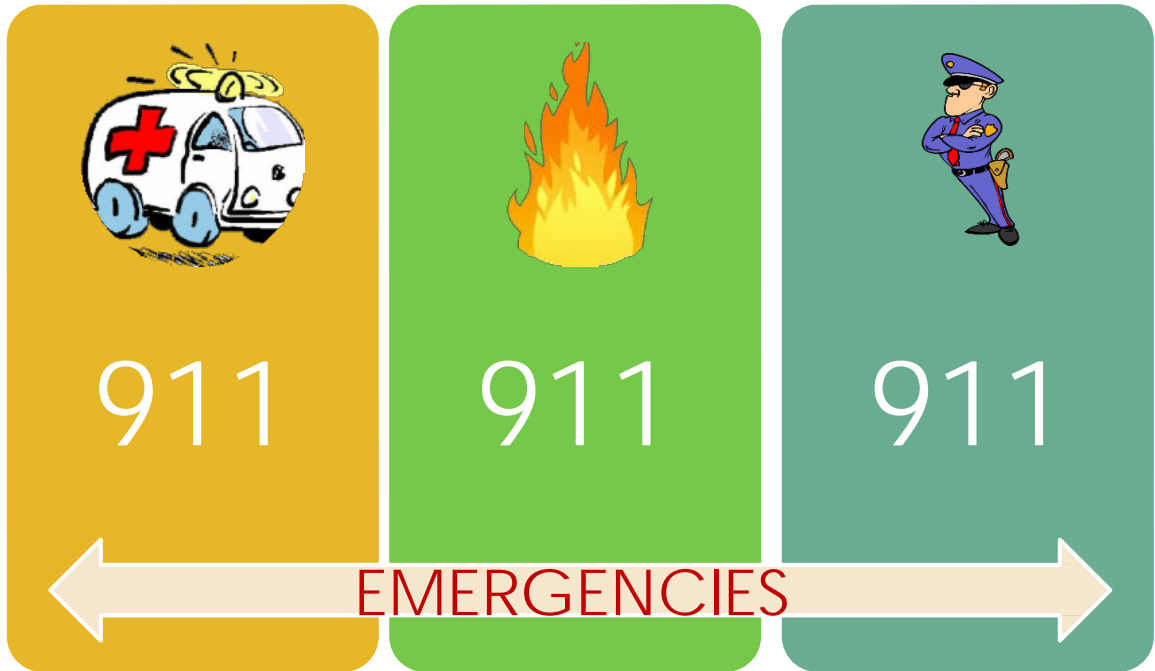


Emergency, Incident, Crime, Closure or Delay, and SDS Preparedness

Extreme Weather Conditions, Mechanical Failure, Crimes or
Incidents, or Finding Safety Data Sheets

No matter what the situation, be prepared and be safe!



Not an emergency?

Dial 1111 from any Bay College phone
or call the Contact Administrator at 906-399-8309

FOR NON-EMERGENCIES
INVOLVING POLICE

Call Public Safety

906-786-5911

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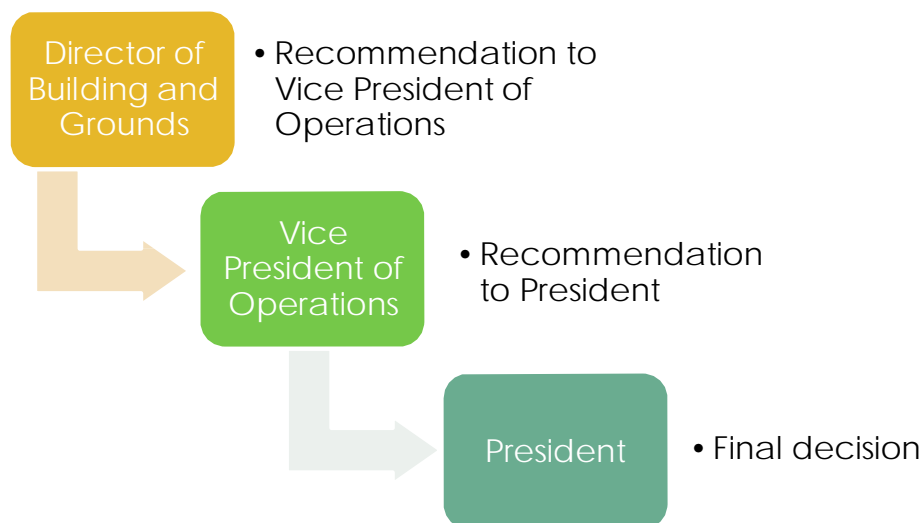
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DECISION-MAKING PROCEDURES AND RESPONSIBILITIES FOR CLOSURES AND DELAYS

ESCANABA CAMPUS

Make decision by: 5:30AM EST for day classes
1:30PM EST for night classes (classes that begin after 5:00PM)

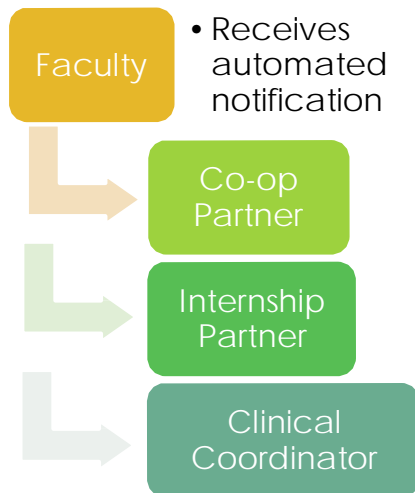
- The Director of Building and Grounds is responsible for monitoring weather conditions and mechanical systems. Weather conditions may warrant traveling primary and secondary roads near campus and/or contacting local and state offices for additional information to make an informed decision.
- The Director of Building and Grounds will consult with the Vice President of Operations concerning weather or mechanical issues. The Vice President of Operations will review the scheduled facility use on campus and make a decision regarding closure or delay.
- The Vice President of Operations will contact the President with the recommendation and get a final decision. The Vice President of Operations will enact the process for sending out notifications to students and employees and the Executive Administrative Assistant to the President for radio notifications.
- No one other than the President or his/her stated designee shall close college operations. Full-time and part-time faculty cannot cancel classes without written authorization from their Academic Dean (memo, email, or text message).



