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EMERGENCY NUMBERS

Calls to the emergency number listed below is answered
24 hours a day, 7 days a week

DPS Central Dispatch
813-253-7911
*Campus phones X7911

*Dale Mabry
Brandon
Plant City
YBOR
South Shore
District

CONTACT US
Please Visit, call or write us!

Department of Public Safety Dale Mabry Campus
4001 W. Tampa Bay Blvd.
Tampa, FL 33614
Tel. 813-253-7911
Fax. 813-259-6034
The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements

- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain noncampus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”

- provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”

- issue an emergency notification, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus

- disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”

- and maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.
Timely Warning Notices: Campus Safety Alerts and Crime Alerts

The Department of Public Safety will issue a crime alert for any serious incident that constitutes an ongoing or continuing threat to the Hillsborough Community College community when there are enough details known about the crime to provide useful information to the community. Alerts are routinely posted in the lobbies of academic buildings, College apartment housing locations, and on the Public Safety website. They are also e-mailed to appropriate groups based upon the nature of the alert.

Emergency Text Messaging

The Department of Public Safety will respond to all reports of emergencies or dangerous situations on campus. Upon confirmation by Public Safety representatives of an emergency or dangerous situation involving an imminent threat to the health or safety of students or employees, Public Safety officials will request and coordinate the response of additional resources, where necessary, and make appropriate notifications. The College will, without delay, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Emergency Management Operations Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Specifically, Student Administrative Services, assisted by Public Safety, will determine the appropriate segment or segments of the campus to receive the notification; determine the content of the notification including recommendations to shelter in place, evacuate a facility, avoid portions of the campus, or other appropriate.

Daily Crime and Fire Log

The College maintains public crime and fire logs at the Public Safety Dispatch Center. Criminal acts reported to Public Safety or an addition to an existing entry in the log will be entered into the crime log within two business days unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.
Emergency Preparedness

The Department of Public Safety is part of the College’s Emergency Management Operations Team (EMOT). This group is comprised of Public Safety command staff and senior managers from various departments within Hillsborough Community College, who meet regularly to develop and practice the implementation of emergency plans, including disaster response and evacuation through annually scheduled drills that test one or more emergency procedural operations. This multidisciplinary approach is an important part of the College’s emergency response and business continuity plans.

The Department of Public Safety

About Us

Hillsborough Community College is committed to providing a safe learning and work environment for its students and employees. Public Safety personnel are present at all campuses and provide support to all college locations. Each campus public safety office maintains a lost-and-found locker. The department also provides on-call escort service for students, faculty, and staff.

Mission and Values Statement

The Department of Public Safety’s mission is to serve and protect the HCC community; assist students; faculty, staff and visitors in their involvement with Hillsborough Community College; secure and protect the College physical plant at all campuses and facilities; and enforce all applicable federal, state and local statues.

Public Safety Campus Operations

The Department of Public Safety is staffed by approximately 35 full-time, 25 part time security officers, 1 Department of Public Safety Training officer, 3 uniformed supervisors licensed by the State of Florida; 6 Dispatchers and 1 Parking Services personnel. These officers are not sworn and do not carry firearms, nor do they have police powers. Public Safety Officers are assigned to both fixed and mobile posts. Patrols are conducted in marked and unmarked vehicles, on foot, and on bicycle.
Interagency Cooperation

HCC Department of Public Safety enjoys the support and cooperation of local government law enforcement agencies and private organizations dedicated to security.

TPD

The Department of Public Safety maintains an excellent relationship with the local police precincts, with which we share crime prevention strategies and local crime information. There is a written memorandum of understanding between TPD and the College for the investigation of criminal offenses. The police also help to maintain a safer campus by providing extra coverage for special events that attract large crowds. Security patrolling and safety monitoring by local police precincts also extend to College-recognized off-campus student housing. The Department of Public Safety also regularly confers with the precincts to control criminal activity around College property.

Reporting Criminal Incidents

We encourage all students, employees, and guests to report criminal incidents, accidents, and other emergencies promptly to the Department of Public Safety Dispatch Center at 813-253-7911, or to local law enforcement agencies, either by phone at 911 or in person. Additionally, incidents can be reported to any uniformed Public Safety officer. A crime victim who does not wish to pursue action within the College system or the criminal justice system may still file a report describing the details of the incident without revealing his/her identity in the public crime log or on a DPS Incident Report. The College has emergency two-way call boxes (Blue Light phones) around all campuses and their vicinities for use during emergencies. By pressing the red button on the stations, users are immediately connected with the appropriate Department of Public Safety Dispatch Center. The Department of Public Safety vigorously investigates all reports of crimes. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. Public crime logs containing the time, date, and locations of all reported incidents are maintained at DPS Dale Mabry campus. Information from crime reports is analyzed to identify emerging crime trends and allocate resources more efficiently.
Missing Student Notification

Hillsborough Community College takes student safety very seriously. To this end, the following policy has been established concerning students who live in College-owned campus housing who, based on the facts and circumstances known at the time to College officials, are presumed to be missing.

