to those who leave their lights on, etc. The Public Safety department will assist motorists in contacting local assistance companies for further service needs.

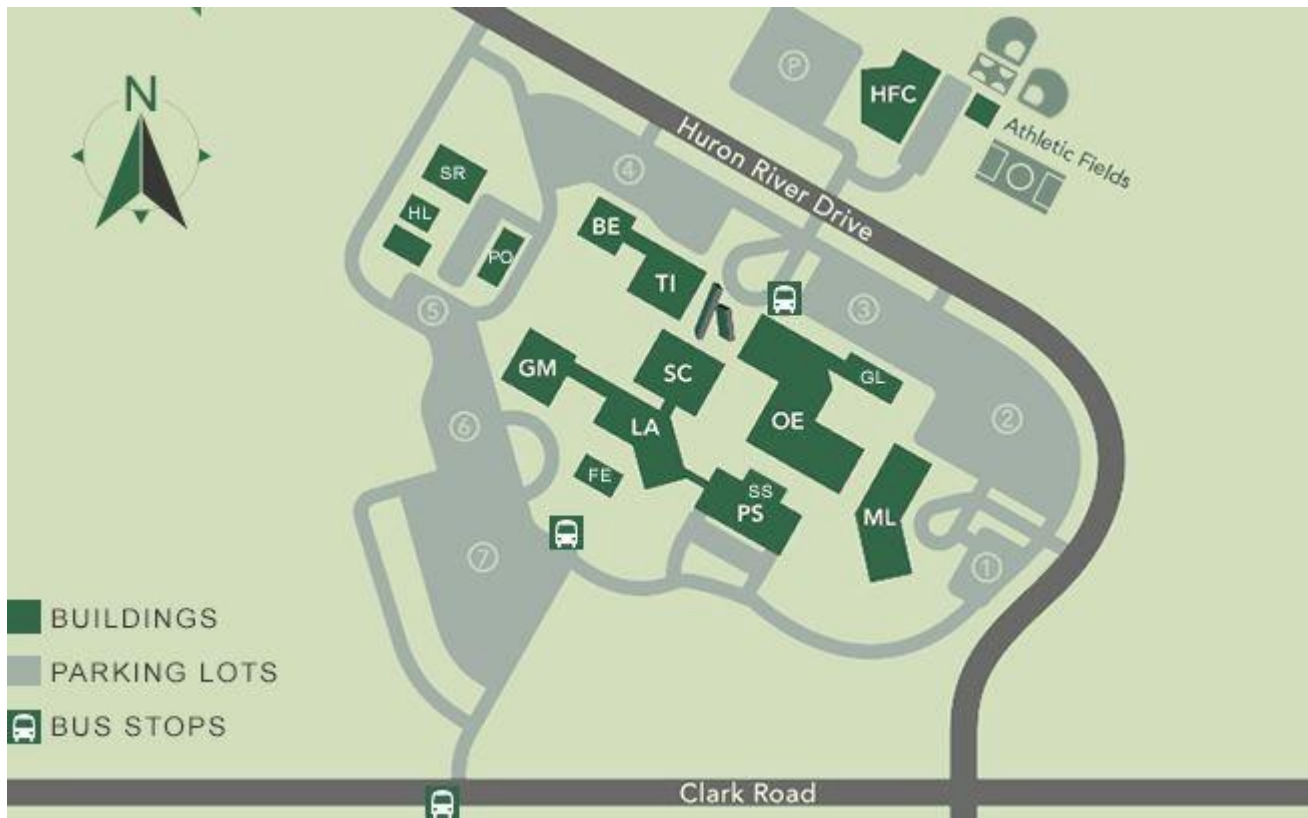
### Medical Emergency First Response

All WCC Public Safety staff is trained in basic first aid and in the use of automated external defibrillators (AED) to first respond to medical emergencies on campus.

## CRISIS MANUAL PLAN PDFs

File Name	Last Updated
<a href="#">2020-Phones</a>	02/26/2021
<a href="#">Active-Shooter-Manual</a>	02/26/2021
<a href="#">Bomb threats</a>	02/26/2021
<a href="#">Chemical-Release-Hazardous-Materials</a>	02/26/2021
<a href="#">Disruptive-Behavior-and-Disturbances</a>	02/26/2021
<a href="#">Earthquake</a>	02/26/2021
<a href="#">Evacuation-Emergency-Assembly-Areas</a>	02/26/2021
<a href="#">Fire-or-Explosion</a>	02/26/2021
<a href="#">Gas-Leak</a>	02/26/2021
<a href="#">Medical-Emergencies</a>	02/26/2021
<a href="#">Phones</a>	02/26/2021
<a href="#">Tornado</a>	02/26/2021
<a href="#">Workplace-Violence-Terrorism</a>	02/26/2021

