



BCC Public Safety Department
Safety and Security on Campus

&

Traffic and Parking Regulations

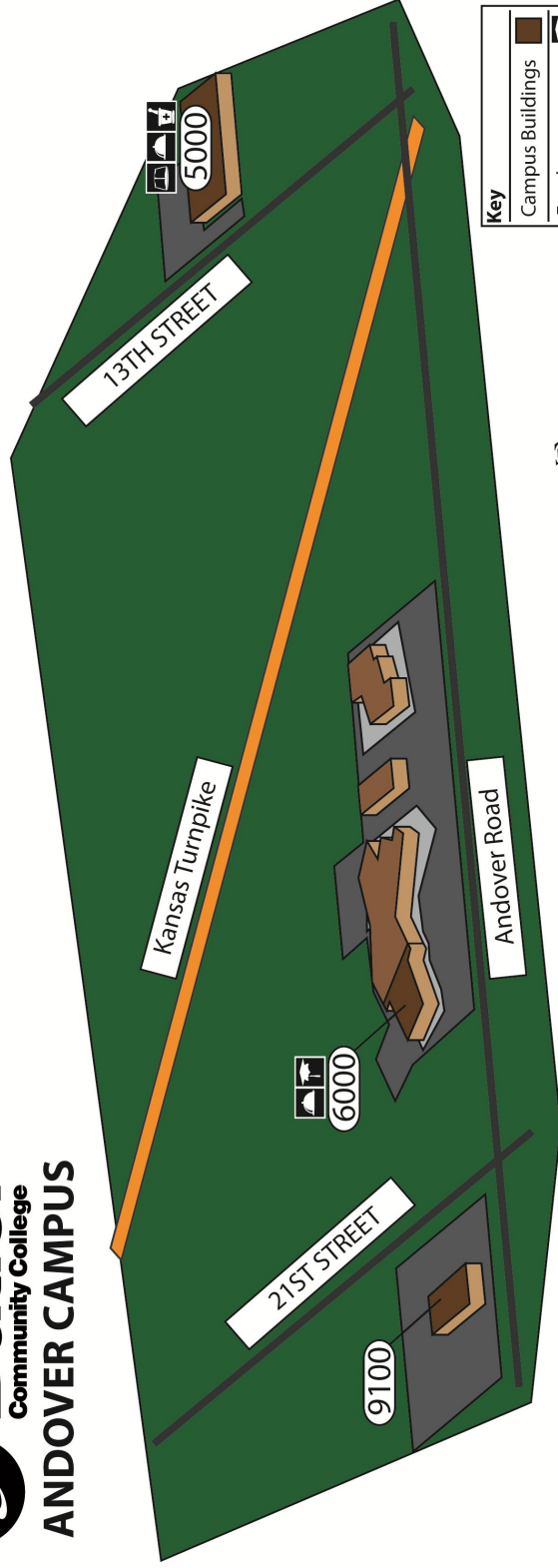
Revised July 2014






Emergency Dial 911

Public Safety—Non Emergency
316.321.7657 El Dorado
316.218.6112 Andover



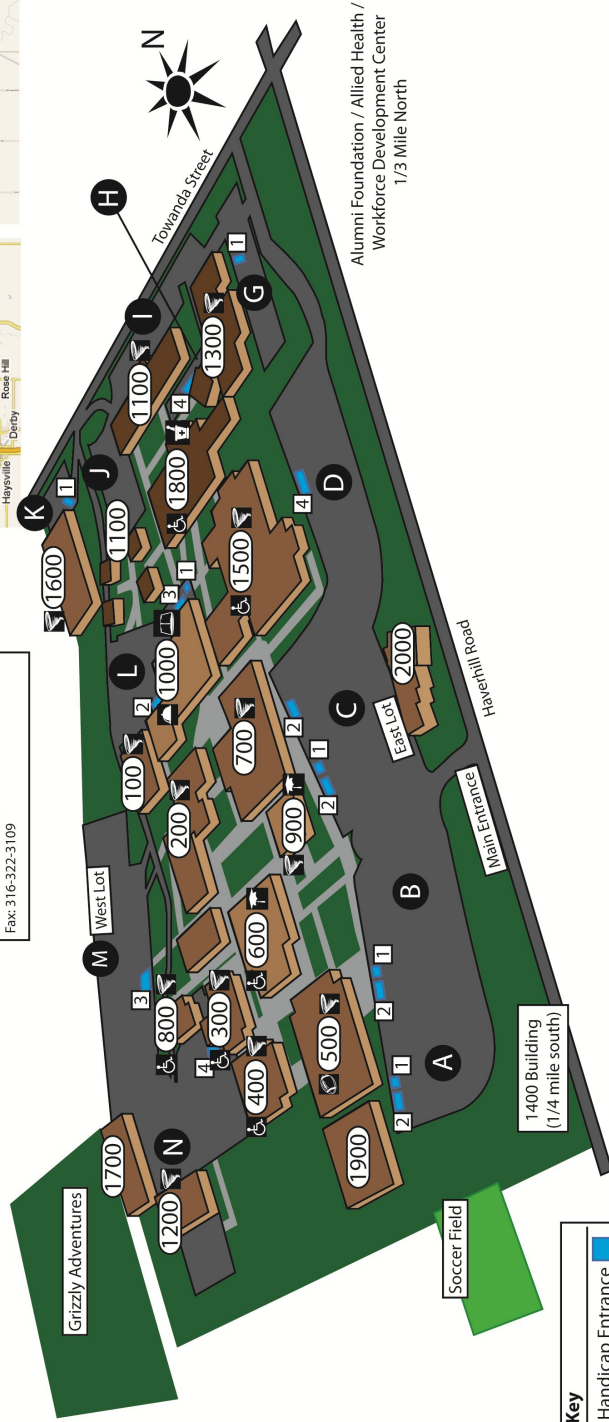
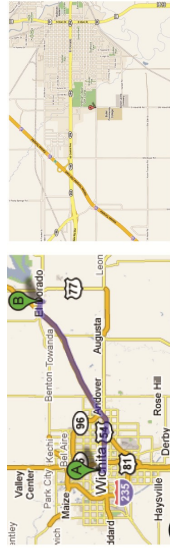
Butler
Community College
ANDOVER CAMPUS



Key	
	Campus Buildings
	Enrolment
	Health Department
	Cafeteria / Bear Necessities
	Books



Butler of El Dorado Campus
 Butler County Community College
 901 S. Haverhill Road
 El Dorado, KS 67042
 Phone: 316-322-BCCC / 1-800-794-0188
 Wichita: 316-733-BCCC
 Fax: 316-322-3109



Key	
Handicap Entrance	
Tornado Shelter	
Wheelchair Lift / Elevator	
Enrollment	
Meet The Coach	
You Are Here	

Key	
Residence Halls	
Books	
Health	
Department	
Cafeteria / Bear Necessities	

Buildings

100 - MBC/Mass Comm/Marketing
 200 - Academic & Science
 300 - Art/Tech/Marketing/HVAC
 400 - Autobody & Automechanics
 500 - Physical Education & Athletics
 600 - Hubbard Center/Library/CIS

700 - Music & Theatre
 800 - Accounting/Admin of Justice/CAD
 900 - Walbourn Administration
 1000 - Union/Bookstore/Cafeteria
 1100 - West Residence Hall
 1200 - Facilities Management

1300 - East Residence Hall
 1400 - Agriculture Classrooms
 1500 - Science & Nursing (KS. Room)
 1600 - Educare
 1700 - Facilities Storage
 1800 - Cummins Hall
 1900 - Champions Training Center
 2000 - Welcome Center

Alumni Foundation / Allied Health /
 Workforce Development Center
 1/3 Mile North

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Traffic and Parking Regulations 2014-2015

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Vehicle Registration Requirements

Purpose: Butler Community College (BCC) vehicle parking permits ensure that only authorized vehicles are parked on campus properties. BCC parking permits also enable college officials and other law enforcement to locate and contact vehicle owners in case of an emergency, or if their vehicle is stolen or involved in an accident.