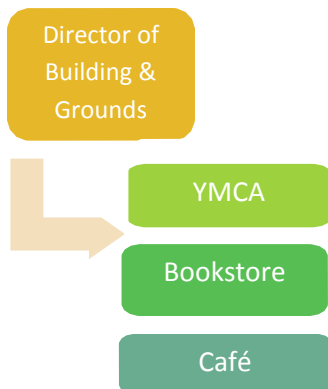
- After receiving the automated notification, Academic Deans will consult with

partnership representatives (university and K-12) to determine a course of action.

- Faculty are in the best position to determine how lost time from classes must be accommodated to ensure completion of the course objectives. To this end, each course syllabus should include a procedure in the event classes must be missed due to weather or mechanical failure. A statement regarding additional class time and/or assignments will allow flexibility in deciding how best to handle the circumstances. **Students are not expected to jeopardize their safety by traveling to classes; however, a reasonable effort to be present is expected.**
- Faculty members who oversee students in clinical situations or co-ops are to notify their students at the start of each semester concerning severe weather procedures.



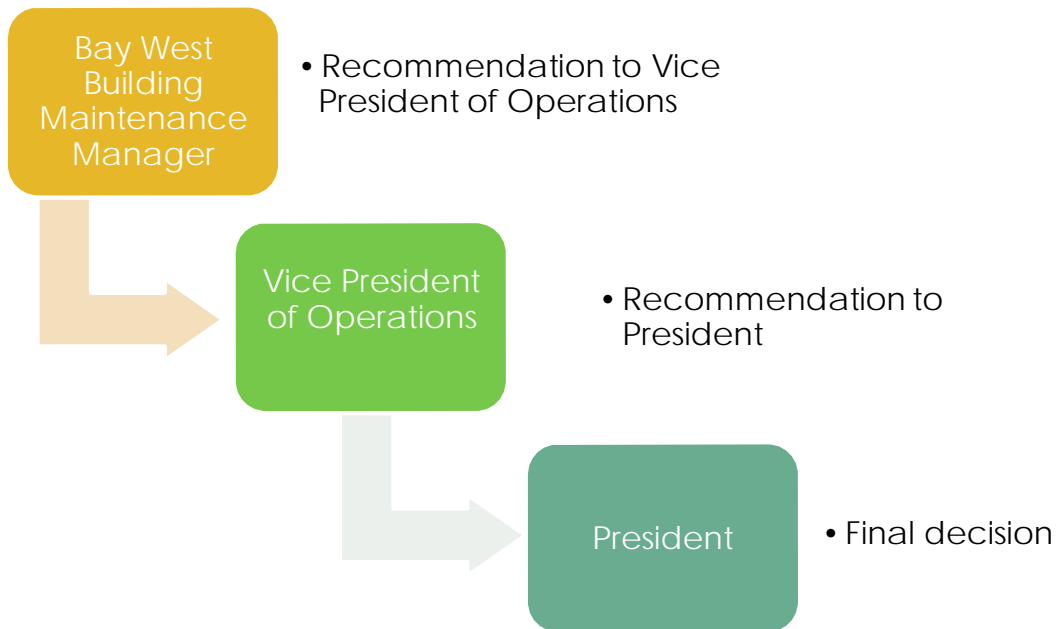
The Director of Building & Grounds will contact the YMCA, Bookstore, and Café to inform them of the closure or delay.



BAY COLLEGE WEST CAMPUS

Make decision by: 5:30AM CST for day classes
1:30PM CST for night classes (classes that begin after 5:00PM)

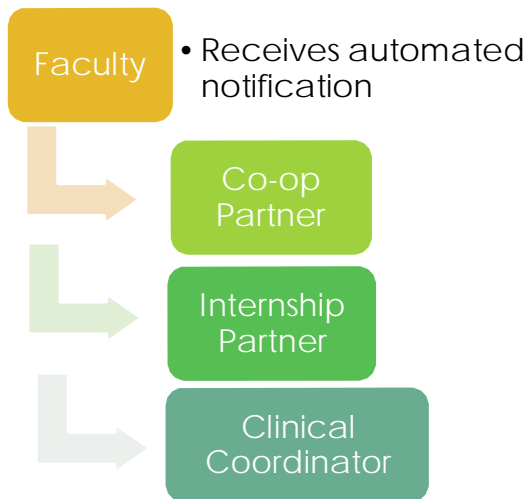
- The Bay West Building Maintenance Manager is responsible for monitoring weather conditions and mechanical systems. Weather conditions may warrant traveling primary and secondary roads near campus and/or contacting local and state offices for additional information to make an informed decision.
- The Bay West Building Maintenance Manager will consult with the Vice President of Operations concerning weather or mechanical issues. The Vice President of Operations will review the scheduled facility use on campus and make a decision regarding closure or delay.
- The Vice President of Operations will contact the President with the recommendation and get a final decision. The Vice President of Operations will initiate the process for sending out electronic notifications and the Executive Administrative Assistant to the President for radio notifications.
- No one other than the President or his/her stated designee shall close college operations. Full-time faculty cannot cancel classes without written authorization from their Academic Dean (memo, email, or text message).



- After receiving the automated notification, Academic Deans will consult with partnership representatives (university and K-12) to determine a course of

action.

- Faculty are in the best position to determine how lost time from classes must be accommodated to ensure completion of the course objectives. To this end, each course syllabus should include a procedure in the event classes must be missed due to weather or mechanical failure. A statement regarding additional class time and/or assignments will allow flexibility in deciding how best to handle the circumstances. **Students are not expected to jeopardize their safety by traveling to classes; however, a reasonable effort to be present is expected.**
- Faculty members who oversee students in clinical situations or co-op's are to notify their students at the start of each semester concerning severe weather procedures.



