

SUGGESTED SAFETY RULES (Ref. Safety Manuel 7.0)

The following suggestions are intended to be used as an aide but by no means to be considered a complete list.

1. Smoking only in approved places.
2. No horseplay in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medical prescribed drugs will not be tolerated in the work place. Inform your immediate supervisor if you are required to take medication during working hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
4. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
5. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
6. Operate equipment only if you are trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to your supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques for objects exceeding 50 pounds in weight.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, markers, and persons designated to direct traffic.
20. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to departmental rules and procedures specific to departmental operation.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

FOR CLARIFICATION OF ANY OF THE SUGGESTIONS LISTED ABOVE, PLEASE CONTACT THE DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY.

7.1 ACCIDENT AND INJURY REPORTING GUIDELINES

In case of Severe Accident or Injury

1. Don't panic
2. Call 911 from the nearest telephone, giving the location and nature of the problem.
3. In the event of possible spinal injury or shock due to injury, do not move the injured person.
4. Wait for help to arrive.
5. Notify Department / Division Chair and Security (6195).

In Case of Minor Injury

1. If medical assistance is needed call 911
2. Report injury to Department / Division Chair and Security (6195) no matter how minor.

Injuries Involving Bleeding

Only the Bossier City Fire Department employees who have received blood borne pathogen training shall administer first aid, assist, or transport an injured person who is bleeding. Blood and bodily fluids of all people should be handled as if they are infectious and could contain blood borne pathogens such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Non - Medical Emergencies

In case of emergencies such as rape, assault, robbery, or severe damage to a building:

1. Don't panic
2. Call 911 from the nearest phone, giving the location and nature of the problem.
3. Wait for help to arrive
4. Notify Department / Division Chair and Security (6195).

**IF YOU ARE EVER UNSURE OF WHETHER OR NOT TO CALL SECURITY AND THE DEPARTMENT CHAIR, ERR ON THE SIDE OF CAUTION AND MAKE THE CALL:
SECURITY – 678- 6195 OR THE DEPT. / DIVISION CHAIR**

Assignment of Safety Responsibility

2.0 ASSIGNMENT OF SAFETY RESPONSIBILITY

THE ASSIGNMENT OF SAFETY RESPONSIBILITY IS MANAGEMENT'S LIST OF PERSONS RESPONSIBLE FOR SAFETY PRACTICES AT THE COLLEGE AND IT IS ALSO THEIR RESPONSIBILITY TO CONTROL ACCIDENTS AND LOSS PREVENTION. AT BPCC SAFETY WILL BE MANAGED AT THE ADMINISTRATIVE LEVEL. WE INTEND TO INSTITUTE A COMBINATION OF SAFETY AND LOSS PREVENTION PROGRAMS THAT WILL ALLOW US TO SET AND ACHIEVE GOALS ON THE HIGHEST LEVELS THROUGHOUT THE ENTIRE COLLEGE. THE FOLLOWING IS A LIST OF RESPONSIBILITIES FOR VARIOUS POSITIONS AT BPCC SO THAT ACCOUNTABILITY CAN BE ESTABLISHED.

2.1 Chancellor:

1. Has oversight responsibilities and receives periodic report from Vice Chancellor of Business Affairs and Economic Development.

2.1.1 Vice Chancellor of Business Affairs and Economic Development:

1. Authorizes necessary expenditures to provide safe working conditions.
2. Approves safety policies as formulated by the Environmental Health & Safety Office.
3. Participates in the safety program as recommended by the Environmental Health & Safety Officer, (conducts safety tours, reviews and responds to safety reports, ensures safety awareness among key management personnel, reviews safety audits, evaluates safety program).

