

Policy Name: Campus Safety and Security  
Policy Number: ADM 9.10  
Title of Policy Owner: Executive Council  
Approved by: Executive Council  
Effective Date: 8/15/2021  
Version: 1.0  
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 Vice President or designee who also serves as the Campus Safety Administrator. This role provides daily direction and management for the Director of Business Operations and related College safety and security activities. All

incident reports, documentation of crimes or other emergencies occurring on the College campus are reviewed by the Vice President.

### **General Security Information**

The Security Department of Southside Medical Center bears ultimate responsibility for security at SCHS. 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 Director of Business Operations 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, state the emergency, and follow the directions of the 911 operator.

### **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:

- Leave all valuables in the trunk of a locked car.
- Travel with a partner when leaving a campus building 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.
- Follow all directions in the event of an active shooter, fire or bomb threat, or weather emergency.
- Follow all infection control practices.
- Keep personal areas clean and uncluttered.
- Report unsafe environmental or physical plant conditions to the Director of Business Operations immediately.
- Adhere to the tobacco-free campus practice established by Bon Secours Mercy Health 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, spring, and summer semesters.
- Delivery of Campus Safety and Security training at orientation for new students.
- Communications to students on select topics that highlight personal and campus safety:
  - Campus Security and Safety.
  - Title IX.
  - Active Shooter.
  - Security Awareness and Crime.

**Risk Assessment**

SCHS maintains a written emergency preparedness plan. 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, bomb threat, school and workplace violence, and hostile intruder.

**Important Telephone Numbers**

Director of Business Operations.....	804-765-5801
Front Desk.....	804-765-5800
Fire or Police Emergency or EMS.....	911
SMC Security.....	804-765-5844
Colonial Heights Police.....	804-520-9311
Poison Control Center.....	800-222-1222

**VI. Attachments**

None.

**VII. Related Policies**

ADM 9.01 Emergency Notifications, Timely Warnings, and Crime Reporting.

ADM 9.02 Voluntary Reporting of a Crime.

ADM 9.03 Annual Security Report.

ADM 9.04 Regulations on Weapons.

ADM 9.05 Bias and Hate Crimes.

ADM 9.06 Title IX Sexual Harassment.

ADM 9.08 Building Access.

ADM 9.09 Student Drug and Substance Use.

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	8/1/2021	New policy & template	Executive Council