M-TEC AT THE ESCANABA CAMPUS

Make decision by: 6:00AM EST for day courses

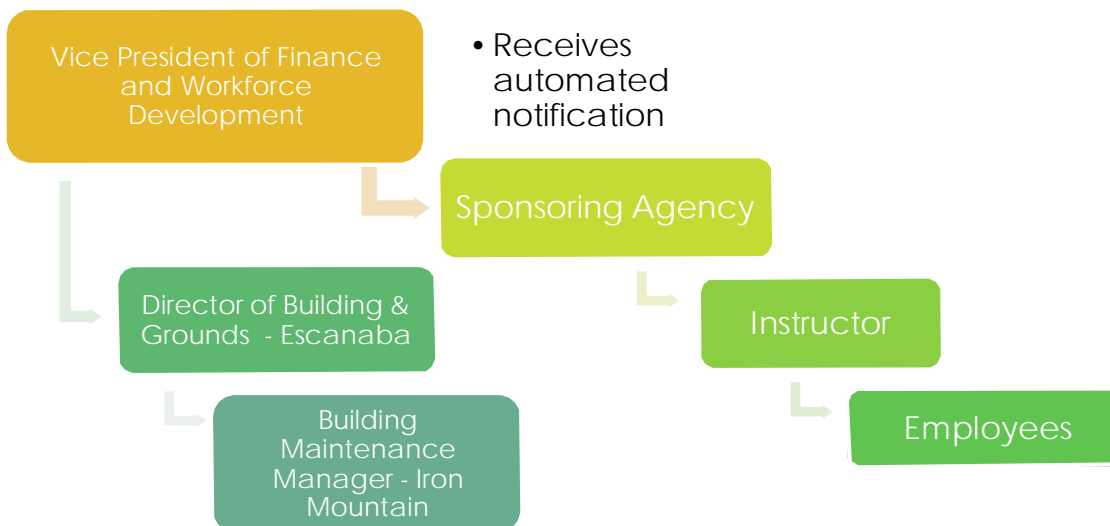
Public Courses

- M-TEC will follow the decision made by the President or his/her designee and shall cancel public offerings when academic classes are canceled or the college is closed.
- The Vice President of Finance and Workforce Development will be responsible for notifying instructors. Registration information for M-TEC public courses will direct participants to follow radio station announcements regarding delays or closures of the Bay College campus.
- M-TEC personnel will attempt to notify participants via phone.

Customized Training Courses

M-TEC customized courses are delivered to business and industry customers (i.e., sponsoring agency). These clients rarely close due to weather related conditions, but may reschedule a class at will.

- In the event of inclement weather, the Vice President of Finance and Workforce Development or designee will contact the sponsoring agency to make a cancellation/rescheduling decision. When customized courses are canceled, the Vice President of Finance and Workforce Development or designee will be responsible for notifying the instructor. **The sponsoring agency will be responsible for notifying their employees.**



M-TEC AT THE WEST CAMPUS

Make decision by: 6:00AM CST for day courses

Public Courses

M-TEC will follow the decision made by the President or his/her designee and shall cancel public offerings when academic classes are canceled or the college is closed.

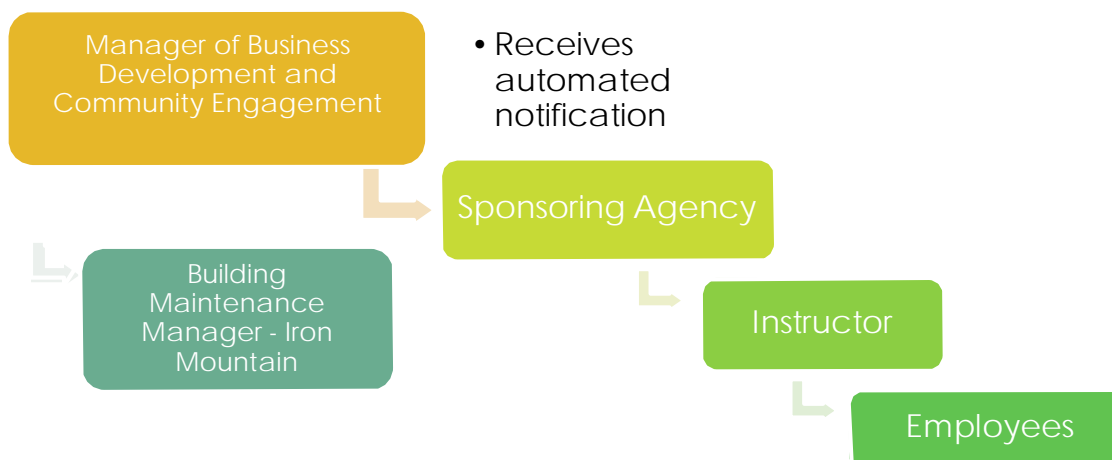
The Manager of Business Development and Community Engagement will be responsible for notifying instructors. Registration information for M-TEC public courses will direct participants to follow radio station announcements regarding delays or closures of the Bay College campus.

M-TEC personnel will attempt to notify participants via phone.

Customized Training Courses

M-TEC customized courses are delivered to business and industry customers (i.e., sponsoring agency). These clients rarely close due to weather related conditions, but may reschedule a class at will.