1. All students, faculty and staff must register any motor vehicle to be parked at the college. The first permit is free and may be obtained during enrollment or at the following locations during their hours of operation:
El Dorado – 900 Building
Andover – 5000/6000 Buildings
Department of Public Safety (DPS) Offices (BOE 1100, BOA 5000)
East Dormitory—Residence Life Office (FOR DORM RESIDENTS ONLY)
2. Parking Permits are issued for each school year, August 1 through July 31.
3. Students, faculty and staff must obtain a Temporary Parking Permit if they park an unregistered vehicle. Temporary Parking Permits may be obtained from the receptionists at the sites and times indicated above in #1, or from any DPS office.
4. Motorcycles and motor scooters are considered motor vehicles. Operators of such vehicles are required to comply with all placarding, parking and traffic regulations.
5. Only those visiting campus are allowed to park in Visitor's Parking. Students, faculty and staff are not permitted to use Visitor's Parking, and will be ticketed if parked there. The use of motorcycles and motor scooters are only permitted on roadways and in parking lots.
6. Parking Permits must be displayed on the rear view mirror of the vehicle and be readily visible. Those not readily visible due to window tinting or obstruction, will be ticketed. Changed vehicle registration information shall be reported to the receptionist at the locations indicated above in #1.

Traffic and Parking Regulations – All Locations

Purpose: As part of our efforts to maintain a safe and secure learning environment, Butler has established the following traffic and parking regulations:

1. All vehicles driven or parked on College roadways or property must be currently insured and registered in accordance with law. All drivers operating any motor vehicle on College roadways or property must possess a valid driver's license in accordance with law. All College roadways and parking lots are considered by Kansas law to be "public roadways" and as such all rules of the road apply.
2. The speed limit on all College roadways is 15 mph. unless otherwise posted. The limit in parking lots is 15 mph. Violators will be ticketed. DPS officers utilize speed measuring equipment in their patrol cars.
3. Overnight parking is not permitted unless DPS has been notified (BOE 321-7657), (BOA 218-6112). Any unauthorized overnight parking will be subject to ticketing.
4. Only Residence Hall students are authorized to park in the designated and identified residence hall parking areas. Residence Hall students are not authorized to utilize other campus parking areas. Residence Hall placards are purple in color.
5. Skateboards and skates of all types and other forms of related transportation may be used on campus sidewalks for transportation purposes only. Users may not ride or use the forms of transportation on stairs, benches, tables, railings, or related areas.

Tornado Safety

Andover Campus Buildings

5000, 6000, 9100 Bldgs.

Move to the innermost part of the building, such as hallways or bathrooms. Stay away from windows and exterior doors. Do not go to your vehicle.

