

SAFETY AND SECURITY PROCEDURES

Accident or Illness Emergency Procedures

Blackhawk uses the professional medical treatment system available in the community to respond to injuries and illnesses. Blackhawk will provide basic medical first aid but will not treat or diagnose any illness or injury. Rather, the student will be referred to an appropriate medical treatment facility. If the student refuses to seek follow-up medical treatment after it has been recommended by a staff member, the student will be asked to sign a waiver corroborating this decision.

The student is responsible for their own transportation to a medical facility. However, should the injury or illness be considered an emergency, an ambulance will be requested. The student will be responsible for the cost of the ambulance. Under no circumstances will College staff transport for treatment. All accidents, regardless of the seriousness, shall be reported to a staff member.

Clean-up after an accident or illness will be left to the College maintenance and custodial staff. Students will not attempt to clean up blood, vomit, or other bodily fluids. If clean-up is necessary, students should go to the Welcome Center (information desk) at the main entrance and request maintenance/custodial staff to clean up the area.

In case of an emergency, call 911. Classroom and hallway assistance phones can be used to report an emergency by following the posted instructions. Dial 911. The security non-emergency telephone number is 608-757-7617.

Emergency Campus Security Procedures

In the event of an emergency, call 911 immediately from a campus phone or 911 from a cell phone. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call the Office of Safety and Security at (608) 757-7617 or contact the College Welcome Center (information center). Students will follow the directions of College staff and emergency services personnel during an emergency.

Emergency Response Guide and Evacuation Procedures

Each classroom has an emergency response guide and a map indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The College holds evacuation and/or shelter-in-place drills at least once in an academic year. The College also conducts Safety and Security related tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Crime Prevention and Security Procedures

Crime prevention, security procedures, and practice information is presented during new student and employee orientations and periodically during in-service training. In addition, facilities and security personnel conduct routine inspections and patrol of buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the

security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways
- Always lock your vehicle
- If on campus in the evening, park close to the building in lighted areas and walk with others
- Items of value left in the vehicle should be placed out of sight
- Never leave items of value unattended
- Promptly report any suspicious behavior to Campus Security or College Officials
- Do not leave keys or access cards unattended
- Always lock doors in unattended office areas
- Never give out computer passwords
- When working during non-business hours, inform family and colleagues of your location and schedule

Crime Reporting Procedures

The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement, Campus Security and/or College officials. When the alleged behavior or act is a crime and not just a policy violation, College officials will involve local law enforcement agencies as soon as the information is known. Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation.

Report all criminal activity to Campus Security. If unable to reach Campus Security, contact the Welcome Center by dialing 7617 on a campus phone. The College does not have any pastoral or professional counselors on staff but does assist students in providing various private and public options for such services. Crimes may be reported anonymously. To report a crime and/or dangerous situation anonymously, contact Campus Security or the Welcome Center (information center) and inform them you wish to speak with a security official. This same process can be done when making reports to local law enforcement.

Blackhawk complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and outreach centers. The report can be found on the College's website or may be obtained from Campus Security. The report is also distributed every year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College Officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log.