In the event of inclement weather, the Manager of Business Development and Community Engagement will contact the sponsoring agency to make a cancellation/rescheduling decision. When customized courses are canceled, the Manager of Business Development and Community Engagement will be responsible for notifying the instructor. **The sponsoring agency will be responsible for notifying their employees.**

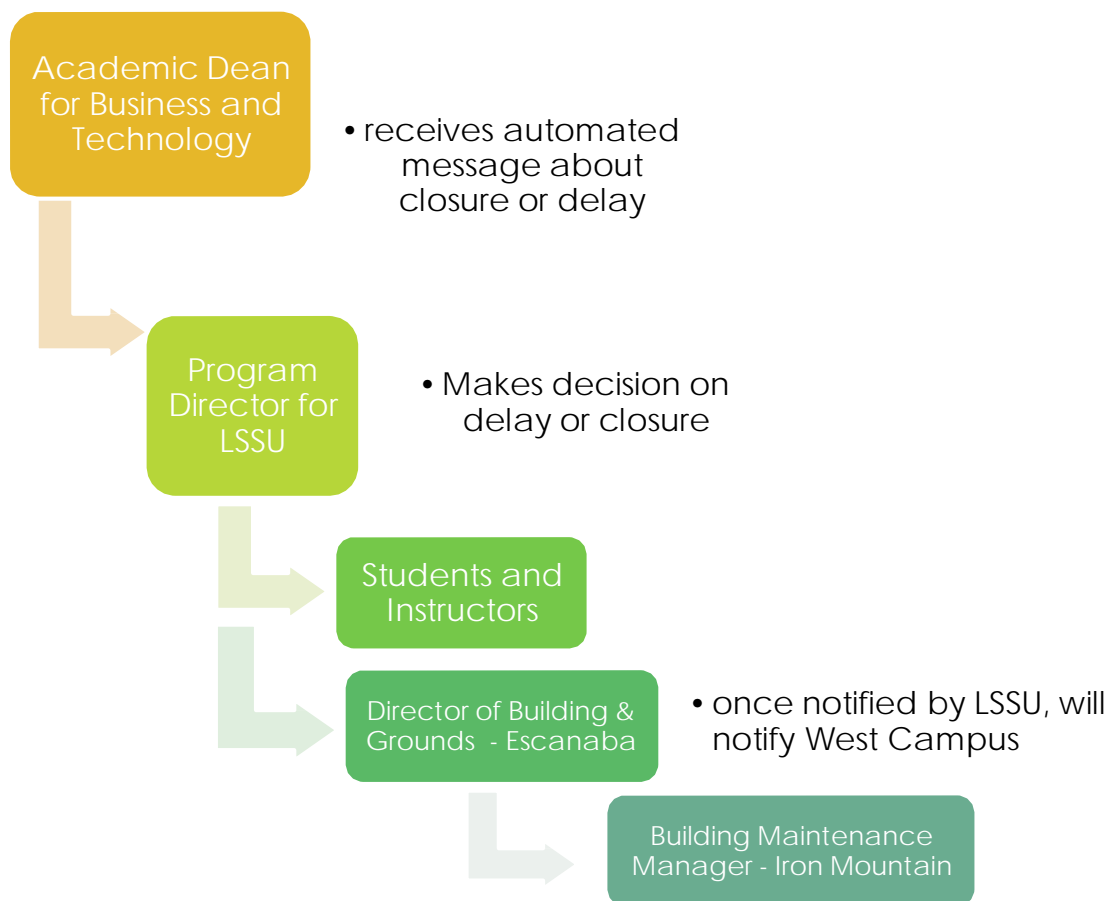


LAKE SUPERIOR STATE UNIVERSITY (LSSU)

Concerns for the safety of students is of paramount importance and with so many of the LSSU Regional Center students driving from many different surrounding counties, it makes it difficult to determine when to cancel a class due to inclement weather conditions.

Make decision by: 6:00AM EST for day classes
4:00PM EST for evening classes

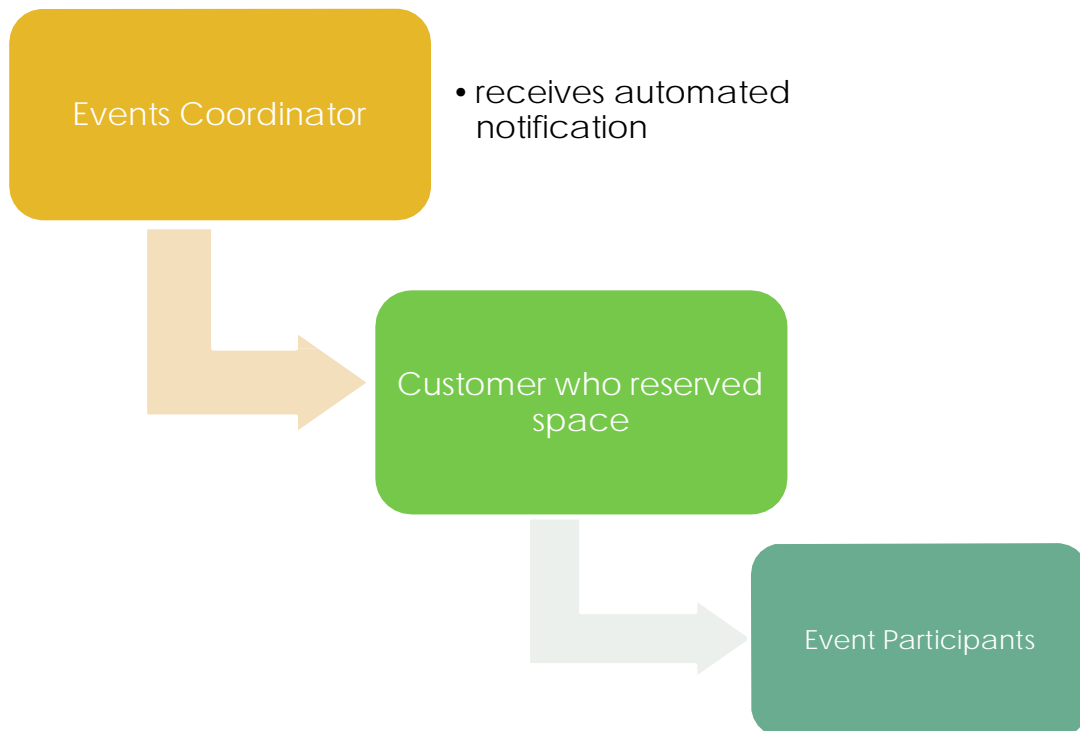
- LSSU students will be notified in an e-mail. Every effort will be made to contact students regarding the cancellation; however, if Bay College cancels classes, it is not automatic that LSSU will do the same. **Please remember LSSU is reluctant to cancel classes, this is because of how they are delivered (one night a week or weekend format).**
- LSSU requires students to use their own judgment in traveling in inclement weather.



