



Student Safety and Emergency Information

St. Clair County Community College strives to provide a safe environment for all students. The Campus Patrol team is here to assist you in many ways. It is important for you to know how to contact the appropriate authority if you need help.

Emergency Numbers

For **any** emergency call **911**

For Campus Patrol:

- Dial Ext. 5757 from college phones
- Dial 810-989-5757 from non-campus phones

Emergency blue light call boxes are located throughout campus. They are identified with a blue light on top. When you push the button on the call box you will be connected with **911**.

Personal Safety Considerations on Campus

- Call Campus Patrol for an escort any time you feel potentially unsafe.
- Enter Campus Patrol's contact information into your cell phone 810-989-5757.
- Carry keys in your hands. This may aid you in getting into your car faster and keys can be used as a weapon.
- Walk with confidence, be aware of your surroundings.
- Walk with a friend or group whenever possible.
- Park in well-lit, well-traveled areas of the parking lot.
- Do not leave valuables in plain sight in your car or unattended on campus.
- Always make sure your car is locked when you leave it.
- Carry your belongings close to your body.
- Don't carry large amounts of cash.

Fire Safety

Know Your Route: As you are entering and exiting buildings going to your classes take notice and know the best exits available.

Get Out: If you see fire... If you hear the fire alarm... If you see or smell smoke... If you hear someone yelling fire...

- Do not attempt to grab items or pack up.
- Do not use elevators.
- Know where fire alarm pull stations are and pull them on your way out if it is safe to do so.
- Disabled individuals who cannot use stairs can remain on the landing of the stairwell until assistance arrives (This is an option if others cannot physically assist the disabled person with safely exiting the building).
- Assemble outside the building with others from the building and call 911 and then notify Campus Patrol.
- Never re-enter the building for any reason.

Inclement Weather/Tornado

If conditions are favorable for severe thunderstorms or tornadoes to form or one has been confirmed:

- The college will notify students if you need to move to the shelter area in your building.
- Follow instructions given by campus personnel.
- Calmly move to your designated shelter area (signs are posted above/on the area).
- Remain in the shelter area until an official **“All Clear”** is given.

If the campus is closing during class hours, Campus Patrol will notify classes in session. You may sign up for text alert messages to be notified of closings via your cell phone or other wireless device at sc4.edu/alerts.

Active Shooter/Gunshots

If you hear gunshots or suspected gunshots; do one of the following based on your circumstances and information available at that time.

Run:

- Know your exit routes. Know where you would go and help others when you can.
- If others refuse to leave, don't let their indecision impede your exit to safety.
- Call 911 when it is safe to do so and prevent others from entering the danger zone if it is safe to do so.

Hide:

- If you can't run, find a room, closet or other secure place to hide.
- Lock and block the doors; place objects in front of locked doors to delay entry by the shooter.
- Pull shades and cover any windows in the door if possible and turn off all lights.
- Turn off the ringer and vibration modes on your cell phone and stay out of sight.

Fight: This is a last resort! Do not go looking for the shooter!

- Make a plan of attack with those who are with you.
- Find anything that can be used as a weapon.
- Attack the shooter aggressively and decisively using your weapon.
- Once the shooter is incapacitated, **leave the area immediately!**

Sexual Misconduct

In accordance with Violence Against Women Act (VAWA) SC4 is committed to the protection of the safety and welfare of the SC4 community. SC4 prohibits crimes of sexual violence, dating violence, domestic violence and stalking. A victim of sexual assault may report the assault to the college's Campus Patrol department at 810-989-5757, to the Vice President of HR at 810-989-5537 or to the Vice President of Student Services at 810-989-5561. If the victim of sexual misconduct is unable to report the crime, it is the expectation of the college that anyone aware of the crime should report all known details as soon as possible.

SC4 strives to help prevent sexual assault/domestic & dating violence and stalking by encouraging students and employees to be acutely aware of their surroundings and understand where help can be obtained. Consider the following actions to help prevent sexual misconduct:

- Respect yourself and others. Expect to be respected. Be confident in what you want for yourself.
- Get consent for sexual activity. Openly communicate with your partner. Know that

consent means you have to say “**yes**” and it is not the absence of saying no.

- Alcohol can inhibit anyone’s judgment or ability to read any situation, and drinking can be a factor in both perpetrators and victims. Drink responsibly and plan ahead.
- Communicate with your friends and discuss your plans so that you are not alone.
- Realize you always have the right to end a relationship and that you should respect someone else’s wish to end a relationship with you.
- Practice bystander intervention. Safely prevent or stop sexual violence when you see it happening.
- Know how to stay safe and protect your privacy on the internet. Don’t harass, threaten, or spread rumors about others online.

