

**Policy Name:** Campus Safety and Security - SCHS  
**Policy Number:** ADM 9.10  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 1.2  
**Policy Status:** Approved

**I. Policy**

In prioritizing the safety and security of its campus community, Southside College of Health Sciences (SCHS) is committed to preventing or minimizing threats while also preparing to effectively handle any emergencies that may occur.

**II. Purpose**

To provide guidance for a safe and secure campus environment that is conducive to teaching and learning while building community partnerships that foster trust, mutual respect, and cooperation among its diverse members.

**III. Scope**

This policy applies to all SCHS students, associates, and visitors.

**IV. Definitions**

None

**V. Policy Details**

**Campus Safety and Security Responsibilities**

Campus safety and security at SCHS is under the purview of the Dean of Administration who also serves as one of the Campus Safety Administrators. This role provides direction and management to related College safety and security activities in collaboration with the Building Operations Manager and Building Coordinator. All incident reports, documentation of crimes or other emergencies occurring on the College campus are reviewed by the Dean of Administration.

**General Security Information**

The Security Department of Southside Medical Center bears ultimate responsibility for security at Clairmont Ct campus. SCHS has implemented building access

procedures with related security measures that are provided in ADM 9.08 Building Access.

During the established hours of operation of SCHS, students, associates, and visitors may contact the Building Operations Manager with any security concerns. Refer to ADM 9.02 Voluntary Reporting of a Crime for additional information regarding incident reporting.

In the event of an emergency, individuals should dial 911 (9-9-1-1 from a College building telephone), state the emergency, and follow the directions of the emergency dispatcher.

### **Routine Safety Measures**

A safe and secure environment is of paramount importance to the College and is the responsibility of all students and associates. Everyone is encouraged to follow routine safety practices such as:

- Always keep valuables out of sight or in the trunk
- Travel with a partner or request to be escorted by a campus security officer when leaving campus after dark.
- Walk to car with keys in hand and a level of awareness of surroundings.
- Never open the door of a College building for anyone without a Bon Secours-issued badge. Validate an appointment with the College before opening the door to a visitor.
- Follow all directions in the event of an active assailant, fire emergency, threat, or severe weather emergency.
- Follow all infection control practices.
- Keep personal areas clean and uncluttered.
- Report unsafe environmental or physical building conditions to the Building Coordinator or Building Operations Manager immediately.
- Adhere to the tobacco-free and weapon-free campus practice established by Bon Secours for all its facilities.

### **Parking**

SCHS provides parking access for all associates and students. A map of the spaces designated for associates and students can be found on RES 100 in the Learning Management System. A copy of this map will also be provided to each student during orientation. Vehicles parked in prohibited areas or in areas not allowed, may be subject to towing at the owner's expense. Associates and students should comply with all posted signage located at any location associated with their job responsibilities or clinical assignments.

**Security Awareness and Crime Prevention**

SCHS offers several activities aimed at addressing security awareness and crime prevention which include, but are not limited to:

- Regular fire drills, including building evacuation, that are conducted every fall and spring semester.
- Delivery of Campus Safety and Security training at orientation for new students.
- Communications to students and availability of training on select topics that highlight personal and campus safety, including video links on the following topics:
  - Campus Health & Safety
  - Run, Hide, & Fight
  - Title IX
- Annual training for associates includes:
  - Active Assailant Education module
  - Security Awareness and Crime Prevention early in the fall
  - Title IX training early in the spring
  - Campus Health & Safety

**Risk Assessment**

SCHS maintains a written emergency preparedness plan, which is included in the College’s Emergency Management and Evacuation Procedures (EMEP). The EMEP is available within the College’s Learning Management System, Blackboard. It provides general instructions to assist students and associates with personal safety decisions, should they face specific safety and security situations while on campus. Some of these situations include severe weather, loss of water and utilities, fire emergencies, threats, school and workplace violence, and active assailants.

**Important Telephone Numbers**

Dean of Administration/Campus Safety Administrator.....	804-627-5306
Building Operations Manager/Campus Safety Administrator...	804-765-5816
Front Desk.....	804-765-5800
Fire or Police Emergency or EMS.....	9-911
SMC Security.....	804-988-3750
Colonial Heights Police.....	804-520-9311
Poison Control Center.....	1-800-222-1222

**VI. Attachments**

None

**VII. Related Policies**

- ADM 9.01 Emergency Notifications, Timely Warning, and Crime Reporting
- ADM 9.02 Voluntary Reporting
- ADM 9.03 Annual Security Report
- ADM 9.04 Regulations on Weapons
- ADM 9.05 Bias and Hate Crimes
- ADM 9.06 Student Sexual Misconduct
- ADM 9.08 Building Access
- ADM 9.09 Student Drug and Substance Abuse
- ADM 9.11 Infection Control

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	05/27/2020	Establish Policy	Dean of Administration
1.1	02/25/2022	Revisions	Dean of Administration
1.2	05/05/2023	Triennial Review	Dean of Administration