



**2020 ANNUAL CAMPUS SECURITY
AND FIRE SAFETY REPORT**

For calendar year 2020

December 14, 2020

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Southside College of Health Sciences Annual Campus Security and Fire Safety Report

This report is to serve as the annual security and fire safety report required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. Southside College of Health Sciences Safety Committee is responsible for compiling and publishing the annual safety report. The purpose of the report is to provide an overview of the School, policy information on public safety, campus and community crime statistics, phone numbers for resources, and certain safety tips. All the information provided was compiled from departments within Southside College of Health Sciences and local law enforcement. Please refer to [Policy SCA903 – Annual Security Report](#).

Overview of Southside College of Health Sciences

Southside College of Health Sciences, founded in 1895, is an Associate Degree granting program. The school has 28 employees that serve the student body in either a faculty or staff role. All are employees of Southside Medical Center located at 200 Medical Park Boulevard, Petersburg VA, 23805.

The school is the pre-licensure, pre-certification education component of Southside Medical Center. The School is comprised of the following academic departments and the Medical Library:

- Professional Registered Nursing
- Medical Imaging Technology
 - Radiation Sciences/Radiologic Technology
 - Diagnostic Medical Sonography

Southside College of Health Sciences is owned by Bon Secours Mercy Health d/b/a Southside College of Health Sciences. The President of Southside Medical Center is responsible for the day-to-day operations of the hospital, which includes Southside College of Health Sciences.

The school is located on the second floor at 430 Clairmont Court, Suite 200 in Colonial Heights, Virginia. The school occupies 24,000 square feet of the existing 48,781 square feet contained in the building. The maximum capacity of the floor is 273 people with a capacity of each classroom as follows: #1(20), #2-#4 (40), #5 (28), #6 (32), #7 (20) and #8 (24). The north end of the second-floor houses eight (8) classrooms with storage rooms, three (3) clinical labs with storage, and one (1) computer lab with 31 computers and networked printers. Every classroom is equipped with Smart Boards, large screen televisions, bulletin boards and lecterns. Wi-Fi is available throughout the building.

The clinical laboratories at SCHS are environments of care used for individual students and classes that are as closely replicated to actual patient care environments as possible.

These laboratories are equipped with mannequins, equipment and supplies that assist students with developing expertise in delivery of “hands-on” competencies.

The clinical lab for the nursing program, The Maude H. Titmus Clinical Learning Center named in honor of a former benefactor of the school, holds eight patient beds with scales (hospital grade) where the six (6) simulation mannequins are used. A large screen television is located on the back wall and cameras are available to allow observation of participants during simulation exercises. A storage room in the clinical learning lab provides storage for equipment and supplies used in demonstration/return demonstration of student skills.

There are two Radiography Labs in the building. These labs have two (2) radiography machines and are set up to resemble a hospital imaging lab. A portable x-ray machine is available for instruction also. A large screen television is in each lab.

The Sonography laboratory is well equipment and designed to emulate a diagnostic ultrasound room as seen in the hospital and clinical setting. The lab integrates hospital designed stretchers, gel warmers, and ultrasound units at each workstation, which are equipped with current and updated software. In addition, the laboratory is well-appointed with phantoms to help increase the students’ training skills as well as a television which allows the students to view real-time scanning during laboratory sessions.

A student center is located in the middle of the second floor between the instruction side (north) and the faculty/staff offices. The center has several tables and chairs, two microwaves, a refrigerator and sink and a large screen television. Students are able to eat in the area and relax between classes. There is electrical access for students to use a computer or other electronic devices in the area.

The south end of the building contains faculty, staff and administrative offices, three conference rooms, a faculty/staff break room, a secure file room, and the student health nurse office. Each full-time faculty member has a private office with a computer and a locked file cabinet.

Ions Hall Conference Center, named in honor of a formal organizer of the school, is located on the first floor of building and is used as a multi-purpose room for large meetings, classes, academic and recognition ceremonies and for local community events.

The Medical Library is also located on the first floor of building across from Ions Hall Conference Center; accessed during business hours of operations with a keypad entry. The library is staffed by a librarian 24 hours per week, Monday-Thursday, 10 am - 4 pm. It consists of an open area with tables and chairs for individual studying and five private rooms for small study groups and for providing testing related to accommodations.

Policy Information

Emergency Operations Plan and Preparedness

Emergency preparedness and information on what to do in an emergency is essential in keeping our school community safe.

Emergency Notification Process

Southside College of Health Sciences uses CANVAS and Microsoft Outlook as the primary source of communication for students, staff, and faculty. CANVAS is an online hosted database system that also provides a secure email system available to students and employees. In the event of an emergency, announcements with pertinent will be made in Canvas.

Please refer to [Policy SCA901 - Emergency Notifications, Timely Warning, and Crime Reporting](#).

Inclement Weather

The decision to close the school will rest with the Vice President or designee. The primary mission of SCHS centers on the education of adults seeking a career in health care. Decisions about canceling classes or clinical or closing of the school will not be influenced by the public school system closing. Therefore, it is imperative that individuals with children make alternate plans for those occasions when public schools are closed, but SCHS is open.

The decision to drive in inclement weather conditions is a personal one. As with any position in a health care profession, the School cannot accept responsibility for that decision. Faculty and students are expected to use their judgment in traveling to and from clinical or class. Weather conditions are likely to vary from one region of the service area to another. Faculty members should work with students who are unable to attend due to hazardous road conditions. However, if the school is open and the student chooses not to attend, the attendance policy will still apply.

No announcement means that SCHS will be open and operate on a normal schedule.

Students in clinical rotations, field work, etc. must follow individual program policies and guidelines pertaining to inclement weather. All faculty members should implement a call list at the beginning of each semester to use in case of class/lab/clinical cancellation, or delay in the start time (i.e. two-hour delay).

The school will remain open for faculty and staff if at all possible. If the nature of the weather conditions are severe enough to force early closure of the building, security and SMC communications center will be notified by the Vice President of Southside College of Health Sciences or designee. Faculty and staff will be notified by the Disaster Chain of Communication and students will be notified by their course faculty using the call list.

If a faculty member is unable to reach the school or clinical site for supervision of class/lab/clinical activities, the faculty member may elect to cancel and reschedule the class/clinical to another date or time.