El Dorado Campus Buildings

100 Bldg.	Go to restrooms, interior hallways, interior core offices.
200 Bldg.	Downstairs restrooms, first floor handicap restrooms, secretarial center, interior core offices.
300 Bldg.	Go to lower level 500 Bldg. if time permits. Otherwise, in 300 Bldg. use lower level restrooms, storerooms, and east classrooms.
400 Bldg.	Go to lower level 500 Bldg. if time permits. Otherwise, in 400 Bldg. lower level locker rooms, lower level restrooms.
500 Bldg.	Lower level at North end including locker rooms, restrooms, trainer's rooms.
600 Bldg.	Go to lower level 500 Bldg. if time permits. Otherwise, in 600 Bldg. lower level restrooms, Hubbard Center conference room, testing room. <i>Do not remain upstairs.</i>
700 Bldg.	Basement area.
800 Bldg.	Handicap and ladies restroom, Rooms 804,807,807.
900 Bldg.	Go to basement of 700 Bldg. if possible. Otherwise, use the vault inside H.R., restrooms, Accounts Payable office.
Student Union	Go to basement of 700 Bldg. if time permits. Otherwise go to restrooms in Student Union.
1200 Bldg.	Go to tornado shelter in the building.
Ag. Sciences	Inner core hallway classrooms.
1500 Bldg.	Go to basement of 700 Bldg. if time permits. Otherwise, go to lower level restrooms and break room.
West Dorm	Go to basement of Welcome Center if time permits. Otherwise stay in Bldg. go to lower level interior hallways, stairwells, Public Safety.
East Dorm	Go to basement of Welcome Center if time permits. Otherwise, in Bldg. go to lower level restrooms or shower rooms.
Cummins Hall	Go to basement of Welcome Center if time permits. Otherwise, in Bldg. go to lower level restrooms or shower rooms.
Apts/8-Plexes	Go to basement of Welcome Center. if time permits. Otherwise, go to lower level restrooms in 200 Bldg.
Educare	Go to student classroom Northeast corner of Bldg.
Welcome Center	Go to basement, using the stairs.

Theft: Don't Be a Victim

- Do not leave items unattended. Backpacks, books, laptop computers, cell phones and Ipods left on tables are easy targets.
- Always lock your doors, even at home or at your office. Most thefts in residence halls occur when a door is left unlocked for just a few minutes.
- Lock your vehicle doors and put valuables in the trunk and out of sight. If your stereo has a detachable face plate, remove it.
- Record all your valuables and write down the serial numbers. Consider engraving a unique identification number on your items, such as the last four digits of your social security number, or some other meaningful number.
- Lock your bicycle with a good quality lock.
- Don't carry identification in your checkbook. Always keep your credit cards secure. Do not carry PIN numbers or other access codes with your purse/wallet.

Alcohol Awareness

- The legal drinking age in Kansas is 21. Underage drinking has legal consequences. Drinking on campus has additional consequences.
- Having a good time doesn't require alcohol. Avoid drinking games.
- Never drink and drive. "Buzzed" driving is drunk driving.
- Always have a designated driver.
- Be aware of who you're with and where you are. Heavy drinking and sexual assault often go hand in hand.

Sexual Assault Awareness

- Use common sense in where you go, who you go with and what you do. Do not put yourself in a vulnerable situation. Always be aware of your surroundings.
- Note open businesses if you should need to ask for help.
- Avoid walking alone; walk in a group, or call DPS for an escort.
- When at a bar or party, do not take an open or poured drink from a stranger. Do not drink from a beverage left unattended.
- Accepting rides from strangers or casual acquaintances can be risky.
- Always keep your vehicle, Residence Hall rooms and other doors locked at all times.
- Park in well lit areas.
- Resources for sexual assault are the Wichita Area Sexual Assault Center (316-263-0185), WASAC Crisis Line (316-263-3002), or www.wichitasac.com; Rape Crisis Hotline 316-321-7491. Butler provides trained counselors at both BOE and BOA.
- If a sexual assault has occurred, the victim should immediately call Public Safety from a safe location. Refrain from changing clothes, washing body or disposing of any items of evidence. Try to remain calm and be ready to assist the investigating officers and medical providers with their work on your behalf. Butler takes very seriously the crime of sexual assault.

6. If you are involved in an accident or discover an accident, contact Public Safety immediately.
7. The following is a list of PROHIBITED PARKING, PROHIBITED TRAFFIC ACTIONS, and other citable violations with corresponding fines assessed:

a. Handicapped Parking (Placard must be displayed)	\$50 fine
b. Park in a Fire Lane (towing will occur)	\$25 fine
c. Park in Visitor Parking Areas	\$25 fine
d. Blocking a Sidewalks or Service Drives	\$10 fine
e. Blocking a Driveway or Entry Point	\$25 fine
f. Park Against a Painted Yellow Curb	\$10 fine
g. Designated Police, Fire, EMS Parking Zone	\$25 fine
h. Designated Temporary No Parking Zones	\$25 fine
i. Designated Loading Zone	\$25 fine
j. On grass or off Designated Roadways / Parking Lots	\$10 fine
k. Posted No Parking or Tow Zones	\$25 fine
l. Failure to park wholly within a single space	\$10 fine
m. Park Where No Designated Space Exists	\$10 fine
n. Obstructed Parking Placard/Improper Display	\$10 fine
o. No Parking Permit	\$10 fine
p. Fail to Display Resident Hall Placard as Required	\$10 fine
q. Not Parked in Designated Residence Hall Parking	\$10 fine
r. Unsafe or Reckless Driving	\$25 fine
s. Riding on exterior of vehicle	\$25 fine
t. Allowing riders in bed of pickup truck (Driver fined)	\$10 fine
u. Riding in bed of pickup as a passenger (Each person)	\$10 fine
v. Failure to follow designated lanes/routes of travel in parking areas	\$10 fine
w. Speeding (1-10 mph over)	\$10 fine
x. Speeding (11-20 mph over)	\$25 fine
y. Speeding (21+ mph over)	\$50 fine
z. Loud Music/Noise From Vehicle	\$10 fine
aa. Littering	\$25 fine
bb. Failure to Wear Seat Belt as Required	\$10 fine
cc. Failure to Restrain a Minor with Safety Restraints as Required	\$25 fine
dd. Defective Equipment Upon Vehicles (per violation)	\$10 fine
ee. Inoperative and/or Abandoned Vehicle on Campus	\$25 fine
ff. Unauthorized disposal of debris/waste	\$25 fine

8. Responsibility of finding authorized parking rests with the driver. Inability of the driver to find an authorized place to park is not considered a valid reason to park in an unauthorized place.
10. Cars may be towed at driver's expense or locked with a security device IF:
 - a. Driver is parked in a "No Parking", "Fire Zone" or "Towaway Zone".
 - b. Driver is arrested or has excessive accumulation of parking/traffic fines.
 - c. Vehicle is blocking ingress/egress ability of emergency vehicles.

11. Handicapped Parking

Designated spaces for the disabled are appropriately marked. Only persons with state handicap parking permits and appropriate ID are allowed to park in these spaces. The permits must be displayed by hanging on the rear view mirror.

Violator's Obligations and Penalties

1. Fines may be paid by mail or at the following locations in El Dorado (600 Bldg. Accounts Receivable. In Andover: 6000 Bldg. Accounts Receivable.
2. Transcripts will be withheld until all fine obligations are met.
3. Students will not be allowed to enroll with outstanding fines.
4. Employees with outstanding fines will be reported to their individual supervisor.
5. Habitual violations can subject the offender to formalized disciplinary referrals.

Violation Appeal Process

A person who believes that they have unjustly received a parking violation may appeal. All appeals will be considered by the Parking Appeal Review Committee which meets monthly during the academic year. **The decision of the Committee is Final.** Persons wishing to appeal may obtain instructions on the Butler Website: www.butlerccc.edu or obtain a form at the Student Government Offices in El Dorado (1000 bldg), in Andover in the 5000 / 6000 Buildings, or at any DPS office.

Campus Public Safety and Security

The safety and security of our students, faculty, staff and visitors is the primary goal of the Butler Community College Public Safety Department. We must partner effectively with all College stakeholders to help prevent crime and unsafe conditions from occurring within the College community. We must all work cooperatively and collaboratively to reduce the opportunities for crime and unsafe conditions to occur. All College community members have the responsibility to promptly report observed or suspected criminal behavior, suspicious circumstances, and unsafe conditions.