2.2 Environmental Health and Safety Officer:

THE SAFETY OFFICER IS RESPONSIBLE FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE AGENCY SAFETY PROGRAM. HE OR SHE COLLABORATES AND REPORTS TO THE VICE CHANCELLOR OF FINANCE AND ADMINISTRATION WHO HAS DIRECT ACCESS TO THE HEAD OF THE AGENCY. HIS/HER DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Has primary responsibility for coordinating the safety operations at BPCC.
2. Plans and directs a regular program of safety inspections and reviews accident investigations.
3. Supervises and reviews accident reports to evaluate and identify causative factors, and corrective actions.
4. Plans and manages the accident prevention program.
5. Keeps the Vice Chancellor of Business Affairs and Economic Development informed of the accident prevention program.
6. Conducts comprehensive industrial and management safety inspections of each department.
7. Organizes and administers a technically sound and effective occupational industrial accident prevention program and evaluates Department Heads, and Supervises in the implementation of these programs.
8. Plans and directs basic safety inspection checklists for departmental safety personnel or supervisors to use during their inspections.
9. Checks for compliance with applicable safety laws and codes.
10. Submits reports to the Vice Chancellor of Business Affairs and Economic Development to be reviewed with Chancellor.
11. Reviews all plans for Demolition, Renovation or new Construction along with all Work Order Requests with the appropriate Maintenance Supervisor to be sure that all applicable codes and regulations are followed.

2.3 Director and Associate Director of the Physical Plant:

1. Directs activities of O & M crew along with providing fiscal support and coordinates with the Environmental Health & Safety Office regarding said activity.
2. Submits all facility changes, addenda, and renovation plans work orders to the Environmental Health & Safety Office for review by the EHS Officer. Note: Emergencies can be handled verbally.

2.4 Vice Chancellors:

1. Directs activities of Supervisors as related to safety.
2. Communicates with Environmental Health & Safety Officer concerning any discrepancies in the following of procedures.
3. Insure that all safety policies are followed by Supervisors and/or Departmental Safety Person Designees.

2.5 Departmental Safety Person Designees: (DSP)

In academic departments, Safety Designee will also perform activities of supervisors.

1. Ensure safety surveys of facilities are provided for safety information.
2. Ensure portion of bulletin boards are provided for safety information.
3. Discuss unsafe working conditions or practices with supervisors or College personnel so corrective action can be taken.
4. Fill out forms provided by Safety Officer.
5. Ensure that accidents are reported promptly and investigations are conducted to determine causes.
6. Discuss unsafe working conditions or practices with supervisors so corrective action can be taken.
7. Actively support the accident prevention program.
8. Report all accidents immediately to Safety Officer.
9. Forward all accident reports to be forwarded to Environmental Health & Safety Office.

The DSP for each building is as follows:

- "A" Jim Henderson
Tom Williams
- B" Carolyn Burroughs
Marilyn Persley
- "C" Steve Slaughter
Ray Scott Crawford
- "D" Lisa Wargo

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.035

Title: WEAPONS ON CAMPUS

Authority: Board Action

Original Adoption: 11/13/02

Effective Date: 11/13/02

Last Revision: Initial

With the exception of duly authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline. Each campus shall develop a written “Weapons on Campus” policy that shall be included in the appropriate student publications and in personnel literature.

FACULTY AND STAFF MAJOR DISASTER PLAN
LOCKDOWN OR EVACUATION

- 1) In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be performed:
 - a) An announcement will be broadcast on the intercom system directing you to go into a lockdown mode or evacuation of the building/campus.
 - b) The lockdown mode consists of four simple steps:
 - 1) Lock your door from the outside.
 - 2) Turn out the lights.
 - 3) Move yourself and students away from the door and windows.
 - 4) Keep everyone quiet.
 - c) If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911, BCPD – 741-8605, or Campus Police – 678-6318.
 - d) All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.
 - e) All physical plant staff should go to a locked closet area or the nearest office.