The faculty member is responsible for contacting the Course Coordinator and the respective unit to which the students were assigned if there is a delay in the start time or cancellation of a clinical rotation.

Nursing students are not allowed to work on the units without an instructor present. Radiology and Sonography students who arrive prior to the clinical instructor must check with the department supervisor for assignment.

Students are responsible for class work missed due to cancellations, delays, or closings.

Timely Warning Notices

In the event of criminal actions and other emergencies on the SCHS campus, that, in the judgment of the Vice President of the school or designee, constitutes an ongoing or continuing threat, a timely warning will be issued to the faculty, staff, and students. Anyone with information warranting a timely warning should immediately report the circumstances to the Southside College of Health Sciences Vice President or designee. The warning will be issued through the schools CANVAS e-mail to all faculty, staff, and students.

Please refer to [Policy SCA901 - Emergency Notifications, Timely Warning, and Crime Reporting](#).

Evacuation

An evacuation diagram is strategically located on each floor in the hallways of the building indicating the primary emergency exits. Occupants should familiarize themselves with the closest exits in the event of an emergency. SCHS faculty and/or staff will make the necessary provisions for all handicapped persons to be evacuated from the building.

Campus Building Access

The main entrances of The Sycamore Building are open and accessible to students Monday – Thursday from 0615– 1700 with the exception of school closings and major holidays noted on the Academic Calendar. Faculty and staff will have access to the building Monday-Thursday 0600-1900 with the exception of school closings and major holidays noted on the Academic Calendar. Entrance into the building will be controlled by access badge. Security and environmental services will be provided by SMC.

Please refer to [Policy SCA908 - Building Access](#).

Student Identification Badges

Student identification badges must be worn at all times while students are on school or clinical property. Loss or theft of an identification badge/access badge must be reported to the Director of Business Operations at 804-765-5801 who will help to facilitate replacement. Fee for a replacement badge is \$10.00.

Missing Person

This statement is not applicable to Southside College of Health Sciences because residential housing is not available to students.

Parking

Southside College of Health Sciences has two parking areas designated for student parking. A campus map is available on the school LMS for all to review. Parking is on a first-come, first-serve basis. No spaces are “assigned” in the area designated for students. Each parked vehicle may occupy only one parking space.

AT NO TIME may vehicles be parked in the following areas:

- Fire Lanes
- No parking zones
- Areas marked “Faculty/Staff Parking Only”
- Sidewalks, lawn areas, etc.
- Areas where access, traffic or other vehicles are blocked

Faculty and students may have designated parking areas at facilities being used and should park only in those areas they are directed to park in. Students are expected to adhere to parking regulations at the clinical facilities used for clinical rotations. Students will be directed to the designated parking area at the clinical facility on the first day of clinical. Failure to comply with any of the above may result in a parking citation or being towed. Any fines or towing fee incurred by the student due to improper parking will be the responsibility of the individual.

Criminal Background Checks

In order for clinical sites and affiliates to comply with Joint Commission accreditation standards, students must complete employee prescreening requirements.

Criminal background checks are conducted by Complio and child protective screenings are conducted by the Virginia Department of Social Services. The review includes the cities and counties of all known residences.

Following acceptance into a health science program at Southside College of Health Sciences, criminal background checks and child protective screenings must be performed prior to enrollment. The applicant must initiate this process by registering with Complio

by visiting <https://schs.complio.com/>. The cost of this is payable by the student when registering on the Complio website.

The student must submit required information for aforementioned checks/screening by the scheduled date. Failure to do so will be interpreted as a refusal and the acceptance will be revoked. The following convictions may disqualify an individual from participation in the clinical rotation:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders

The following convictions at any time in the past may constitute the inability to participate in clinical rotations: criminal homicide; kidnapping and unlawful restraint; indecency with a child; sexual assault; aggravated assault; injury to a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; conviction under the laws of another state, federal law, or the uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed previously; felony conviction for theft which occurred within the previous five years; and any other offense that the facility may impose.

The Vice President, Program Director or their designee will notify the student, either verbally or in writing, if anything in the student's record indicates a conviction barring the student from clinical rotations. If the student is deemed ineligible for clinical rotations at any time during the program due to criminal history record, the student will be required to withdraw from the program and/or related courses as stipulated by the individual health science program.

For more information, see the eligibility for licensure/registry policies in individual program handbooks.

Alcohol and Controlled Substance

Drug-Free Environment

Students who become impaired in their ability to adequately perform in the classroom, lab or clinical environment due to drugs, alcohol or other mind-altering substances impede the Southside College of Health Sciences and Southside Medical Center from achieving their purpose. As a result, student use of alcohol, illegal drugs, or misuse of prescription drugs on or off the SCHS campus will be cause for disciplinary measures, up to and including immediate suspension or dismissal from SCHS.

Substance Abuse Testing

Southside Medical Center and SCHS are firmly committed to providing environments that are free from the use of substances that may or may not impair performance or cause other adverse effects. As such, substance use/abuse testing may be conducted at the following times:

- Enrollment period
- Part of the random drug screening process
- Reasonable suspicion of use

Southside College of Health Sciences adheres to Southside Medical Center's policy and has a drug-testing program for all students enrolled in the programs. The school will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The school will support the laws of the Commonwealth of Virginia as set forth. Each program has codes/provisions outlining the specific criteria.

The substance abuse and testing program is designed to prevent the enrollment and/or advancement of individuals who use illegal drugs or whose use of illegal drugs or alcohol indicates a potential for impaired or unsafe job performance.

The following activities are prohibited while a student is on the campus, or otherwise engaged in campus activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt or transportation of any controlled or illegal substance.
- The theft, unauthorized use, or intentional mishandling or misuse of any medication and/or substance that is present at a facility for the purpose of treating patients.
- The consumption of alcoholic beverages.
- Being under the influence of any substance during school hours or reporting to School or clinical with detectable quantities of substance.
- Performing duties while under the influence of any substance or other drug or medication, whether prescribed by a health care provider or purchased over-the-counter, that causes drowsiness or other side effects that may impair a student's ability to perform his or her activities properly and safely.

