

# Health and Safety

## Drug and Alcohol Abuse Prevention Program

*Information on Preventing Drug and Alcohol Abuse:*

National Institute on Drug Abuse: [InfoFacts](#)  
National Institute on Drug Abuse: [Commonly Abused Drugs](#)  
College Drinking - Changing the Culture: [College Environment](#)

*SCC Standards of Conduct:*

Southeastern Community College has established standards of behavior that apply to everyone associated with the College – students, faculty, staff, and members of approved college organizations. These standards are set forth as regulations in the Judicial Codes and Appeals document. The Codes applies to conduct that occurs on the college campus, or at any other property or facility used by Southeastern Community College for educational purposes or related activities.

*Sanctions Under Local, State, and Federal Law for Unlawful Possession, use, or Distribution of Illicit Drugs and Alcohol:*

[IA Alcohol Laws](#)

[IA Drug \(Controlled Substance\) Laws – Code 124](#)

[Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance](#)

[Federal Trafficking Penalties](#)

*Drug and Alcohol Treatment Resources/Programs*

Support for employees with Life or Disability insurance through National Insurance Services is available in conjunction with the organization’s Embedded Employee Assistance Program (EAP). The EAP program is available at no-cost for a wide variety of needs and concerns including alcohol and drug addictions. Contact information is as follows:

Call toll-free: 1-866-451-5465  
Online: [niseap.com](http://niseap.com)

The Iowa Department of Public Health licenses the Alcohol and Drug Dependency Services of Southeast Iowa (ADDS) to provide chemical dependency treatment services to residents of Des Moines, Henry, Lee, and Louisa counties. Individuals and family members who experience the effects of alcohol and drug dependency may receive ADDS treatment services. Contact information is as follows:

**E-mail:** [information@addsiowa.org](mailto:information@addsiowa.org)  
**Burlington Center:** 319.753.6567  
**Mt. Pleasant Center:** 319.385.2216  
**Keokuk Center:** 319.524.4397  
**Wapello Center:** 319.523.8436

*Description of the Health Risks Associated With the Use of Illicit Drugs and Alcohol:*

[Drugs of Abuse/Uses and Effects](#)

*Violation of SCC's Standards of Conduct*

Southeastern Community College has established standards of behavior that apply to everyone associated with the College – students, faculty, staff, and members of approved college organizations. These standards are set forth as regulations in the Judicial Codes and Appeals document. The Codes applies to conduct that occurs on the college campus, or at any other property or facility used by Southeastern Community College for educational purposes or related activities.

Article II – Section F – Jurisdiction of the College (consistent with local, state and federal law)

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College property, at College-sponsored events, or which adversely affects the College community and/or the pursuit of its objectives. The College reserves the right to determine the circumstances in which jurisdiction over a particular offense will apply.

Article III – Student Disciplinary Procedures

Section A – Charges

Any member of the College community may file a Code of Conduct violation against any student for misconduct. Charges shall be prepared in writing and directed to the College Judicial Officer.

Section B – Student Disciplinary Process

The College Judicial Officer shall proceed to investigate when notified of alleged misconduct by students.

Section C – Sanctions

If the accused is found responsible for the charge against her/him, one or more of the following sanctions may be imposed upon the accused: reprimand, referral, conduct probation, disqualification, restitution, suspension, and expulsion.

A summary of the Judicial Codes and Appeals is located [here](#). A complete copy of the Codes and Appeals is available upon request at the Enrollment Services Office in West Burlington.

## **Campus Security Policies, Crime Statistics and Crime Log**

### ***Missing Student Policy and Procedure for Residential Students***

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, which based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, anyone who believes a student to be missing (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) should report their concern

to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager. The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made. Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, individual(s) identified as the student's emergency contact, and/or custodial parent or guardian.

At housing check-in, students 18 years of age and older will have the option of identifying a contact person(s) whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. This confidential contact information is maintained in the student's housing file in Residence Life and is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation.

Students under 18 years of age and who are not emancipated are required to provide contact information for their parent or legal guardian, and will be advised that SCC is required to notify a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing.

All students will be advised that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, SCC will notify the West Burlington Police within 24 hours that the student is determined missing.

#### General Procedure

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:

- The name and relationship of the person making the report.
- The date, time, and location the missing student was last seen.
- The general routine or habits of the suspected missing student (e.g. –visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
- The missing student's cell phone number (if known by the reporting individual).

2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.

3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:

- Call the student's room.
- Go to the student's residence hall room.
- Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
- Check with the student's respective faculty.
- Secure a current student ID photo.
- Call and/or text the student's cell phone and call any other numbers on record.

- Send the student an email.
- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
- Contact or call any other on-campus or off-campus friends or contacts that are made known.
- Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
- Contact the student's parent and / or emergency contact.

4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.

5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. (Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)

### ***Policies and Procedures for reporting Crime***

Per Mar Security officers can be contacted by calling 319-759-1727. On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (security), 319-759-2668 (housing), 319-850-7111 (facility director), or 911. While there are no formal, written agreements with local law enforcement agencies in West Burlington, Burlington, Keokuk, Ft. Madison, and Mt. Pleasant, SCC will support and cooperate with these agencies regarding the investigation of criminal offenses committed on campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately to security at 319-759-1727, the facility director at extension 5141 or 319-850-7111 or the local law enforcement agency by dialing 911. In addition, you may report a crime or incident which may require the issuance of a timely warning to the following areas:

#### **West Burlington Campus**

VP for Student Services:	319-208-5049
VP for Administrative Services:	319-208-5069
VP for Teaching & Learning:	319-208-5053
Location Operator:	319-752-2731

#### **Keokuk Campus**

Dean of Campus:	319-313-1920
Location Operator:	319-524-3221

#### **Ft. Madison Center**

Location Operator:	319-376-2286
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#### **Mt. Pleasant Center**

Location Operator:	319-385-8012
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#### **Center for Business (CBIZ)**

Location Operator:	319-208-5375
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SCC does not have procedures for voluntary reporting of crime statistics. All reports will be investigated. Violation of the law will be referred to local law enforcement agencies and, when appropriate, to the College judicial process.