FACILITY USAGE (CULTURAL EVENTS OR NON-ACADEMIC EVENTS)

Make decision by: 5:30AM EST for morning and early afternoon events
1:30PM EST for afternoon and evening events

- The Event Coordinator will contact customers regarding delay or closure. Customers are responsible for contacting participants.
- The facility usage agreement will be void or modified to accommodate the next availability. The customer waives any claim for damage or compensation.

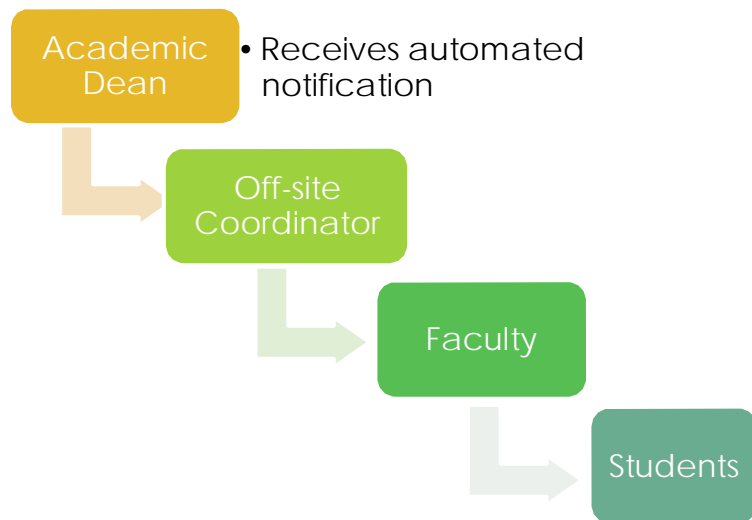


Please refer to Personnel Policy 708 Weather or Mechanical Failure Policy for additional information.

OFF-CAMPUS CREDIT PROGRAMS

Make decision by: 5:30AM EST for morning and early afternoon programs
1:30PM EST for afternoon and evening programs

- Academic Deans will consult with site coordinators to analyze and assess weather and mechanical conditions to determine if a delay or closure is necessary.
- The site coordinator will notify faculty.
- Faculty will notify students.



NOTIFICATION PROCEDURES AND RESPONSIBILITIES

ELECTRONIC NOTIFICATIONS

- The Vice President of Operations will compose the electronic announcement to be delivered through texts, email, myBay, the main website, and social media. In the absence of the Vice President of Operations, the following rotation will be followed:
 - o Director of IT
 - o IT Administrator II
 - o IT Administrator I

RADIO NOTIFICATIONS (ESCANABA CAMPUS)

- The Executive Administrative Assistant to the President is responsible for contacting local radio stations. In the absence of the Executive Administrative Assistant to the President, the following rotation will be followed:
 - o Administrative Assistant for Academic Affairs
 - o Switchboard Operator

RADIO NOTIFICATIONS (BAY COLLEGE WEST CAMPUS)

- The Executive Administrative Assistant to the President is responsible for contacting local radio stations. In the absence of the Executive Administrative Assistant to the President, the following rotation will be followed:
 - o Vice President of Operations
 - o Bay College West Director of Student Services

IN-PERSON NOTIFICATIONS (ESCANABA CAMPUS)

- Depending on the timing of a decision to close campus or cancel evening classes, the radio stations must be contacted if there is potential traffic en route to campus. If it is determined the radio stations do need to be contacted, the procedures under **RADIO NOTIFICATIONS (ESCANABA CAMPUS)** information above will be followed. If it is determined the radio stations do not need to be contacted, the Vice President of Operations or designee must make an effort to visit each classroom/office on campus and send a BRG message to the message boards to disseminate the information.

IN-PERSON NOTIFICATIONS (BAY COLLEGE WEST CAMPUS)

- Depending on the timing of a decision to close campus or cancel evening classes,

the radio stations must be contacted if there is potential traffic en route to campus. If it is determined the radio stations do need to be contacted, the procedures under **RADIO NOTIFICATIONS (BAY COLLEGE WEST CAMPUS)** information above will be followed. If it is determined the radio stations do not need to be contacted, the Administrator in Charge must make an effort to visit each classroom/office on campus to disseminate the information.

NOTIFICATION MESSAGES

Campus Closure Example

Subject:

Bay College <Escanaba and/or Iron Mountain> campus closure

Email/Posted Message:

Due to <mechanical failure or inclement weather>, Bay College <Escanaba and/or Iron Mountain> campus(es) will be closed today, <MM/DD/YYYY>. Classes and operations will resume on <MM/DD/YYYY>. Please visit www.baycollege.edu for additional information or updates.

Text message (160 character limit):

Bay College <Escanaba and/or Iron Mountain> closed today <MM/DD/YYYY>. Visit www.baycollege.edu for more info.

Classes Canceled Example

Subject:

Bay College <Escanaba and/or Iron Mountain> classes canceled

Email/Posted Message:

Due to <mechanical failure or inclement weather>, Bay College <Escanaba and/or Iron Mountain> campus classes are canceled. Although classes are canceled, campus is open for normal business operation. Please visit www.baycollege.edu for additional information and updates.

Text Message (160 character limit):

Bay College <Escanaba and/or Iron Mountain> classes have been canceled today <MM/DD/YYYY>. Campus is open for operation. Visit www.baycollege.edu.

Classes Delayed Example

Subject:

Bay College <Escanaba and/or Iron Mountain> campus(es) delay

Email/Posted Message:

Due to <mechanical failure or inclement weather>, Bay College <Escanaba and/or Iron Mountain> classes prior to <hh:mm> are canceled. Although classes are delayed, campus is open for normal business operation. Please visit www.baycollege.edu for additional information and updates.

Text message (160 character limit):

Bay College <Escanaba and/or Iron Mountain> classes prior to <hh:mm> ET & CT are canceled. Classes will resume at <hh:mm>. Campus is open for operation.