Compliance with the substance abuse policy is a condition of enrollment and continuation in the program. Failure or refusal to cooperate fully, submit to any inspection or test, or follow any prescribed course of substance abuse treatment will be grounds for disciplinary action, up to and including dismissal from the school.

The school reserves the right to suspend or dismiss any student who has been arrested, charged or convicted of criminal offenses related to the manufacture, possession, sale, use, distribution, dispensation, receipt, or transportation of any substances pending

resolution of the charges to the School's satisfaction. Students who are convicted of any substance-related violation under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges must inform the School in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action up to and including dismissal from the program.

Refer to [Policy SCA909 - Student Drug and Substance Abuse](#)

Substance Test of Urine

All applicants shall undergo a substance test of urine in accordance with this policy. Applicants whose pre-application substance test is positive for any substance(s), for which the applicant does not possess a lawful prescription, will be ineligible to enroll at SCHS. Any applicant whose pre-enrollment substance test returns positive, regardless of whether or not the substance was disclosed in advance and whether or not cleared by Vice President, may be considered ineligible to apply to SCHS if the Vice President and SMC Human Resources associate determine that use of the substance for which the individual tested positive renders the individual ineligible for employment.

Other Substance Tests

The school may periodically conduct substance tests based on breath, saliva, urine, blood, and/or hair samples under any of the circumstances noted below. Any student subjected to a substance test will be required to sign a "Substance Test Release and Disclosure Form." Refusal to sign the form or leaving the class/lab/clinical area prior to the substance test without permission of a School designee, or refusal to cooperate in any way with the testing process, will result in immediate dismissal of the student. In the event that the student consents to the substance test, but fail to sign the form, such failure will not invalidate the consent for the testing.

Post-Accident – students must submit to post-injury/accident substance testing following an injury or accident in which they were involved. Students who test positive on a confirmatory substance test required by SCHS:

- May be subject to disciplinary action, up to and including dismissal from the program and School;
- Will be required to incur the medical and testing costs related to the accident, injury or illness.
- Missing substances – where there is a missing administration/handling discrepancy or a substance is missing, all involved in the handling of, or had access to the missing substance shall be required to submit to a substance test immediately. Anyone found to have stolen or diverted any medications of the hospital or agency, is subject to immediate dismissal.
- Fitness for Duty – Students suspected to be unfit for duty as a result of the use or suspected use of substances will be subject to substance testing.

- Reasonable suspicion/Under the influence – Students may be required to submit to a substance test if a faculty member and/or another individual in a management position have a reasonable belief that the student is using, is under the influence of, or is in possession of substances or has otherwise violated this policy prohibition on the use of substances.
- Re-admission to a program – substance abuse tests must be performed before a student is permitted to return to the Program if the student has been out of the Program for 90 days or more.

Random Selection Testing

All students enrolled at Southside College of Health Sciences (SCHS) are subject to random selection drug testing. Three students attending SCHS will be selected per month using a computer random number generator program or other objective random selection criteria for random drug testing. All students will have an equal chance of being selected at each testing interval. Random selection shall not be based on individual student performance, demographic data, or any individualized suspicion of abuse of substances. The Southside College of Health Sciences will bear the expense of random drug testing.

Random testing will take place without advance notice. The student will be notified by the Student Health Nurse. The student must proceed immediately to have the test completed at the designation directed. Prior to random drug testing, the selected student must sign the Southside Medical Center “Substance Test Consent, Disclosure and Release Form” to agree to a random test for substances. If the randomly selected student is unavailable for testing for any reason, (sick, holiday, etc.) he or she may not be permitted to return to class or the clinical area until the student has undergone the substance test.

Follow-Up Scheduled Testing

Follow-up substance testing will apply for currently enrolled students who have had license sanctions or disciplinary actions taken in the 5-year period immediately prior to enrollment in the School; and current students and/or applicants who have had a positive substance test following a voluntary disclosure and who have completed rehabilitation or counseling program acceptable to the School.

Follow-up scheduled unannounced testing will take place for the students described above for a minimum of 12-months (or longer if dictated by the individual’s program) following their date of acceptance, or completion of the rehabilitation/counseling program. Testing dates will be determined and communicated by the Student Health Nurse.

Advance Disclosure

Students who voluntarily disclose substance abuse in advance of submitting to a substance abuse test will be required, as a condition of continued enrollment or re-application, to obtain rehabilitation treatment as determined in the sole discretion of the

Vice President of the College. This shall be at the student's own expense or, if applicable, under the health plan in which the student is covered. In the role of student, there does not exist the ability to re-assign to alternate positions, therefore, the determination will be based upon an evaluation of the student's ability to safely and effectively perform the competencies and duties of an adult learner in the School.

All students who are permitted to return to the program or re-apply to SCHS following violation of this policy must sign an Acknowledgement of Conditional Reinstatement agreeing to:

- Participate in a program designated by the facility;
- Random follow-up testing; and
- Is responsible for all expenses associated with this testing and/or treatment.

Any subsequent positive test for a substance which the student does not have a valid prescription, as cleared by the MRO, shall result in immediate dismissal from the school.

All test results must be reviewed by an MRO. It is the responsibility of the MRO to identify and interpret positive test results, discuss with the individual tested the impact of any voluntarily-disclosed prescriptions or over-the-counter medications, validate prescriptions for disclosed medications, and report his or her findings to the School.

In addition, any student enrolled in one of the Programs at the School exhibiting, in the opinion of the student's instructor or other supervising professional and confirmed by the opinion of another professional, at any time sensory or behavioral symptoms indicative of being under the influence of mind altering substances will be required to have a drug test performed. In clinical facilities where drug testing is not available, the student will obtain a designated driver, leave the facility, and report to the Student Health Nurse or designee immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the drug screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student may be dismissed from the School and advised to seek rehabilitation. The student will be considered for readmission following one semester suspension, documented counseling and appropriate treatment by an accredited agency.

Test records will be kept separate from the student's academic file and are maintained in a secure file room. No information will be released without written consent of the student or applicant or as required by law or legal process. Test records for applicants will be handled in the same manner as those for currently enrolled students.

Southside Medical Center and the Southside College of Health Sciences afford due process to all students in accordance with the law.