# CAMPUS MAP & ROOM LOCATOR



## Buildings

BE Business Education

FE Family Education

GL Great Lakes Regional Training Center

GM Gunder Myran

HFC Health and Fitness Center

HL Henry S. Landau Skilled Trades

LA Crane Liberal Arts & Science

ML Morris J Lawrence

OE Occupational Education

PO Plant Operations

PS Parking Structure

SC Student Center

SR Storage & Receiving

SS Safety and Security

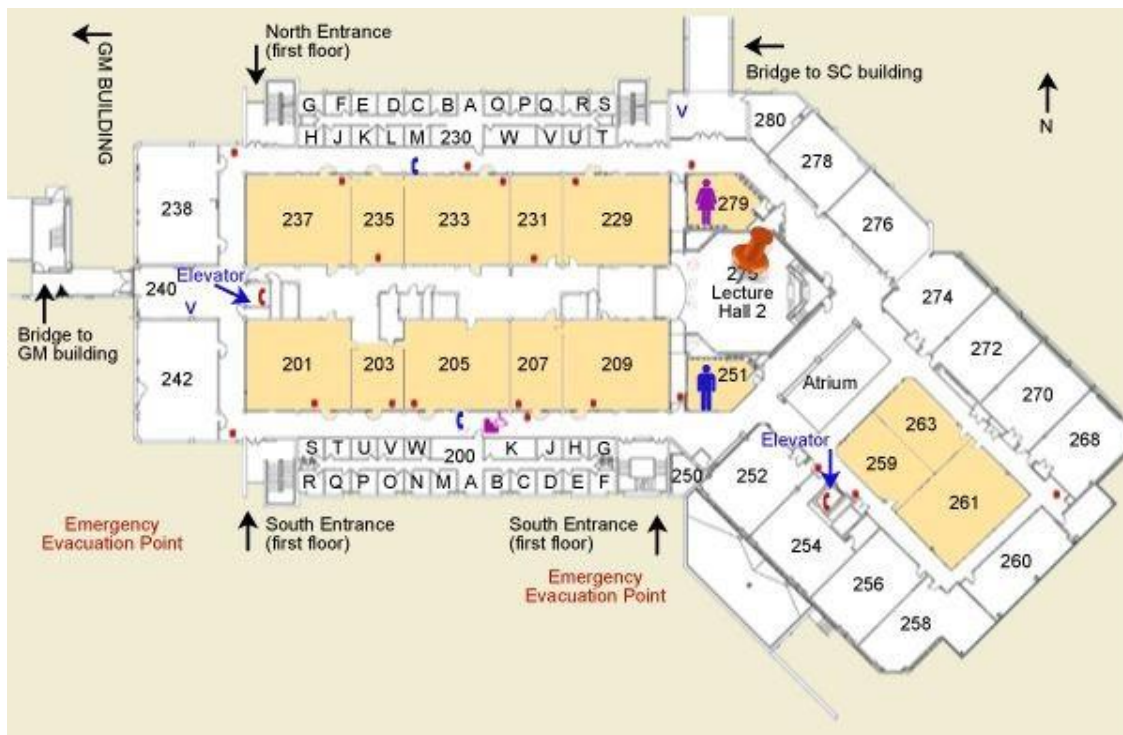
TI Technical & Industrial

# Crane Liberal Arts and Science Building

## First Floor

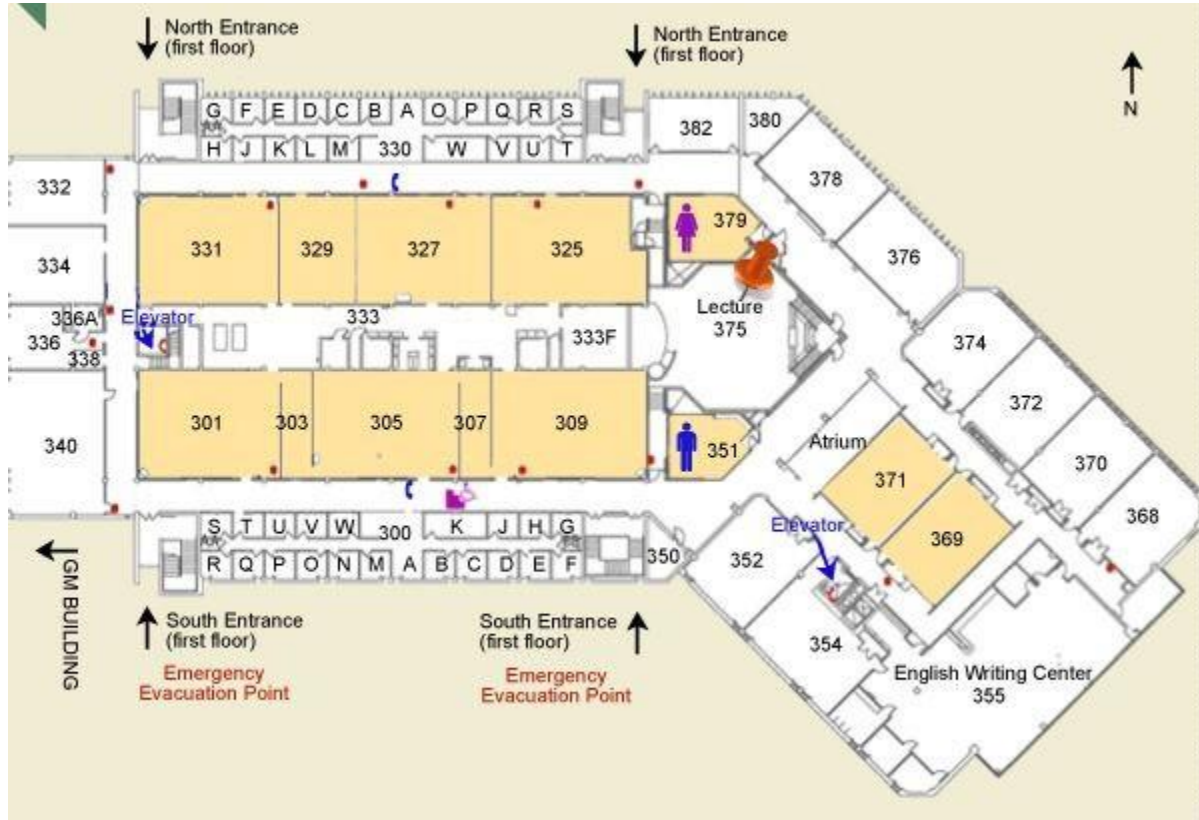


## Second Floor



# Crane Liberal Arts and Science Building

## Third Floor



# Student Center Building

## First Floor