- 2) Assessing the threat/situation:
 - a) The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.
 - b) If an evacuation is required, you will be given the evacuation command either on the intercom system or by a police officer in your area. (Room to room)
 - c) If an officer comes to your room, they will advise you when and how to exit the building and where to go.
 - d) If the evacuation notice is given by the paging system, you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

Driver Safety Policies Bossier Parish Community College

Bossier Parish Community College has implemented a safe driving program. This program includes rules concerning who should be permitted to operate motor vehicles under the College's control. The policies outline the roles and responsibilities of managers, supervisors, and employees. These policies are issued to all drivers and are the basis for the Driver Safety Program. Only employees authorized by Bossier Parish Community College are allowed to operate vehicles for the business of the college. Employees are not allowed to operate vehicles for which they are not licensed. The College designates the employees who are authorized to drive vehicles on state business.

This process includes:

- A review of the employee's motor vehicle driving record.
- A review of the employee's respective class of license.
- A validation of a current driver's license.
- Attendance to driving courses within three months of entering the driving program.
- Special requirement of drivers who have violations on their records to retake the driving course within three months of violation.

The agency administrator has assigned the responsibility of monitoring the Driver Safety Program to the Plant Maintenance Director. The director keeps accurate records of qualified drivers and notifies the Human Resources Managers of the status and schedules Driving Classes with trained driving instructors who have been properly trained by the state.

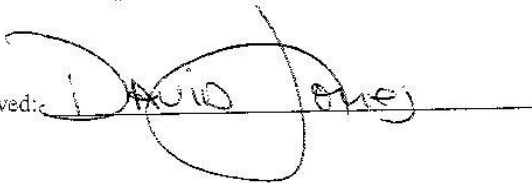
The director of maintenance ensures that all vehicles are in safe operating condition through a vehicle checklist and is certain that the driver has proper class license for the vehicle, which they operate. They also ensure that all motor vehicle procedures are followed and that reports are submitted on a timely basis.

Employees' driving records are checked annually and monitored using the Office of Motor Vehicles records. ADA2054 is filled out by the employee annually, reviewed, and signed by the employee and the Director of Human Resources. A list of all authorized drivers is kept in the Human Resources Office.

Employees are determined high-risk drivers by their annual DA2054 records check. High risk drivers are defined as those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve month period. Drivers who have violations on their motor vehicle records should be required to retake an approved driving course within three month of receiving the violation.

Instructors trained by the state assist the college under the umbrella of the Office of Risk Management. Regularly scheduled driver training courses are offered throughout the year and additional courses are offered on an as needed basis. Approved driving courses are offered at least quarterly to meet the needs of drivers who must meet the three-month requirements of the program.

Approved: _____



HOSTAGE SITUATIONS

Patience, Alert, Cooperative, Eye Contact and Stockholm Syndrome Guidelines

The P.A.C.E.S. guidelines will be utilized as a mandatory hostage-training curriculum for all faculty and staff. If a faculty member, staff or visitor is taken hostage, the following guidelines should be followed:

1. **P=Patience.** Accept the situation and be prepared to wait. Remain calm and do not panic. The process may be slow. Time is on the side of the hostage. Usually the longer a situation lasts, the chances of safe release increase. Escape attempts should be considered only as a last resort, and only attempted if complete success can be achieved. Remember that the authorities are engaged in a complete plan designed to release hostages unharmed.
2. **A=Alert.** Listen and be as alert as possible. Keep a mental account of the actions of the captors. At a later date, hostages are likely to be witnesses for prosecution of the captors. Look for a protected place to dive/roll into should authorities attempt to rescue hostages by force. If there is an assault to rescue and shots are fired:
 - a. Lie down and stay calm.
 - b. Put hands behind the head so they are visible to rescuers.
 - c. Remain quiet, still and refrain from fast moves.