Student Assistance/Wellness Program

My Life Expert Program is a student assistance program that is free, confidential and provides professional consultation and referral assistance with a wide spectrum of school, work, family and personal issues. This program will help in achieving balance through total well-being and support with:

- Short-Term Counseling
- Life/Career Coaching
- Financial Assist
- Legal Support
- Work-life Resource and Referral

Students can use My Life Expert anytime 24 hours a day, 7 days a week by clicking on the link <https://www.schs.edu/students/resources> or by calling 1-855-697-4941

Emergency Assistance

Emergency assistance may be obtained from the following numbers:

- Emergency Services: 9-911 (Ambulance, Fire, Police) from any SCHS phone
- Colonial Heights Police Department: 804-520-9300 (non-emergency)
- National Suicide Prevention Lifeline: 1-800-273-8255
- National AIDS Hotline: 1-800-533-4184
- Family Violence and Sexual Assault Hotline: 1-800-838-8238

Health Services

SCHS does not maintain health facilities or medical services. The responsibility for medical services and payment rests with the student. In case of illness or injury on campus, Emergency Medical Services may be called to assist individuals. A Student Health Nurse is available on site if needed, by appointment.

A First Aid Kit, AED (Automatic External Defibrillator) and an Emergency Box containing two Epi Pen auto-injectors are located on the 2nd Floor of the Sycamore Building in the hallway just outside of the Women's Restroom and the Receptionist area.

Students with known allergies who have been prescribed an Epi Pen by their healthcare provider are encouraged to carry their emergency medication at all times so the medication may be administered in an emergency situation; however any individual experiencing anaphylaxis may receive the Epi Pen.

If a student is injured or becomes ill while on campus, the Student Health Nurse or a school director should be contacted. Should the student become ill or injured while in the clinical setting, the clinical instructor should be notified and facility protocol implemented.

Immunization records based on requirements from the SCHS Student Health Immunization are uploaded in Complio by the student. The Student Health Nurse monitors and manages the immunization records in Complio for ongoing compliance.

Sexual Assault and Prevention (Title IX)

Sexual Assault/Sex Offenses

Sexual Assault is a serious and inappropriate sexual behavior that is not tolerated at Southside College of Health Sciences. Rape, sexual assault and/or battery, and other forcible and non-forcible sex offenses are criminal acts and punishable by, both, civil and criminal legal action.

The Vice President of Southside College of Health Sciences, SMC Security personnel and the Colonial Heights Police Department are always available and ready to assist any time a victim wants to come forward with information. Victims may be hesitant to share information because they feel a variety of conflicting emotions. Victims need to remember the assault is not their fault and the school is ready to help. A victim may opt to receive assistance from an outside counseling resource or a victim/witness coordinator with the local Commonwealth's Attorney's Office, when criminal charges are filed.

If a victim of sexual assault:

- Contact the police for assistance, information, or to report the incident. Southside College of Health Sciences should be contacted for on-campus incidents and the local police should be contacted for off-campus incidents.
- Seek medical attention at a local hospital. A qualified physician or SANE (a certified forensic sexual assault nurse examiner) will conduct an examination and collect evidence, if a decision is made to pursue criminal charges.
- If possible, do not change clothes, shower, eat or drink between the rape or assault and the trip to the hospital. Take a change of clothes because the police will need the clothes being worn for evidence. The evidence in this type of case is critical and can assist in the prosecution.
- The hospital can assign a trained companion to assist with immediate needs and can provide direction to available services.
- If a decision is made to waive prosecution, it is important to have a physical exam after the assault. There could be physical injuries and bruising or the perpetrator might have passed on a sexually transmitted disease that requires treatment. The hospital can provide information on testing for HIV/AIDS. Six months must elapse after the incident to accurately detect the presence of HIV, the virus that causes AIDS.
- Consider all judicial options carefully. See legal options below.

Legal Options

Sexual assault victims have three legal options to choose from: filing criminal charges, filing a complaint with the school and/or filing a civil suit. The victim does not have to pick one option. They could pick all three of the above but can only choose the option to

file a complaint with the school, if the perpetrator is a student of Southside College of Health Sciences.

The option of filing criminal charges is supported by Southside College of Health Sciences. The first step in the criminal process is to file a police report with the department so an investigation can begin and charges can be placed on the suspect. If the crime occurred on-campus, it is under the jurisdiction of the Colonial Heights Police Department. If the crime occurred off-campus, it is under the jurisdiction of the locality in which the offense was committed and must be reported to that jurisdiction's law enforcement agency. It is best to go to the police, as soon as possible, after an incident, in order to preserve as much evidence, as possible. There are statutes of limitations for filing criminal charges, but they are typically several years in duration.

The option of filing a civil suit is the right of a victim to sue the perpetrator or other parties involved for monetary damages. This course of action can be done alone or in conjunction with criminal prosecution and/or the filing of a school complaint. The burden of proof is a preponderance of the evidence. This action does require an attorney and victims are advised to seek further consultation in this matter with a private attorney.

Refer to [Policy SCA906 - Student Sexual Misconduct](#)

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crime Prevention Act requires that the campus community be advised where law enforcement agency information, provided by a state, concerning registered sex offenders may be obtained. This information can be found at <http://sex-offender.vsp.virginia.gov/sor/>.

Please refer to [Policy SCA907 - Registered Sex Offender](#)

Important Phone Numbers

The following phone numbers (individuals or departments) will help students contact the proper officials depending on the situation. All of the issues listed above have a department or individual listed below for contact. Use these phone numbers to report problems, crimes or to obtain further information.

Emergency Services	911
Police, Colonial Heights (non-emergency)	520-9300
SMC Security	765-5555
SMC (non-emergency)	765-5000
SCHS Receptionist Desk	765-5800
Director of Business Operations (McCarter)	765-5801
Director of Student Services (Jarvis)	765-6745
Safety & Security Chair (Yeager)	765-6755
Vice President SCHS (Swineford)	765-5803

Campus Crime Reporting

Data on crime and security violations is collected annually and can be viewed at <http://ope.ed.gov/security> in accordance with the Jeanne Cleary Disclosure of the Crime Awareness and Campus Security Act of 1990. Students will be notified annually by email when the report is updated and inform them that a paper copy is available upon request. The updated report will also be posted on the school's website. Comments, review or inquiry about the crime report can be made by contacting the school Safety Champion/Chairman of the Safety Committee.

