
Safety & Security at MCC

Introduction

McHenry County College values every student, employee and community member and respects the need for a healthy and safe learning environment. If you have questions or concerns about MCC's safety and security, please contact any of the following resources:

- Campus Safety and Security Office (B174)
- Human Resources Office (A244)
- Union Representative
- MCC Safety Committee

If you feel uncomfortable presenting your concerns alone, you are welcome to bring an advocate with you.

The intent of this document is to make MCC students, employees and community members feel safe in this environment and explain options which can be utilized to deal with incidents and concerns.

Need Emergency Help?

Dial 22 from any house or office phone. If the incident is during business hours your location will be recognized and communicated by the switchboard. After business hours, wait on the line and report your location. **Note: If the incident is a life-threatening emergency, dial 911 directly for immediate assistance.**

Crime

McHenry County College will not tolerate the violation of local, state, or federal laws or college policies at any college-sponsored activity on or off campus. The Office of Campus Safety and Security, under Chapter 110 of the Illinois Compiled Statutes, Section 805/3.42.1, has full power in executing the responsibilities for law enforcement on campus.

Reporting a Crime on Campus

Dial **22** to report illegal activity in progress. Campus Security personnel will respond immediately.

Dial **0** or **8733** to report a crime after the fact. Please assist Campus Security personnel by supplying them with all available information related to the incident, i.e., date, time, location, any descriptions, etc.

All crimes should be reported as soon as possible. The Campus Safety and Security Office is staffed 24 hours a day, seven days a week.

Reporting a Crime at an Off-Campus Facility

All incidents of a criminal nature should be reported to the appropriate local law enforcement agency and the Office of Campus Safety and Security. The Office of Campus Safety and Security will request a copy of the official report from the local law enforcement agency.

Crime Prevention

Crimes are preventable. The Office of Campus Safety and Security encourages students and employees to get involved in protecting themselves and their property. McHenry County College makes ongoing efforts to educate the College community about crime and common-sense precautions. Employees are encouraged to take advantage of on-campus seminars and in-service opportunities dealing with safety. Ideas for educational opportunities focusing on safety and security should be forwarded to the Safety Committee.

Crime Awareness & Campus Security Act of 1990: Campus Crime Statistics Report

The Office of Campus Safety and Security is required by federal law to compile a Campus Crime Statistical Report and make it available to the public. The report is on file in the Library, and is available in the Student Activities Office (A252). Individual copies are available upon request in the Office of Campus Safety and Security. The report is also printed in the semester credit schedule. Further information concerning compliance should be directed to the Office of Campus Safety and Security.

Institutional Policies & Procedures

McHenry County College has adopted certain policies, guidelines, and standards of conduct which:

- Prohibit the sale, possession, or use of drugs and/or alcohol on campus
- Require smoke-free buildings
- Require that no children under 16 years of age be permitted on campus unattended by a parent or guardian, except when they are attending classes or receiving services offered by the College for children
- Require that no children under 16 years of age be allowed into a classroom, laboratory, or office environment, solely for the purpose of a parent or guardian providing direct supervision of his/her child
- Prohibit threatening or abusive language or actions
- Prohibit sexual harassment and/or assault
- Prohibit the unapproved possession, use, or sale of firearms, or any lethal weapon on campus
- Require that no animals be permitted on campus unless they are acting in a service capacity

Any violations of college policy, guidelines, or standards should be addressed utilizing the procedures outlined in this publication.

Medical Emergency Procedures

Life Threatening Injury or Illness

1. Do not leave the injured/ill party alone.
2. Designate a specific person to call **911** and relay information to emergency personnel.
3. Designate a specific person to Dial **22** and notify switchboard of the location.
4. Campus Security will coordinate the efforts upon their arrival.

Non-life Threatening Injury or Illness requiring assistance

1. Dial **22** to notify Security from any office or house phone.
2. Campus Security will coordinate the efforts upon their arrival.

An Incident Report Form must be completed for each incident and returned to the Office of Campus Safety and Security. Blank forms are available from that office and on InsideMCC under “Forms.”