At the time of rescue, it is possible chemical agents may be used. Hostages should first realize that there is not much that can be done when chemical gases are used and how they may be affected, however when chemical agents are used:

- a. Do not rub your eyes.
 - b. Let tears run freely from your eyes.
 - c. Take short, light breaths
3. **C = Cooperative.** Keep a low profile by not saying or doing anything to excite the captor. Do not be argumentative. Follow the instructions of the captor. Act neutral and be a good listener if the captor wants to talk.
 - a. Avoid physical resistance. Chances of the hostage successfully attacking the captor are slim.
 - b. Physical resistance should be offered only when the hostage knows his/life is in danger.
 - c. In the event of sexual attack, several guidelines are suggested. These include:
 - 1) Verbal resistance first;
 - 2) Passive resistance second (e.g. fainting);
 - 3) Discharge of body fluids as a last resort
4. **E = Eye Contact.** The hostage should not turn his/her back on the captors unless ordered to do so. Eye contact is good, but avoid staring - staring may mean you are angry or aggressive. Sometimes eye contact can establish a human bond between individuals. This could be a factor in reducing the risk of physical harm. Avoid the appearance of observing crimes that the captor commits. Look down or look away.

5. **S = Stockholm Syndrome.** The Stockholm Syndrome is an interpersonal relationship that can develop between the hostage and captor. During a prolonged hostage situation in Stockholm, Sweden, it was noticed that lengthy exposure of the captors to the hostage reduced the danger of harm coming to anyone because both parties interacted with one another. This interaction can be no more than eye contact. Both parties are under stress, and an implied personal, emotional involvement develops. The more time passes, the deeper the involvement becomes. It is important for hostages to be aware that the Stockholm Syndrome holds a potential value of reducing the risk of harm.
- C. **Public Relations.** All public relations during and after a hostage situation will be handled and disseminated to the media through the College's Relations. A designated place for periodic briefings to the media will be established. Only the Safety Director or their designated representative will release appropriate and verified information for the College's Relations use. Since information is crucial during a hostage situation, the Director of Relations will verify information, and receive authorization from the Safety Director, or their designated representative before any information is released to the media. The proper conveyance of released information is essential in hostage situations.
- D. **Documentation and Post-Disturbance Actions.** Every facet of a hostage situation is to be thoroughly documented, including the use of still and movie photography. A log of the times, actions, and occurrences during the hostage situation will be maintained in the order of events transpiring. This documentation will be essential when critiquing the emergency response plan, and providing substantial evidence for prosecution.
- E. **Reminders for Hostages**
1. Be cautious of heroics. Do not act foolishly.
 2. Be cooperative and obey the captor's instructions.
 3. Look for a protected place in case authorities attempt an assault.
 4. Keep your cool.
 5. Keep a low profile.
 6. Do not make threats to the captor(s).
 7. Be reluctant to give up your identification or clothes.
 8. Try to drink water, and eat if food is available.
 9. Be conscious of body language, as well as speech.
 10. Think of persuasive reasons why captors should keep hostages alive and free of harm.
 11. Convey accurate messages.
 12. Drop quickly to the floor and seek cover should a rescue be attempted.
 13. Observe all you can.
 14. Be debriefed upon release.

ANNUAL SECURITY REPORT

The following information is provided to the public in compliance with the Clery Act. The Annual Security Report for BPC is prepared by the Head of Security and the Vice Chancellor for Student Affairs from information gathered from the Campus Security Log and from the Bossier City Police Department. All crimes reported to the Campus Police or other campus security authorities are recorded in the campus security log located in the Security Office, Building F.

To applicants for position at Bossier Parish Community College as required by Title 34 Institutional Disclosures, Section 668.46 – Security Policy and Crime Statistics.

Bossier Parish Community College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; and certain off-campus locations of student organizations recognized by the institution. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the Director of Campus Security, Mr. Mike May or Vice Chancellor of Student Affairs, Karen Recchia, or by accessing the following web site:

www.bpcc.edu/student_handbook/Campus%20Safety.htm

PROCEDURE FOR REPORTING CRIMES

In the event of a crime, accident, emergency, or injury occurring on campus, you should do the following:

1. Call 911 if there is a fire or life threatening medical emergency.
2. Immediately control the scene using good judgment, according to the situation (evacuate, take cover, administer first aid, etc.)
3. Report the incident to the proper school authority as soon as possible using any of the following means:
 - Call extension 6318 or 6195 or cell 286-4922, Monday-Friday, 7:00 a.m.-4:30 p.m.
 - Main Campus evening hours: Call extension 6000, Monday-Thursday, 4:30-9:30 p.m.
 - Notify any uniformed campus police officer.
 - Notify any campus watch personnel or faculty/staff member who will immediately notify Campus Security.