Please refer to [Policy SCA902 - Voluntary Reporting of a Crime](#)

Prevention & Awareness Program

Southside College of Health Sciences strives to provide a safe and secure campus for students, faculty, staff and visitors. In the event of an emergency involving fire or requiring an ambulance or police, dial 9-911 from any phone in the building.

The main entrances of The Sycamore Building are open and accessible Monday – Thursday from 0600-1900 with the exception of school closings and major holidays noted on the Academic Calendar. Entrance into the building will be controlled by badge/card access. Security and environmental services will be provided by the hospital.

Students who have filed a restraining or protective order and listed SCHS as a protected area must notify the Vice President of SCHS and the Director of Security at the Southside Medical Center and provide them with copies of the order.

Crime Awareness and Campus Security

Southside College of Health Sciences, in conjunction with Southside Medical Center (SMC) Security Department, has developed the following Crime Awareness and Security Policy:

- In case of an accident, illness, criminal action, and other emergencies on the SCHS campus the Director of Student Services must be notified immediately. (If any of the above situations occur on medical center campus the Director of Security or designee at SMC must be notified immediately).
- The Vice President of Southside College of Health Sciences or designee is responsible for security and access to all campus facilities.
- School law enforcement is handled by the SMC security team. When further action is necessary, they will seek assistance from city police or county law enforcement.
- Violations involving the possession, use, or sale of any drug(s) will not be tolerated on any part of the campus, or wherever employees or students are required to be while performing their duties. Any violations of these standards of behavior may result in dismissal from the school.
- While on the Southside Medical Center campus security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator,

located on the first floor of the Medical Center Building, will arrange escorts if needed.

- Southside College of Health Sciences Safety Security Committee will conduct periodic compliance checks of all parking lots/vehicles to educate staff and students about potential safety issues (i.e. exposed valuables, monies, contraband items).

Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following methods:

- Faculty, staff and student handouts
- Catalog and Student Handbook
- Orientation to program and the first class of each semester
- Learning Management System
- Campus TV's and bulletin boards

Information data on crime and security violations is collected annually. Results of the data will be reported and available for distribution to interested parties. Individuals seeking information about crime and security on campus may go online to <http://ope.ed.gov/security/>. Individuals seeking information about registered sex offenders in the region may go online to <http://sex-offender.vsp.virginia.gov/sor/>

Violence & Incivility

Southside College of Health Sciences adopts a zero-tolerance policy for violence, verbal and non-verbal threats, and incivility on the campus and at clinical sites. Students and employees are encouraged to report any incidents early to decrease possible risk or escalation. Withholding information regarding violent or potentially violent acts or threats is cause for disciplinary action. Actions that will not be tolerated include, but are not limited to:

- Assault of another person on SMC property, or SCHS clinical sites.
- Harassment or intent to frighten, intimidate or threaten another person through verbal or written methods.
- Damage to property; individual or school.
- Threatening another individual, stating intent to cause physical or mental harm now or in the future.

Incivility is defined as speech or an action which is rude or disrespectful and can range from verbal abuse and insulting remarks to explosive, violent behavior. Incivility in the academic setting is any behavior that causes disruption in the teaching or learning environment. Academic incivility jeopardizes the welfare of faculty, students, and the campus community. Individuals demonstrating uncivil behaviors will be subject to disciplinary actions up to and including dismissal.

Refer to Policy [SCA905 - Bias and Hate Crimes](#)

Cyber bullying

Cyber bullying is defined as the use of information and communication technologies such as email, cell phone, text messaging, instant messaging and personal websites and online personal polling sites, to support deliberate, hostile behavior that is intended to frighten or harm others. Whereas the traditional bullying was limited to direct confrontations, cyber bullying can happen anytime and be much more far reaching. When harassing language or pictures are posted to the Internet, the words and images can stay forever, which affects the victim far into the future. To this end, SCHS has adopted the following policy to address this abuse of electronic communication technologies, whether the actions occur at school, the medical center or off campus.

Students who attend SCHS must follow four basic rules:

1. Any student who uses a school or medical center provided communication device (including a computer) or computer network (a) with the intent to intimidate, harass or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures.
2. Any student who uses a personal communication device on school or medical center grounds, or at a school-related function (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or lascivious language to communicate such harassment, or (c) to threatened an illegal or immoral act shall be subject to school disciplinary procedures.
3. Students may not use an electronic device, including cameras and “smart” phones, during working time for non-business purposes. The focus on patient care and privacy is essential. Devices that can make recordings are a risk to privacy and may not be used in patient care areas. If stored in non-work areas, devices should be turned off or the volume should be set to silent or vibrate. Students who violate this shall be subject to School and medical center disciplinary procedures.
4. In any instance in which cyber bullying creates a climate of fear and /or causes a substantial disruption of the work of the school or impinges on the rights of other students, the person committing the act shall be subject to school disciplinary procedures.

Consequences for Violation

Any violation of this policy shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by the School, the Medical Center, or possible prosecution through the judicial system.

Weapons

Possession of a weapon (firearm, knife, or device), openly or concealed, is not permitted on the SCHS campus or any of its clinical sites. Violation of this ban will be subject to disciplinary action, up to and including dismissal. Only authorized persons are permitted to handle weapons and weapons- related issue.

Refer to [Policy SCA904 - Regulations on Weapons](#)

Safety Tips

- Drive safely, park carefully
- Lock cars, secure valuables
- Do not leave personal belongings unattended
- Never prop exterior doors
- Close and lock windows after hours
- Do not stay on campus alone or after hours
- Be familiar with the alarm system.
- Be aware of your surroundings, walk in well lighted areas.
- Report all criminal and suspicious activity
- Know how to get help in an emergency

Southside College of Health Sciences Crime Statistics

Offense	Year	On Campus Property	Non Campus Property
Murder/Non-negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Negligent manslaughter	2017	0	0
	2018	0	0
	2019	0	0
Sex offenses forcible	2017	0	0
	2018	0	0
	2019	0	0
Sex offense Non-forcible	2017	0	0
	2018	0	0
	2019	0	0
Robbery	2017	0	0
	2018	0	0
	2019	0	0
Aggravated assault	2017	0	0
	2018	0	0
	2019	0	0
Burglary	2017	0	0
	2018	0	0
	2019	0	0
Motor vehicle theft	2017	0	0
	2018	0	0
	2019	0	0
Arson	2017	0	0
	2018	0	0
	2019	0	0

FIRE SAFETY

Fire Safety Education, Training, Fire Drills and Procedures

All students, faculty and staff are required to comply with the fire and safety regulations which are outlined in our catalog, which includes information on fire safety and what appropriate action(s) to take during a fire alarm or fire emergency evacuation. Everyone has access to our handbook through the school's website at www.schs.edu.