College Public Safety Personnel

Campus Police Officers and Public Safety Officers are on-duty at all times on the El Dorado campus. Their primary responsibilities include patrol of residence halls, campus facilities and parking lots to deter and detect crime and unsafe conditions. They also respond to requests for services including vehicle lock-outs and jump starts dependent upon call-load. Officers are primarily responsible for emergency calls and situations occurring on College properties. They perform investigations of criminal acts, as well as traffic and occupational accidents, provide night escorts and any other requests for assistance from staff, students, and other policing agencies.

El Dorado Public Safety can be reached at 316-321-7657

At the Andover Campus, Campus Police and Public Safety Officers are on duty from 7:00 a.m. until 10:00 p.m., providing the same services as described above.

Andover Public Safety can be reached at 316-218-6112

FOR ALL EMERGENCIES, FROM ANY CAMPUS LOCATION, DIAL 911

Emergency Notifications

In the event of a serious emergency or disaster that would interrupt the normal college operations including classes, it is important that all College stakeholders register with the BEARS SYSTEM (Butler Emergency Alert Reporting System). Once properly registered, College stakeholders will receive emergency notifications via cell phone, home telephone, text messaging and computer if there is an emergency situation or critical incident. To register with BEARS, simply follow the Emergency Update Information link on the Butler Pipeline website. There are additional means of emergency notifications on the campuses, including a public address system, telephone notifications, social media outlets, and e-mail blasts .

Emergency Assistance

In the event of a medical emergency, a crime in progress, or a disturbance, **911** should be notified; then contact Butler Public Safety at: **El Dorado 321-7657, Andover 218-6112.** Contact Public Safety directly for all other reports that are non-emergency in nature. Emergency push to talk telephones are located throughout the residence halls and campus in El Dorado.

External automatic defibrillators (AED) are located in several buildings on campus. Please familiarize yourself with their locations and get trained in their use.

Security on Campus

Specific Safety and Security policies exist for Residence Halls. These policies are distributed to students who reside in those halls.

Residence halls are secured and monitored. Authorized entry is made using an assigned proxy card which is issued to residents and staff.

In addition to their foot and vehicle patrols, DPS Officers monitor multiple surveillance cameras across campus properties.

Crime prevention concepts are promoted through the advocacy of Crime Prevention through Environmental Design (CPTED). The College advocates reducing or eliminating situational opportunities for crime to occur. Report outdoor lights that are not working, and other conditions that are “out of order” or invite crime.

Security Escort Service

DPS Officers will provide escorts upon request, between buildings, residence halls and parking lots.

Security Alerts

With a Pipeline account you are able to check for information that is updated daily. Please watch for any message related to Security Alerts and follow that link.

Tornado Shelters

There are several designated tornado shelters on both campuses to go to in the event of a Tornado Warning. Refer to the postings located throughout all campuses to identify them. Building signage will have a “tornado shelter” graphic if it is an approved site. Kansas weather can change rapidly. Stay aware of weather watches and warnings, and listen to the directions of College officials, Residence Life employees, and Public Safety officers. Monitor changing conditions on the television, radio, computer, or your cellular telephone using many of the free apps available. Make sure that you have enrolled in the BEARS reporting system to be advised of severe/dangerous weather.

Crime Statistics Reporting

In accordance with the federal Clery Act, you may research crime statistics related to the College for the previous three years. This is located on the Butler Pipeline website, as well as DPS offices, and within the human resources offices, and the Office of the Vice-President of Student Services.

Safety Practices

- **The best defense is a good offense. Awareness and planning can lessen your chances of becoming a victim of crime.**
- **Walk with a friend or friends. Be aware of your surroundings. Avoid distractions like cell phones, Ipods, etc.**
- **Walk in well-lighted areas and well-established paths. Ask for an escorts if you feel uncomfortable walking. Know the locations of emergency telephones.**
- **Look around your vehicle when walking towards it. If you see anything that seems suspicious, walk away and call DPS. Have your keys in your hand to your vehicle or residence. Carry your purse or backpack close to your body and with a tight grip. Carry a whistle or scream loudly if approached. Familiarize yourself with routes of escape and locations of safety.**