Campus Security personnel have been trained and certified in first aid procedures and are prepared to handle emergencies. They will seek the assistance of the Health Promotion Specialist, if necessary. McHenry County College does maintain a rest area for staff and students. For access to this room, please call Campus Security or the Health Promotion Specialist.

“After Hours” Building Use

The following times are considered “after hours”:

Monday - Thursday	10 p.m. to 6 a.m.
Friday	8 p.m. to 7 a.m.
Saturday - Sunday	4 p.m. Saturday to 6 a.m. on Monday

MCC Employees: For your security and safety, as well as the College building security, it is required that if you are going to be working on campus after hours, as defined above, you must contact Campus Safety and Security when you arrive and leave. The Safety and Security Office must keep a log of this activity.

Special Note: The above hours do not apply to meetings of the Board of Trustees. When a public meeting of the Board of Trustees is in progress, either in open or closed session, the public may remain on campus or may enter and leave the building in proximity to the location of the meeting after normal business hours until the adjournment of the meeting.

To contact the Campus Safety and Security Office after hours, please do the following:

On Campus - after you have arrived in the building, dial **0**. This will connect you with the Security radio-telephone.

Off Campus - before arriving, call (815) 455-3712 and state the time you will be arriving at the College.

Returning from Off Campus Events “After Hours”

Procedures to follow when returning from an off campus event “after hours”:

1. Notify the Office of Campus Safety and Security in advance of the trip.
2. State the approximate time of return to campus.
3. State the parking lot used for vehicles and return.
4. Overnight trips – give the location and license number of all vehicles remaining on campus.

Off-Campus Facilities Emergency Information and Procedures

McHenry County College offers classes, events, and seminars at several off-campus facilities. The College recommends that students and employees be proactive in seeking information regarding their location and their safety needs/concerns. Please contact any of the following resources at McHenry County College to assist you in answering any other questions you might have:

- Department Chairs/Coordinators
- Executive Deans
- Director of Campus Safety and Security
- Health Promotion Specialist
- Director of the Special Needs Program

Emergency Call Boxes

Each parking lot on campus has at least one emergency call box. Emergency call boxes are white and located on light poles.

The boxes are to be utilized to request Campus Security services, report unusual activity, or request emergency assistance. Emergency call boxes are connected directly to the Campus Security radio system.

How to operate the emergency call boxes:

1. Press the button and release it. Wait for a response from security.
2. To talk to security, press the button and hold. Release the button to listen to the response from security.

Campus Safety Services Offered

Escort Services:

Escort services are available to and from the parking lot. To request this service:

1. Dial **0** from any house phone to contact the switchboard or Campus Security.
2. Give your location to the switchboard or Campus Security and wait for Campus Security to arrive at your location.

Motorist Assistance:

Motorist assistance is available for minor services, such as a jump start for dead batteries. Go directly to the Campus Security Office and report the problem, or:

1. Dial **0** from any house phone or utilize the closest emergency call box in the parking lot.
2. Describe the problem with the vehicle, state your location and the location of the vehicle.
3. Wait for Campus Security to arrive.

Crisis Management and Communication

The term “crisis” can be applied to any one of a number of situations that may occur at the College or in some way affect the College. A crisis could apply to such major catastrophes as natural disasters (tornado), bomb threats, outbreaks of violence, or the death of a student or staff member. A crisis is usually unavoidable, but permanent damage could result if the information is not timely and correct. In the event of a crisis at McHenry County College, the following personnel will keep the media informed:

- College President
- Director of Marketing and Public Relations
- Vice President for Administrative Services/Treasurer

Whenever possible, anyone who is contacted by the media in a crisis situation should refer them to the Director of Marketing and Public Relations at (815) 455-8727.

Communicating Critical Information

McHenry County College currently has a number of ways to quickly communicate with students, employees and community members, including:

- Internal intercom system
- MCC switchboard
- InsideMCC
- ANGEL
- The Flush

The College also has added a new way for students and employees to receive emergency information in a timely manner – **MCC Campus Alert**, an emergency mass notification system.

Employees and currently enrolled students can sign up for timely notifications about college-related emergencies. This is just one way to help ensure a safer and more prepared campus. Students can register by visiting www.mchenry.edu/notifyme. Employees should contact the Director of Communications Technologies for registration information.



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