Fire drills are conducted at least twice per year in collaboration between Southside College of Health Sciences (SCHS) Safety and Security Committee, SMC Security

Department and the Colonial Heights Fire Department. The drills are conducted to ensure proper functioning of the building fire alarm system and to get the students, faculty and staff familiar with the process of evacuation. All personnel must evacuate for a fire drill just as they would if there was an actual fire. During a fire drill, no one is to return to the building until instructed by a member of SCHS Safety and Security team or SMC Security Officer.

When the fire alarm sounds, everyone must evacuate the building immediately; SCHS Vice President provides authorization. All persons must stand 50 feet away from the buildings and stand clear of the roadways (driveways) to allow firefighting equipment to reach the building(s). In addition, anyone inappropriately discharging a fire extinguisher or creating a danger for others will face serious disciplinary actions and possible criminal charges.

Evacuation

An evacuation diagram is strategically located on each floor in the hallways of the building indicating the primary emergency exits. Occupants should familiarize themselves with the closest exits in the event of an emergency. SCHS faculty and/or staff will make the necessary provisions for all handicapped persons to be evacuated from the building.

Emergency Evacuation

When an alarm sounds, everyone must exit the building. If possible, students should remove all personal belongings when evacuating the building. A school representative will call 911.

Fire

In case of fire or smoke in any area of the Sycamore Building (1st and 2nd floor) any student, faculty member, or staff should activate the “RACE” system:

Rescue – clear the immediate area.

Alarm –

Pull alarm box

Call 911 (or 9.911 from any Southside College of Health Sciences phone)

Confine/contain – shut all doors and windows.

Extinguish/Evacuate –

Use fire extinguisher to extinguish if possible.

Evacuate building through closest fire exit and assemble in faculty-student parking lot adjacent to trash dumpster.

If an alarm sounds and you do not see fire or smoke, call 911 and report alarm sounding and follow Steps 3 & 4.

There will be a minimum of two unannounced fire drills conducted on the SCHS campus annually.

Open Flame

The use of items producing an open or enclosed/contained flame is prohibited in all areas of the SCHS campus and SMC buildings.

Smoking

Southside College of Health Sciences is committed to providing a safe and healthy healing environment and for promoting the health and well-being of its patients, staff, visitors, and community. Consistent with this commitment, SCHS recognizes the mounting scientific evidence of adverse health effects of tobacco products. Therefore, it is the policy of SCHS to implement and maintain a tobacco and smoke free campus which prohibits the use of any smoking and other tobacco products on all SCHS owned and leased properties and any properties adjacent to property owned by SCHS.

Fire Reporting

While on the SCHS campus, the first number to call in the event of a fire is 9-911 if using a campus-based phone and 911 if using other devices. Fire alarm pull stations and fire extinguishers are available in all areas of the building.

When in the main hospital, fires are to be reported by dialing 5555 from a hospital-based phone. “Code red” alert is used in the main hospital to alert persons to a fire.

		SCHS Campus	SMC Main Hospital
Fire or other emergency	Campus based phone	9-911	5555
	Using other device	911	-----
Nonemergency Colonial Heights dispatch	Campus based phone	9-520-9300	Request made through hospital security.

Refer to [Policy SCA910.1 - Fire Safety](#)

Appendix



Policy Name	Emergency Notifications, Timely Warning, and Crime Reporting	Policy Number	SCA901
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

Under the Clery Act, the College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves a serious, immediate, or continuing threat to the health or safety of students or employees.

Emergency Notifications

The College will provide notification of any significant emergency or dangerous situation occurring on campus. Examples include, but are not limited, to:

- Fire within campus building;
- Outbreak of meningitis, norovirus or other serious illness;
- Approaching tornado, hurricane or other extreme weather conditions;
- Earthquake;
- Gas leak;
- Terrorist incident;
- Active shooter;
- Bomb threat;
- Civil unrest or rioting;
- Explosion;
- Nearby chemical or hazardous waste spill.

Timely Warning

Timely warning notices are specifically related to compliance with the Clery Act. The College will provide a warning to the college community of Clery Act crimes which pose a serious or continuing threat to students and employees as soon as pertinent information is available. Timely warning will be sent via cell phone text messages and email.

Specific crimes requiring a timely warning include, but are not limited, to:

- Criminal homicide;
- Sex offenses;
- Robbery;
- Aggravated assault;
- Burglaries (occupied structures);
- Hate crimes;

- Persons with weapons with intent to use;
- Threat of violent crime.

Emergency notifications and timely warnings are designed to heighten safety awareness and to provide information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported. Every attempt will be made to distribute the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident.

The Executive Council or the Manager of Protective Services/Environment of Care, Emergency Preparedness & Communications at Southside Medical Center (SMC), determines the need to issue emergency notifications and timely warnings, as well as which segment(s) of the campus community receives notification.

The Campus Emergency Notification / Timely Warning format typically includes the following information:

1. A succinct statement of the incident including the time and location of occurrence.
2. Any connection to previous incidents.
3. Physical description and/or composite drawing of the suspect, if appropriate.
4. Date and time the Notification or Warning was released.
5. Other relevant and important information.
6. Appropriate safety tips and/or specific advice for the campus community.

In the case of an emergency, all employees and students will be sent a message (via text, email, or voice) to their preferred emergency contact methods. The message will state the emergency as well as any actions to be taken.

Reporting Crime on Campus.

Community members, students, employees, and guests are encouraged to report all crimes and public safety related incidents to the Director of Student Services or other college official in a timely manner. The College does not contract with a security service or local police to be present on campus between 9 am and 5 pm. In the event of criminal activity, dial 9-9 1 1 on house telephone for help and report to a college administrator. Members of the campus community are urged to report any criminal activity related to campus operations to local police (Colonial Heights) and the Safety and Security office at SMC.