Reporting an Incident

APPLY NOW | CALENDAR | DONATE NOW | DIRECTORY

800.221.2001 | SEARCH

Academics | Admissions | Students | Around Campus | About Bay | MyBay

COLLEGE NIGHT

SUNDAY, SEPT. 13
6:30-8PM (ET)
ESCANABA CAMPUS
BESSE CENTER

MONDAY, SEPT. 14
6:30-8PM (CT)
IRON MOUNTAIN
CAMPUS
LOWER LEVEL

LEARN MORE >>

ADMISSIONS EXPRESS

DEGREES & CERTIFICATES | APPLY NOW | REQUEST INFO | PAYING FOR COLLEGE

Campus Events

Sep 8 Selling Nahma Art Reception

Sep 8 Fading Away: The Artwork of Jessie Kriegl Fleury and Lindsey Kriegl Aleman

Sep 8 The Trendsetter Tour: Luke Christopher with Guest Kevin Ross

VIEW ALL EVENTS >>

Quick Links

Register for Classes

Request a Transcript

Conference Services

Invest in Bay

Request for Proposals

NEWS AT BAY >>

Social Media

Bay College Technology ...

WATER RESOURCE MANAGEMENT
ROBOTICS
AUTOMATION
NETWORK SECURITY
AND MORE

VIEW MORE >>

Academics

Academic Support
Analysis of Study
Degrees and Certificates
General Ed Requirements
Honors at Bay
Online Learning
College Catalog
Academic Calendar

Admissions

Apply to Bay
Paying for College
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Search for Courses
Register for Courses
Complete Your Degree
Virtual Campus Tours
College Night

Students

Bookstore
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Computer Center
Bay College Library
Services for Students
Records & Guidelines
Graduation
Transfer Information
Transcripts

Around Campus

Arts & Culture
Conference Services
Training & Development (M-TEC)
Testing & Certification Services
Lifelong Learning
Campus Safety
College Work Campus
Bay Signs

About Bay

Accreditation
Our Team
Bay Alumni
Foundations & Friends
Hobbies
Strategic Initiatives
Outstanding Area
Employment
MI Transparency Act
ROI A

CAMPUS DIRECTIONS

ECAMPUS TOURS >>

Bay College Main, 2001 N Lincoln Road, Escanaba, MI 49829 906.786.5802 Main Campus Directions

Bay College West, 2801 US 2, PO Box 130, Iron Mountain, MI 49801 906.774.8547 West Campus Directions

M-TEC, 2000 North 30th Street, Escanaba, MI 49829 906.217.4200 M-TEC Campus Directions

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Any incident that occurs on a Bay College campus or at an offsite location where college activities or classes are offered **MUST** be reported. Use the web-based reporting tool to report an incident. Navigate to Bay's main web page and click on Campus Safety in the lower right menu.

<https://publicdocs.maxient.com/incident-report.php?BayCollege>

If you have any questions contact:

Christine Williams
Vice President of Operations
906-217-4077
chris.williams@baycollege.edu

Title IX

Bay College strives to provide an environment for study and employment that is free of harassment, discrimination, and violence. If you feel you have been discriminated against, harassed, or suffered violence because of your gender, you have remedies.

Speak with one of the Title IX compliance staff:

Ms. Bridget Kennedy
Title IX Coordinator
906-217-4049

Ms. Beth Berube
Deputy Title IX Coordinator
906-217-4036

Mr. Dave Laur
Deputy Title IX Coordinator
906-217-4031

Or send an email to:
safety@baycollege.edu



Campus Security Authorities

Bay College complies with the Department of Education and the Clery Act which requires the institution to assign Campus Security Authorities (CSA). A CSA is a resource if you are unable to report a crime or incident yourself, please contact one of the CSA's listed below to assist in reporting the incident.

Name	Title	Phone	Location
Travis Blume	Vice President of Student Services	906-217-4116	Student Center building, room 519
Jessica LaMarch	Director of Admissions	906-217-4086	Student Center building, room 511
Christine Williams	Vice President of Operations	906-217-4077	Catherine Bonifas building, room 202A
Joseph Pacheco	Security Officer	906-302-3168	Catherine Bonifas building, room 202
Dave Laur	Director of Student Life	906-217-4031	Student Center building, room 512
Matt Johnson	Athletic Director	906-217-4134	Student Center building, room 513
Bridget Kennedy	Director of Human Resources	906-217-4049	Student Center building, room 523B
Beth Berube	Human Resources Specialist	906-217-4036	Student Center building, room 523A
Ralph Curry	Director of Building & Grounds	906-217-4137	Maintenance building, room 1105A
Jill Martin	Executive Director of TRiO	906-217-4132	HUB, room 812
Denise Dufek	Success Coach	906-217-4247	HUB, room 813
Theresa Brown	TRiO Administrative Assistant	906-217-4133	HUB, room 815
Jim Helmer	TRiO STEM Specialist	906-217-4136	HUB, room 819
Erica Mead	TRiO Literacy Specialist	906-217-4135	HUB, room 817
Ashley Rogers	Placement & Tutoring Specialist	906-217-4301	HUB, room 825
Heidi Charon	Retention Program Manager	906-217-4175	HUB, room 828