### ***Emergency Response and Evacuation***

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, Per Mar Security and/or SCC staff will attempt to immediately confirm the incident and its location. Incidents may involve, but are not limited to, a physical threat or a weather related emergency. Upon confirmation, a determination will be made as to the extent of the notification and evacuation. Notification of evacuation, staying in place, or any other action that should be taken will be made over SCC's public address system. Activation of the fire alarm will also result in building evacuation. Announcements will be customized messages developed and delivered by the primary incident coordinators or a designee for SCC as follows: VP for Student Services, VP for Administrative Services, VP for Teaching and Learning, Director of Facilities, Marketing Director, Dean of Keokuk Campus or Enrollment Coordinator for Keokuk Campus. The public address system will be utilized during the emergency as needed until the "All Clear" can be given. In addition, the process described in Timely Warning Procedures will be used to advise others of the emergency. Emergency response and evacuation procedures are scheduled to be tested on at least an annual basis at all SCC locations.

### ***Timely Warning Procedures***

SCC is concerned about the safety of students and employees. SCC has implemented a mass notification system which will send text messages to cell phones, voice messages to cell phones and/or home phones, and e-mails to campus accounts. Pertinent information will also be placed on the SCC website. In addition, campus buildings in West Burlington and Keokuk are equipped with internal public address systems which will be used as necessary. Should an incident occur, on or off campus, that presents a continuing threat to safety on campus or at any college facility, a timely warning notification will be issued. Depending on the situation, designated individuals and posted notices may also be used to make notification. Anyone with information that would warrant a timely warning notification should report the circumstances as outlined in the Policies and Procedures for Reporting Crimes. SCC's mass notification system will be tested annually.

### ***Security and Access to Campus Facilities***

SCC students, staff, and visitors have access to most buildings beginning at 7:00 a.m. until 10:00 p.m. Monday through Friday. On Saturdays, Sundays and holidays, the College is open for scheduled events only. Security and designated SCC staff are responsible for locking and unlocking buildings and for patrolling campus grounds, buildings, and housing complexes. All individuals are responsible for securing their personal vehicles. Housing residents are responsible for securing their rooms at SCC Student Housing.

## Crime Statistics

### Occurrences on Campus

January - December, 2007-2009

#### Reports to Campus Authorities or Local Police

	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Housing			ISP/MPCF			CBIZ		
	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09	07	08	09
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
** Burglary	5	2	8	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*** Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

#### Number of arrests on campus for:

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

#### Disciplinary Actions/Judicial Referrals-on campus

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	4	40	34	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*\*\*Thefts reported from college property and/or vehicles in the parking lot (not classified as burglary). All students and employees are encouraged to take appropriate cautions with property and to lock their vehicles.*

## Fire Safety Policies, Fire Statistics and Fire Log (On-Campus Housing Facilities)

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the college community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

### West Burlington

*Winegard Hall and Witte Hall*

Dormitory style facilities each with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of the building.

### *Millennium Hall*

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

Fire drills are conducted four times a year at these facilities.

### **Keokuk**

#### *Blackhawk Hall*

One-story building with 10 separate two-person apartments each with dual exterior entrance/exit accesses. Each apartment has standalone smoke detectors and fire extinguishers located near kitchen facilities. The physical structure of this building with individual apartments does not allow for/require a central fire alarm system and fire drills are not conducted.

The following appliances are not permitted in any SCC student housing unit: hot plates, space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing.

Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition, posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

### **Fire Procedures:**

In the event of a fire, the following procedures should be used:

#### *Winegard, Witte Halls:*

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

#### *Millennium Hall:*

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.

#### *Blackhawk Hall:*

1. Evacuate the respective apartment.
2. Notify Residence Life staff.
3. Have Residence Life call 911.

If the fire alarm sounds in any of the housing units, do the following:

1. Close room windows, but leave blinds open and leave lights on.

2. Close the door and leave it unlocked so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. Do not re-enter the building until authorized officials give you permission to do so.

**Designated Fire Evacuation Areas:**

Millennium Hall – grassy area NE of

Millennium Hall parking lot.

Winegard Hall – basketball hoop area in Millennium Hall parking lot.

Witte Hall– East of Witte Hall in the grassy area across the street.

Blackhawk Hall – North or West of the building across the street.

If the fire alarm goes off, all residents and/or their guests must evacuate the building. Any resident that does not leave the building during a fire alarm will be assessed a \$100 fine. The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. In accordance with State law, unannounced fire drills will be conducted at least twice during each semester. It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.

Southeastern Community College has fire/emergency evacuation instructions posted in each classroom and common area on campus, and evacuation drills are conducted on an annual basis. Fire extinguisher training is provided to various employees on a rolling basis. Any questions/concerns/suggestions regarding campus safety are directed to the Campus Safety Committee.

A log of reported fire incidents is maintained by SCC's Director of Facilities, and can be accessed via the college website. Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts may be found in the following chart:

<b>Fire Statistics</b>												
	<b>Winegard Hall</b>			<b>Witte Hall</b>			<b>Millennium Hall</b>			<b>Blackhawk Hall</b>		
# of Fires	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amt. (\$200/+)	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire:												