The Quality and Accreditation Manager is responsible for maintaining a record of all crimes reported on campus and reporting that information in the Annual Security Report (SCA903). All crimes may be reported by calling the Colonial Heights Police Department at (804) 520-9300 and the Safety and Security office at SMC.

Security Awareness

The cooperation and involvement of everyone in the campus safety program is absolutely necessary for the program to succeed. Students, faculty, and staff must assume responsibility for their own personal safety and the security of their belongings by taking simple, common sense precautions. Students, faculty, and staff should always report any suspicious activity to Administration.

The College encourages all students, faculty, staff and visitors to take an active role in their own safety and security while on campus. By following these guidelines, you can help maintain a safe environment for everyone at the college.

- Walk in well-lighted and well-traveled areas after dark and if possible walk with a friend.
- Immediately report all suspicious persons, vehicles, or activities to 9-9 1 1 on house telephone.
- Keep yourself informed. Check campus email for alert notices which pertain to specific security conditions on campus.
- Take advantage of informational and crime prevention programs sponsored on campus.
- Lock car and secure valuables when using campus parking facilities.
- Become familiar with emergency exits and the locations of fire alarms and fire extinguishers.
- Lock offices when not present.

SCHS, in conjunction with Southside Medical Center (SMC) Security Department, has developed the following Crime Awareness and Security Policy:

- A. In case of an accident, illness, criminal action, and other emergencies on the SCHS campus the Director of Student Services must be notified immediately. (If any of the above situations occur on medical center campus the Director of Security or designee at SMC must be notified immediately).
- B. The Vice President of the College or designee is responsible for security and access to all campus facilities.
- C. College law enforcement is handled by the SMC security team. When further action is necessary, they will seek assistance from city police or county law enforcement.
- D. Violations involving the possession, use, or sale of any drug(s) will not be tolerated on any part of the campus, or wherever employees or students are required to be while performing their duties. Any violations of these standards of behavior may result in dismissal from the College.
- E. While on the SMC Medical Center campus security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the first floor of the Medical Center Building, will arrange escorts if needed.

- F. The SMC College Safety Committee will conduct periodic compliance checks of all parking lots/vehicles to educate staff and students about potential safety issues (i.e. exposed valuables, monies, contraband items).

Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following methods:

- A. Faculty, staff and student handouts
- B. Catalog and Student Handbook
- C. Orientation to program and the first class of each semester
- D. Learning Management System
- E. Campus TV's and bulletin boards

Information data on crime and security violations is collected annually. Results of the data will be reported and available for distribution to interested parties. Individuals seeking information about crime and security on campus may go online to <http://ope.ed.gov/security/>. Individuals seeking information about registered sex offenders in the region may go online to <http://sex-offender.vsp.virginia.gov/sor/>

Emergency assistance may be obtained from the following numbers:

- Emergency Services – 9.911 (Ambulance, Fire, Police) from any SCHS phone
- Colonial Heights Police Department – 804.520-9300 (non-emergency)
- Safety and Security office at SMC 804.765.5844
- National Suicide Prevention Lifeline – 1.800.273.8255
- National AIDS Hotline – 1.800.533.4184
- Family Violence and Sexual Assault Hotline – 1.800.838.8238



Policy Name	Voluntary Reporting of a Crime	Policy Number	SCA902
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

The College Administration encourages anyone who is a victim or witness to any crime to promptly report the incident to the Manager of Protective Services/ Environment of Care, Emergency Preparedness & Communications or any College official*. Any member of the campus community who is the victim of a crime and does not want to pursue action within the College system or the criminal justice system may still want to consider making an anonymous report. The purpose of an anonymous report is to comply with the wish to keep the identity of the complainant private, while taking steps to ensure the future safety of everyone on campus. With such information, the College can keep an accurate written record of the number of reported incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College and reported in the Annual Security Report. All crimes may be reported by calling the Colonial Heights Police Department at (804) 520-9300.

In keeping with the Clery Act, an official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. For the purposes of this policy, the issue to be addressed is campus safety and security. An official in this sense is then noted as a campus security authority.

*For the purposes of this policy, a "college official" is defined as:

- Vice President and Provost
- Director of Student Services
- Quality and Accreditation Manager
- Director of Nursing
- Director of Diagnostic Medical Sonography
- Director of Radiation Sciences
- Director of Student Success
- Director of Business Operations

Reporting to a Counselor

Faculty, staff, and students may also contact the REACH Student Assistance Program. Information regarding this program can be obtained from the Director of Student Services.



Policy Name	Annual Security Report	Policy Number	SCA903
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

Purpose:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (Clery Act) requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis.

The Institutional Quality and Accreditation Manager compiles the College's Annual Security Report. The Report contains statistics about specific crimes and incidents that have been reported to College administration over the past three years and which occurred either on-campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to the campus. The Report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities, and personal safety tips. The Report describes how and to whom students may report crimes.

The Institutional Quality and Accreditation Manager will send a Notice to all students and employees by October 1 of each year advising that the Report is available for distribution. Copies of the annual Report may be obtained in person from the Institutional Quality and Accreditation Manager located on-campus. Electronic copies may be obtained at <https://www.schs.edu/about-us/disclosures>. Copies of the Report will be provided to any prospective student or prospective employee upon request.

Policy Name	Regulations on Weapons	Policy Number	SCA904
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to provide rules and procedures for the use, possession, and storage of firearms within its facilities.

II. Purpose

Recognizing the fact that SCHS is a private institution of higher education located on private property, the purpose of this regulation is to promote a safe teaching, learning, and working environment at all College facilities by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, at campus events and on College property. This policy is consistent with the laws and regulations of the Commonwealth of Virginia and Bon Secours Mercy Health to include:

1. Virginia Code Section 18.2-308; Concealed weapons and 18.2-308.1 Possession of firearm, stun weapon, or other weapon on school property prohibited (public or private K-12);
2. Virginia Code Section 18.2-308.01; Carrying a concealed handgun with a permit; *specifically* the granting of a concealed handgun permit pursuant to this article shall not thereby authorize the possession of any handgun or other weapon on property or in places where such possession is otherwise prohibited by law or is prohibited by the owner of private property;
3. Virginia Supreme Court in the case of DiGiacinto v. the Rector and Visitors of George Mason University, 281 Va. 127 (2011) ruled that regulations, rather than policies, can regulate weapons at a public institution of higher education.
4. Bon Secours Richmond Health System, Safety Manual, Policy No. 8-41 (BSR CH 10): Firearms, Ammunitions and Weapons Policy.