Most missing person reports in the college environment result from students changing their routines without informing roommates and/or friends of the change. For the purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the person in a reasonable amount of time. In general, a reasonable amount of time is 24 hours but may vary with the time of day and information available regarding the missing person's daily schedule, habits and reliability.

Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Purpose

This policy establishes College standards and procedures for notifying law enforcement, parents or guardians, and student-identified contacts when a student who resides in College housing is reported as missing or has been determined to be missing. This policy applies to students who reside in campus housing. This policy applies to "missing persons".

Missing Person

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Student Disclosures

Prior to occupying College housing, students will be informed of the following:

1. The College will notify the Department of Public Safety if a student is reported missing;
2. Students may identify a person to be contacted by the College not later than 24 hours after the time that the student is determined missing in accordance with the official notification procedures;

3. The College is required to immediately notify a custodial parent or guardian if a student, who is under 18 years of age and not an emancipated individual, is determined to be missing; and

4. The College is required to notify law enforcement no later than 24 hours after the time that the student is determined to be missing.

Confidential Contacts

Prior to occupying College housing, students will be given the opportunity to designate an individual or individuals to be contacted by the College in the event that the student is determined to be missing (per the policy). A designation will remain in effect until changed or revoked by the student. The emergency contact information will be treated as confidential. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation will have access to the confidential contact information and it will not be disclosed to others.
Appendix 1

DEFINITIONS OF REPORTABLE CRIMES

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all
attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses—Nonforcible: Unlawful, nonforcible sexual intercourse.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

ADDITIONAL CLERY ACT HATE CRIME DEFINITIONS

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when the evidence suggests the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Appendix 2

Number of Offenses Reported

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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<td>Sex Offenses</td>
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<td>2</td>
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<td>0</td>
</tr>
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<td>Robbery</td>
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<td>1</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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<td>8</td>
<td>5</td>
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<td>Burglary</td>
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<td>10</td>
<td>12</td>
<td>5</td>
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<td>Motor Vehicle Theft</td>
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<td>0</td>
</tr>
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<td>Liquor Law Violations</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Drug Abuse Violations</td>
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<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
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<tr>
<td></td>
<td>YCCTC</td>
<td>BR</td>
<td>CB</td>
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<td>----------------------</td>
<td>-------</td>
<td>----</td>
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<tr>
<td><strong>MURDER</strong></td>
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<td><strong>MANSLAUDE</strong></td>
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<tr>
<td><strong>NON-FORCIBLE SEX OFFENSES</strong></td>
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<tr>
<td><strong>ROBBERY</strong></td>
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<td>0</td>
<td>2</td>
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<td>1</td>
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<tr>
<td><strong>MOTOR VEHICLE THEFT</strong></td>
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<tr>
<td><strong>ARSON</strong></td>
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<td>0</td>
</tr>
<tr>
<td><strong>ALL HATE CRIMES INVOLVING BODILY INJURY</strong></td>
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<tr>
<td><strong>ALL LIQUOR, DRUG, OR WEAPONS LAW VIOLATIONS RESULTING IN AN ARREST</strong></td>
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<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

YCCTC – Ybor City Campus Training Center  
BR – Brandon Campus  
CB – Cockroach Bay  
DM – Dale Mabry Campus  
EC – English Creek  
CS – Collaborations Studio  
GWSC – Gwendolyn W. Stephenson Center  
HL – Hawks Landing  
OP – Off Property  
PC – Plant City Campus  
BCAC – Brandon Campus Advantage Center  
YB – Ybor City Campus  
SS – South Shore Campus
Appendix 3

| DATE:     | August 27, 2010 |
| TO:       | Residents of Hawks Landing |
| FROM:     | Hillsborough Community College, Student Services |
| RE:       | Emergency Contact Information & Safety Updates |

**EMERGENCY CARDS:**

Recent legislative and procedural updates at HCC require that all Hawks Landing residents be offered the opportunity to register emergency information at the Town Hall desk of Hawks Landing.

The emergency cards will be kept in a secure and confidential manner where such information will only be utilized in the event of an emergency and made available to access to staff and emergency personnel. An example of such emergencies may be fire, unconscious transport the hospital, or missing person. Having such information on file also allows the HCC and Hawks Landing staffs, security, law enforcement, fire, and emergency medical personnel to have access to vital information that may be important. This includes self-disclosed information such as allergies to medications or other medical history information that may be vital if you need to be treated for an injury or medical condition and can't speak for yourself.

Also, we will not assume that in the event of an emergency that you want us to contact a parent or guarantor. It is your decision to tell us who you want to be contacted in the event of an emergency. We recognize there may be people who are closer to you locationally and/or emotionally than those who may be listed in your files. You tell us who would need to know if there was an emergency with you.