For Reporting Purposes:

The campus reporting staff, any faculty/staff member can complete an accident/incident report form by filling in all the information. Submit the form to the Director of Security in Building F, Room 104.

Safety concerns and questions should be addressed to the following:

Environmental Health & Safety Officer:

David Jones
Building J
6220 East Texas
Bossier City, LA 71111
(318) 678-6000

WARNING NOTICES

Warning notices are immediately posted around campus when a reported crime occurs which could pose a threat to others. **WATCH for WARNINGS!**

TO REPORT FIRE OR LIFE THREATENING MEDICAL EMERGENCIES

Call 911 immediately or by any means listed above.

CAMPUS POLICE AUTHORITY

Bossier Parish Community College is patrolled by off-duty, commissioned Bossier City Police Officers Monday through Friday and by normal patrol of the Bossier City Police Department. Police cars are visible on campus during these hours. Since Campus Police and Bossier City Police are the same, BPCC benefits from their arrest authority.

Student members of Bossier Parish Community College's Campus Watch monitor the halls and parking lots around the buildings beginning 7:00 p.m. Monday through Thursday. Campus Watch is in contact with the radio dispatcher at all times, and the members are identifiable by their bright yellow uniforms.

All crimes occurring in or on the facilities of Bossier Parish Community College shall be reported immediately to any Campus Police Officer or a faculty/staff member who will notify the proper authority.

Bossier Parish Community College has an agreement with Bossier City Police Department to receive reports of criminal activity occurring on public property within the campus or immediately adjacent to or accessible from the campus. The Director of Security will track the case through its final disposition by the BCPD and record the statistics accordingly. The Director of Security shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime Report in accordance with the Crime Awareness and Campus Security Act of 1990.

SECURITY & ACCESS TO COLLEGE PROPERTY

The Physical Plant Department maintains the College buildings and grounds with concern for safety and security. Reports of potential safety hazards noted on campus should be report to Physical Plant Department.

SEXUAL ASSAULT POLICY

(Ref. BPC Student Handbook)

The College is committed to preventing sexual violence through educational programming and the adoption of clear guidelines, which inform students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. The appropriate College office will deal severely with College community members found guilty of any sexual assault crime.

Definition

The College shall refer to the Louisiana Criminal Law and Procedure Handbook to determine when a sexual assault has occurred.

Educational Programs

The Counseling Center will present seminars each semester to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Guidelines for Reporting Sexual Assault

Victims of on-campus sexual assault are advised to adhere to the following guidelines:

Preservation of Evidence:

1. Do not bathe, shower, douche, or change clothes.
2. Do not disturb the crime scene; save all clothing and items involved.
3. Do not brush teeth, drink anything, or smoke cigarettes until you have been examined.

Although adhering to the above guideline is most difficult under such traumatic conditions, the victim aids law enforcement agencies in the preservation of evidence when following these three recommendations.

Procedures for Reporting Assault and Receiving Help

1. Report the assault either in person or by telephone (746-9851) to Campus Police. If the victim chooses a telephone, give present location in order that police may come to the victim and personally take a report in a private atmosphere. Campus Police will notify the Bossier City Police Department. Even if you do not want to file charges, you can file an informational report that may help the police locate your attacker. A counselor from the BPC Counseling Center will be present, if possible, during the taking of the report.
2. Following the report given to the police, the victim is strongly advised to seek medical assistance from a local hospital. Call the YWCA Sexual Assault 24 Crisis Line at 222-0556. A volunteer escort will meet you at the hospital, stay

with you through the medical examination and during your conversation with the police, and provide support to ease your pain.

3. A victim of sexual assault is highly encouraged to participate in follow-up counseling. Failing to openly address the emotional trauma of sexual assault can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interaction following such an assault. Thus, learning to cope with a multitude of feelings and fears can be accomplished through ongoing counseling. The victim may seek help through either of the following agencies:
 - a. BPCC Counseling Center (746-9851, ext. 250), T-7
 - b. YWCA Sexual Assault Center (222-0556), 710 Travis Street, Shreveport.