Reporting Criminal Activity

If you observe any criminal activity or suspicious behavior on campus, **call 911** first, if necessary, then immediately notify Campus Patrol at 810-989-5757 from a safe location. In any case notify Campus Patrol of all suspicious behavior. Report as much information as possible, including:

- What the person(s) is/are doing.
- Where it is happening, exact location on campus.
- Whether weapons are involved, and if so what type.
- A physical description of the person(s) involved, their clothing.
- A vehicle description, license plate number and the direction of travel when last seen.

Stay on the phone with the police dispatcher and provide additional information as the situation changes until the police arrive at your location. If you believe your life is in danger, attempt to leave the area and find a safe place until help arrives. Do not approach or attempt to apprehend the person(s) involved.

Bystander Intervention

Bystander intervention is when a person recognizes the vulnerability of another person to a harmful situation, and then takes positive action towards prevention. Sexual assault is an instance where bystander intervention can stop a harmful event from occurring.

Tips to Bystander Intervention

- Trust your gut. If something looks like it might be a bad situation, it probably is
- Be direct. Ask someone who looks like they may need help if they are OK
- Get someone to help you if you see something – enlist a friend, bartender, or others to help step in
- Create a distraction, draw attention to the situation, or separate them if you can safely do so
- Recognize the potential danger of someone who talks about planning to target another person at a party
- Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else
- Keep an eye on someone who has had too much to drink
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely

Emergency Closings

If the campus is closing during class hours, Campus Patrol will notify classes in session. If closed prior to class hours, closings will be listed on the Class Cancellation Line at 810-989-5770, the front page of the college website (sc4.edu) and the portal (portal.sc4.edu). You may sign up for text alert messages to be notified of closings via your cell phone or other wireless device at sc4.edu/alerts.

Elevator Emergencies

In the rare instance passengers are trapped in an elevator, do not attempt to open the doors and release the passengers. All college elevators have emergency phones. If you find yourself trapped in an elevator use the emergency phone, it will connect you to a person who will send the appropriate people to assist you.

Medical Emergencies

If during an emergency personal safety is at risk leave the area immediately and call 911.

Call 911. Be prepared to give the following information

- Exact location; building and room number.
- Seriousness and type of injury/illness.
- Number of people involved.
- Describe the type of incident.

Call Campus Patrol at extension 5757 after calling 911.

Keep unnecessary people away from the area. (Ask everyone to move to another classroom/area.)

Watch for signs of shock (sweating, difficult breathing, and pale skin). If the injured person shows signs of shock, keep them warm and elevate their feet.

Keep the injured person calm and comfortable until responders arrive.

If you choose to help, wear protective equipment.

Report ANY contact with bodily fluids (saliva, blood, urine etc.) to Campus Patrol immediately.

Tobacco Free Campus

St. Clair County Community College recognizes the health dangers created by smoking and prohibits the use of any tobacco products whether smoking, chewing or otherwise, anywhere on the St. Clair County Community College campus, including buildings, sidewalks, parking lots, building entrances, common areas and in college-owned vehicles.

Drug Free/Alcohol Abuse Free

The college is committed to maintaining a drug-free and an abuse of alcohol-free campus.

Health Risks Associated with Substance Abuse

Considerable health risks are associated with the abuse of controlled substances. Substance abuse dramatically impairs employee and student performance, contributes to absenteeism, and presents safety risks for not only the abusing employee or student, but also to others within the college community. The following are general descriptions of some of the health risks associated with substance abuse.

Alcohol	Loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.
Amphetamines	Can cause rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion; tolerance increases rapidly; causes physical and psychological dependence; withdrawal can result in depression and suicide; continued high doses can cause heart problems, infections, malnutrition and death.
Cannabis	Can cause permanent damage to lungs, reproductive organs and brain function; slows reflexes; increases forgetfulness; alters judgment of space and distance.

Cocaine	Cause damage to respiratory and immune systems; induces malnutrition, seizures and loss of brain function. Some forms (such as “crack”) are highly addictive.
Hallucinogens	Cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent use can cause permanent loss of mental function.
Inhalants	Cause nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.
Narcotics	Highly addictive; tolerance increases rapidly; cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis.
Sedatives	Tolerance increases rapidly; produces physical and psychological dependence; cause reduced reaction time and confusion; overdoses can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death.

Campus Patrol Services

- Security escorts
- Lost & found property
- Room unlocks
- Low or dead vehicle battery
- Low or flat tire
- Vehicle out of gas
- Keys locked in vehicle
- Frozen door locks
- Disorderly complaints
- Fact-finding and documentation of claim
- Emergency response
- Provide directions
- Security of college property
- On campus injury or illness
- Publish crime statistics
- Suspicious situations/persons
- Parking enforcement
- Vehicle accident reports

Lost & Found

If you have lost an item, contact Campus Patrol to see if your property has been turned in. When someone’s property is found Campus Patrol creates a record of the item, and then attempts to locate the owner. If you are missing an item that you lost on campus, stop by the Campus Patrol office in Room 207, Main Building. Provide them with a description of the lost item, and a general location where you had it last. Should it be recovered, the Campus Patrol team will return it to you.