*Please take the time to come by the Town Hall desk to complete an emergency card.*

We will also be asking you as you enter the property and throughout the coming weeks if you have completed a card. We appreciate your assistance as we work on completing this project.

**EMERGENCY CONTACTS:**

If you need assistance at any time, 24-hours a day, the on-site Hawks Landing security staff can be reached at 813-377-5177. HCC's Department of Public Safety is available 24-hours a day at 813-253-7911. As well, the 24-hour blue light phones on the Hawks Landing property and throughout the HCC campus are directly wired to Tampa’s 911 system. Remember dialing 911 on your cell phone can cause a delay in response if you
have an emergency, so using a blue phone or calling 911 from a 813 exchange may mean faster response!

**HAWK ALERT:**

We also recommend that you sign up for Hawk Alert - the 24-hour emergency notification system. Hawk Alert will send you a text message with vital information regarding on-campus emergencies and/or campus closures due to an emergency or inclement weather. Especially during Hurricane Season, Hawk Alert can be vital! Go to [http://www.hccfl.edu/alerts](http://www.hccfl.edu/alerts) to sign up today.

**GENERAL:**

In general, take control of your own personal safety. Lock your door when you leave your room and/or apartment. Carry your keys and ID. Note strangers and/or odd behaviors and notify Security staff. Do not tamper with Fire safety equipment. You know what to do, just remember that Hawks Landing is not immune to safety issues - but the more we all take control of our own safety and look out for the community as a whole, the safer we will become.
Appendix 4

Fire Safety Definitions

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

**Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:
- sprinkler or other fire extinguishing systems
- fire detection devices
- stand-alone smoke alarms
- devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- smoke-control and reduction mechanisms
- fire doors and walls that reduce the spread of a fire

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:
- contents damaged by fire
- related damages caused by smoke, water, and overhaul
- but not including indirect loss, such as business interruption
## Appendix 5

### Fires by On-Campus Student Housing Facility

<table>
<thead>
<tr>
<th>Year</th>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
<th>Property Damage</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td></td>
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<tr>
<td>2011</td>
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### Fire – Summary

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<tr>
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<tbody>
<tr>
<td>Hawks Landing</td>
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<td>0</td>
</tr>
</tbody>
</table>
Appendix 6

Hillsborough Community College
Hawks Landing Fire Alarm Report

This form is to be completed by a HCC Hawks Landing staff, Property Management, or Security personnel after each alarm. Forward completed copy to the Assistant to the Dean. Upon receipt, the Assistant to the Dean will forward to Public Safety and Risk Management.

Building Number

Date of Alarm _______________ Time of Alarm _______________ AM PM

Name of individual who called HCCDPS

Time building evacuated _______________ AM PM Number of Residents Present

Did Law Enforcement respond? Y N Did Fire Dept respond? Y N

Were individual rooms checked? Y N By whom?

If yes, which rooms/floors?

Fire alarm activated by:

- Planned drill
- Actual fire/smoke
- Malfunction
- Pulled alarm
- Detector Tampered
  With

Location(s)

Staff present to assist with alarm:

- HCC HL Staff Y N All Stars Y N
- Property Management Y N Fire Dept. Y N
- On Site Security Y N Law Enforcement Y N
- HCCDPS Y N Other __________ Y N

Was alarm audible in all areas of building? Y N

If no, please explain:

Problems encountered during alarm/evacuation:

Recommendations:

Completed by

Printed Name: ___________________ Dept: ___________________

Signature: ___________________ Date: ___________________
Appendix 7

Hillsborough Community College
Hawks Landing
Emergency Information Card

Please Print CLEARLY Date: ______________

Last Name: __________________________ First Name: ______________________

HCC ID#: ___________________________ Cell #: ______________________

Birthday: _____/_____/

Email address ______________________

Permanent Address:

No. and Street __________________________ City __________________________ State Zip Code __________________________

Person to contact in case of emergency:

Name __________________________

Relationship __________________________

No. and Street __________________________ City __________________________ State Zip Code __________________________

Home Phone ( ) __________________________ Work Phone ( ) __________________________

Cell Phone ( ) __________________________

Do you have a health problem, disability, or special medical concern you wish to indicate to the Hawks Landing staff? Please use the back if necessary.

Revised 8/2010

Hillsborough Community College
Hawks Landing
Emergency Information Card

Please Print CLEARLY Date: ______________

Last Name: __________________________ First Name: ______________________

HCC ID#: ___________________________ Cell #: ______________________

Birthday: _____/_____/

Email address ______________________

Permanent Address:

No. and Street __________________________ City __________________________ State Zip Code __________________________

Person to contact in case of emergency:

Name __________________________

Relationship __________________________

No. and Street __________________________ City __________________________ State Zip Code __________________________

Home Phone ( ) __________________________ Work Phone ( ) __________________________

Cell Phone ( ) __________________________

Do you have a health problem, disability, or special medical concern you wish to indicate to the Hawks Landing staff? Please use the back if necessary.

Revised 8/2010