Legal Action

The victim may proceed to take action against the accused by:

1. Pressing criminal charges through District Attorney's Office with the assistance of the Campus Police. This action is encouraged whether the accused is or is not found to be a College student.
2. If the accused is found to be a BPCC student, the victim may request that College begin disciplinary proceedings for redress of the assault.

Campus Discipline Procedures

During College disciplinary proceedings both the victim and the accused are entitled to have an advisor present. Furthermore, the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

The Rights of the Victim in Alleged Sexual Assault Cases

1. The right not to have the victim's past sexual history discussed during an investigation or during a hearing;
2. The right to choose persons to accompany the victim throughout the investigation and disciplinary proceeding;
3. The right to be present throughout the entire disciplinary proceeding;
4. The right to have a campus restraining order or ban imposed on the accused and/or the accuser's friend to prohibit them from contacting or harassing the victim;
5. The right to be informed of the outcome of the disciplinary proceedings dealing with the alleged sexual assault;
6. The right to be informed of counseling available on the BPCC campus and of counseling available in the community;
7. The right to change academic environments after an alleged sexual assault incident; and
8. The right to be informed of criminal proceedings in the city and district courts.

The Rights of the Accused

1. Accuser and accused have same right (if any) to have others present during disciplinary hearing.
2. Accuser and accused shall be notified of the outcome of a campus disciplinary proceeding.

Penalties for Sexual Assault

The College has the right to take disciplinary action, independent of the criminal justice system, against any student the College finds guilty of sexual assault. The College has jurisdiction in sexual assault cases occurring on the College campus. The College also may take disciplinary action in off-campus cases involving a BPCC student as described in the Student Code of Conduct Section I.A.

Louisiana criminal penalties, which may be invoked against offenders, are listed in the Louisiana Criminal Law and Procedure Handbook.

The Campus Security maintains all data on sexual assaults occurring on campus. This data is annually collected from August 1 through July 31. Members of the College community who would like to obtain this information may contact the Vice Chancellor for Student Affairs.

Avoiding the Occurrence of Sexual Assault

All members of the College community are advised to exercise caution while on campus both day and night. Although students, faculty, and staff comprise the majority of people found on the campus, many non-colleges related individuals visit daily. Consequently, students and employees must use good judgment and make wise decisions in the course of daily activities on the campus. Special precautions are advised in the following situations:

1. Walking to and from parking areas both day and night. Have keys in hand when returning to an automobile and always check the automobile before entering.
2. Walking the campus alone at night. Walk with groups or wait for a Campus Watch member to walk with you.
3. Working late at night in College offices and laboratories. (When possible, keep doors locked and let someone know you are in that area.)
4. Avoid walking in dimly lit areas of campus. (All areas needing better lighting should be reported to Physical Plant & Maintenance, phone 678-6420.)

ALCOHOL AND DRUG POLICY

(REF: BPC Student Handbook)

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

This program must include:

- a. Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- b. Description of legal sanctions;
- c. Clear statement of the College's sanctions for violations;
- d. Description of any drug and alcohol counseling, treatment, or rehabilitation services; and
- e. Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

Statement of Purpose

Alcohol use and abuse is a major issue in the community and on college campuses. Excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors, which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. BPC policy prohibits the consumption, possession, or distribution of alcoholic beverages in or on any College property or while participating in any College-sponsored trip.

The use, possession, or distribution of illegal drugs is prohibited in or on any College property or while participating in any College-sponsored event.

College Sanctions

Complete sanctions and hearing procedures are described in the Student Code of Conduct section of this handbook. Examples of sanctions may range from counseling, suspension of privileges, community service, or suspension from campus.

Refer to the BPC Student Handbook for complete information on Legal Sanctions and Health Risk Associated with the Use of Illicit Drugs & Abuse of Alcohol.