Oscar DeLong	Director of Library Services	906-217-4076	HUB, room 851
Shawn Curtin	Digital Technology Coordinator	906-217-4088	HUB, room 864
Martanna Schroeder	Library Administrative Assistant	906-217-4069	HUB, room 863
Ann Bissell	Librarian	906-217-4079	HUB, room 850C
Renee Lundberg	Manager of Training/Workforce Development	906-217-4224	MTEC building, room 2005
Various	Residential Assistants (RA)		Contact Dave Laur at 906-217-4031 for a list of names and contact numbers
Kristine Granger	Student Group or Organization Advisor	906-217-4252	Catherine Bonifas building, room 200A
Karl Linderoth	Student Group or Organization Advisor	906-217-4056	Besse Health & Technology, room 400
Mark Highum	Student Group or Organization Advisor	906-217-4083	Besse Health & Technology, room 402D
Brent Madalinski	Student Group or Organization Advisor	906-217-4104	Joseph Heirman Univ Center, room 926
Mike Young	Student Group or Organization Advisor	906-217-4034	Catherine Bonifas building, room 216
Tammra Barteld	Student Group or Organization Advisor	906-217-4158	Catherine Bonifas building, room 214
Amy Anderson	Student Group or Organization Advisor	906-217-4142	MTEC building, room 2021
Jennifer Farnsworth	Student Group or Organization Advisor	906-217-4059	Besse Health & Technology, room 422F
Joe Shaw	Student Group or Organization Advisor	906-217-4119	Math & Science building, room 101
Amber Kinonen	Student Group or Organization Advisor	906-217-4029	Catherine Bonifas building, room 226
Spencer Slade	Student Group or Organization Advisor	906-217-4007	Math & Science building, room 105
Amelia Gagliano	Student Group or Organization Advisor	906-302-3147	West Campus, room 137

Receiving Emergency Notifications

As an employee or student you should be signed up to receive automated messaging through the College's e2Campus service. If you are not sure you have an account, navigate to <http://www.baycollege.edu/Around-Campus/Campus-Safety/Bay-Alert.aspx> and attempt to login. If you do not know your username or password, click the Forgot Username or Forgot Password link. If you need assistance please submit a request through ithelp@baycollege.edu.

To sign up go to Bay's main web page – Click on Campus Safety (lower right menu) -> BayAlert (upper left menu)

The screenshot shows the Bay College website's navigation bar with the logo on the left and links for 'APPLY NOW', 'CALENDAR', 'DONATE NOW', and 'DIRECTORY'. Social media icons for Twitter, Facebook, LinkedIn, and YouTube are on the right. A phone number '800.221.2001' and a search bar are also present. A blue navigation menu contains 'Academics', 'Admissions', 'Students', 'Around Campus', 'About Bay', and 'MyBay'. The breadcrumb trail reads 'Home > Around Campus > Campus Safety > Bay Alert > Signup'. On the left, there are links for 'BayAlert FAQ', 'Signup', and 'Login'. The main content area is titled 'NEW USER SIGNUP' and contains a list of five instructions for signing up. Below the instructions are five input fields for 'Create Username', 'First name', 'Last name', 'Password', and 'Verify Password', each with an asterisk. An 'Optional Groups' label is at the bottom left of the form area.

APPLY NOW | CALENDAR | DONATE NOW | DIRECTORY

800.221.2001

SEARCH

Academics | Admissions | Students | Around Campus | About Bay | MyBay

Home > Around Campus > Campus Safety > Bay Alert > Signup

BayAlert FAQ

Signup

Login

NEW USER SIGNUP

1. When you sign-up for the BAYAlert service you MUST use your Bay College username for your username. i.e. john.doe
2. Your phone number must include the Area Code.
3. Depending on your cell phone plan, you may be charged a fee per message. This could be up to 15 cents or more per message.
4. Please do not include @baycollege.edu or any other email address as your username. Use only your baycollege username (the part before the '@' symbol in your email address)
5. Please do not create a new account. Forgotten passwords can be reset by calling Information Technology.

Create Username: *

First name: *

Last name: *

Password: *

Verify Password: *

Optional Groups:

This screenshot shows the Bay College website's navigation bar, identical to the previous one. The breadcrumb trail is 'Home > Around Campus > Campus Safety > Bay Alert > Login'. On the left, there are links for 'BayAlert FAQ', 'Signup', and 'Login'. The main content area has a 'Username:' label with an input field and a 'Forgot username?' link. Below it is a 'Password:' label with an input field and a 'Forgot password?' link. At the bottom of the form is a 'Login' button. The 'RELATED TOPICS' section is visible at the bottom of the page.

APPLY NOW | CALENDAR | DONATE NOW | DIRECTORY

800.221.2001

SEARCH

Academics | Admissions | Students | Around Campus | About Bay | MyBay

Home > Around Campus > Campus Safety > Bay Alert > Login

BayAlert FAQ

Signup

Login

Username: [Forgot username?](#)

Password: [Forgot password?](#)

Login

RELATED TOPICS

When logged in you have the option of adding email accounts and text message devices to have the automated messages delivered to. You can also have the system call a phone number to relay the message via verbal recording.

The dashboard tab can be used to review messages that were sent to your devices.

The Account tab is used to reset your password.

BAY COLLEGE

Bay de Noc Community College [Suggestions](#) | [Logout](#)

Services

Dashboard Services Groups Account

Your Services

SMS (Text Messaging)

✓ Active
906- [REDACTED] [Make Inactive](#) | [Delete](#)

Phone: Select Carrier...

EMAIL

✓ Active
[REDACTED]@gmail.com [Make Inactive](#) | [Delete](#)

✓ Active
williamc@baycollege.edu [Make Inactive](#) | [Delete](#)

Email Address:

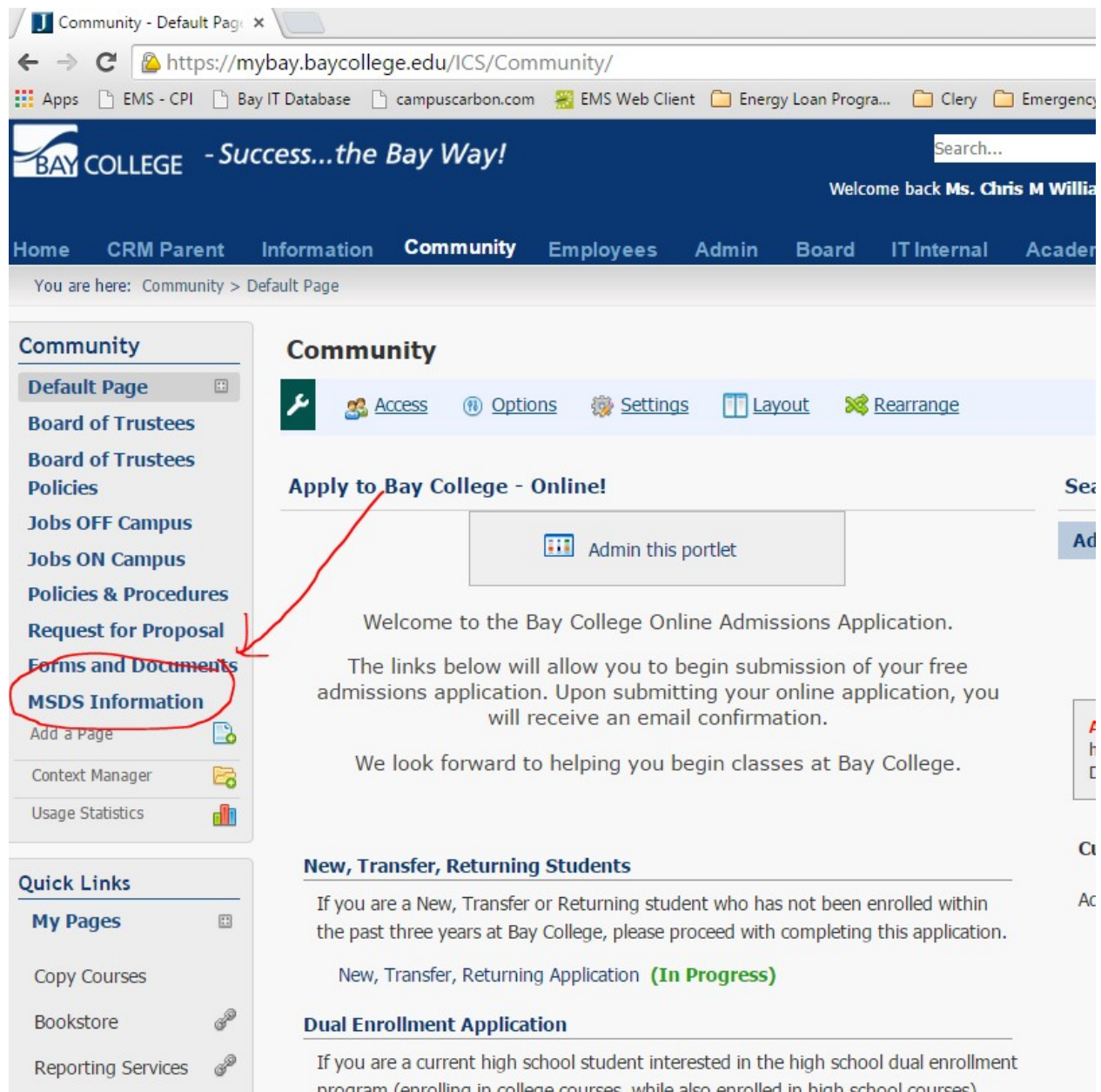
VOICE

Phone:

Finding Safety Data Sheets (SDS)

Bay College has an online resource for SDS information. Finding safety information on office, lab, classroom, cleaning, and other materials is available from any web browser, on or off campus. In addition to the online resources there is a printed SDS manual in each mail/breakroom listing the SDS information for chemicals in the respective building.

The online application is called ChemWatch and can be accessed from myBay. LOG into myBay to access from the Community tab. See below. For training contact the Operations office at 906-217-4077.



The screenshot shows a web browser window displaying the Bay College myBay website. The browser's address bar shows the URL <https://mybay.baycollege.edu/ICS/Community/>. The website header includes the Bay College logo and the slogan "Success...the Bay Way!". A navigation menu at the top contains links for Home, CRM Parent, Information, Community, Employees, Admin, Board, IT Internal, and Academic. A search bar is located in the top right corner. Below the navigation menu, a breadcrumb trail indicates "You are here: Community > Default Page".

The main content area is titled "Community" and features a toolbar with icons for Access, Options, Settings, Layout, and Rearrange. A prominent heading reads "Apply to Bay College - Online!". Below this heading is a button labeled "Admin this portlet". The main text area contains a welcome message: "Welcome to the Bay College Online Admissions Application. The links below will allow you to begin submission of your free admissions application. Upon submitting your online application, you will receive an email confirmation. We look forward to helping you begin classes at Bay College."

On the left side of the page, there is a sidebar menu under the heading "Community". The menu items include: Default Page, Board of Trustees, Board of Trustees Policies, Jobs OFF Campus, Jobs ON Campus, Policies & Procedures, Request for Proposal, Forms and Documents, MSDS Information (circled in red), Add a Page, Context Manager, and Usage Statistics. Below the sidebar menu is a "Quick Links" section with links for My Pages, Copy Courses, Bookstore, and Reporting Services.

v. 1.0.65.21296.p Live Help UI Language - English Logout(baycollege/EVERYONE)

BAY COLLEGE Windows HAZARD OFF DASHBOARD PRINT SEND TO SAVE

Simple Query builder

Home

Name/CAS EN

Vendor

Full Own SEARCH

Clear Show Own In-Tray

SDS AND LABELS

Gold SDS Vendor SDS

Labels Mini SDS

FOLDER SEARCH: Expand

- COLLECTION
- ENTERPRISE
- FOLDERS**
- MANIFEST
- DELETED

Click on Folders to access all building SDS folders for both campuses.

FOLDER SEARCH: Expand

- COLLECTION
- ENTERPRISE
- FOLDERS
 - Bay College Escanaba
 - 0100 MS-Math/Science
 - Biology and Life Science Labs
 - Custodial
 - Office Supplies
 - 0200 CB-Catherine Bonifas
 - 0300 YMCA
 - 0400 BHAT-Besse Health and Technology
 - 0500 SC-Student Center
 - 0600 Bay College Apartments
 - 0700 BESSE-John and Melissa Besse Cent
 - 0800 HUB
 - 0900 JHUC-Joseph Heirman University Ce
 - 1000 Welding/Shipping and Receiving

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