III. Scope

This policy applies to all BSMH associates; SCHS faculty, staff, students, alumni, volunteers, contractors, and visitors; as well as anyone else entering campus building, on campus grounds, on

College property or attending College-sponsored events; or on property owned, leased, or otherwise controlled by SCHS.

IV. Definitions

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"College property" means any property owned, leased, or controlled by SCHS.

"College facilities" is defined as the spaces on College property with defined enclosures for a designated use, such as an academic building, student center or parking deck, but not open spaces like parking lots and recreational trails, even when those areas are enclosed by fencing or walls.

"Weapons" are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury.

"Weapon" means (a) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (b) any knife, dirk, bowie knife, switchblade knife, ballistic knife, machete, hatchets, foils, razor, slingshot, spring stick, metal knucks, or blackjack; (c) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (d) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (e) any weapon of like kind, to include but not limited to, tasers or stun weapons - defined as any device that emits a momentary or pulsed output which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person; (f) does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

"Prop weapon" is defined as any item which looks like a weapon.

“Prohibited articles” is defined as firearms, ammunition, weapons, pneumatically (air) operated weapons, prop weapons, fireworks, electric shock devices and explosives.

V. Policy Details

1. The use, possession and storage of all firearms, even if the owner has a valid permit, or ammunition, weapons, pneumatically (air) operated weapons, prop weapons, explosives, electric shock devices and fireworks are prohibited inside all facilities and buildings owned, leased or otherwise controlled by SCHS.
2. Firearms, ammunition, weapons, pneumatically (air) operated weapons, prop weapons, explosives, electric shock devices and fireworks are not permitted to be stored in any vehicle while the vehicle is parked on College property owned or leased by SCHS or provided to SCHS for its use.
3. Entry by anyone upon the aforementioned College property and College facilities in violation of this regulation is expressly forbidden. This prohibition also applies to all events on campus where people congregate in any public or outdoor areas. Exceptions are outlined below.

Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on College property, inside all campus buildings, and at all campus events.
2. Local, state, and federal law enforcement officers having retired from service, with proper identification and possessing a valid police retiree weapon qualifications permit indicating they have met all requirements of the Law Enforcement Officers Safety Act in accordance 18 U.S. Code 926B & 926C, may possess or carry a weapon on College property, inside all campus buildings, and at all campus events.
3. Security officers and special conservators of the peace when contracted or employed by the College, who are legally authorized to carry a weapon, may carry their weapons on College property and in College facilities in accordance with the laws and regulations of the Commonwealth of Virginia.

4. College staff, faculty, students, contractors, vendors and visitors having business with SCHS, and who hold a valid concealed weapons permit recognized by the Commonwealth of Virginia; may store a firearm in a secured container or compartment in their vehicle in a manner that does not violate the Code of Virginia, while on College property. The firearm shall never be openly displayed or carried except while necessary for its lawful use.
5. Students and employees may possess and use appropriate tools, such as saws, knives or other such implements, necessary for the performance of their job duties.
6. Contractors, vendors and others on campus, whose duties require possession and use of trade tools, construction equipment, including but not limited to pneumatic nail guns, may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with the college.

Reporting Responsibilities:

Any violation of this policy should be immediately reported to front desk personnel, College staff and College security.

Any such individual who is reported or discovered to possess a firearm or weapon on College property in violation of this regulation, will be asked to remove it immediately from College property and secure the weapon properly in their vehicle, or leave the College property. Failure to comply may result in a student conduct referral, an associate disciplinary action, and/or arrest.

Person Lawfully In Charge:

In addition to individuals authorized by College administration, Henrico County police officers and law enforcement officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction; are lawfully in charge for the purposes of forbidding entry upon or remaining upon College property while possessing or carrying weapons in violation of this prohibition.

Authority:

Title 29 – Labor, 29 US Code 654. U.S. Federal law provides that each employer shall furnish to employees a place of employment which is free

from recognized hazards that are causing or likely to cause death or serious physical harm.

1. Title IX, United States Education Amendments of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681–1688.

VI. Attachments
None

VII. Related Policies
None

VIII. Disclaimers
a. 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.

Policy Name	Bias and Hate Crimes	Policy Number	SCA905
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Policy

Southside College of Health Sciences (SCHS) seeks to foster a safe environment conducive to learning and the free exchange of ideas. Any offense motivated by bias and hate will not be tolerated.

II. Purpose

Establish a framework aimed at preventing and addressing incidents of bias and hate related crimes within SCHS community.

III. Scope

This policy applies to all SCHS faculty, staff, students, and visitors.

IV. Definitions

None

V. Policy Details

Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, gender identity, age, or disability status, or inclusion in any group protected by law. The incidents as depicted below will be cause for action:

1. Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
2. Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, verbal assaults, vandalism, destruction of property, intimidation, and larceny. SCHS is required to report statistical incidence of hate crimes that occur within its Clery Geography as defined in SCA903 Annual Security Report. Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to disciplinary procedures where a range of sanctions is available both up to and including suspension, expulsion or termination of employment.

In order to effectively handle and investigate incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents to the Director of Security at Southside Medical Center or the Vice President. Incidents related to Title IX will be handled as described in policy SCA906.

VI. Attachments
None

VII. Related Policies

VIII. Disclaimers

a. 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.



Policy Name	Student Sexual Misconduct	Policy Number	SCA906
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Purpose:

To address behavior that may violate Title IX of the Education Amendments of 1972; provisions of the Violence against Women Reauthorization Act of 2013; and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This policy also outlines the procedures established to address and report complaints of sexual misconduct and sex- and gender-based discrimination by students toward students, employees, or non-employees.

II. Policy Statement:

Southside College of Health Sciences (the “College”) is committed to a working and learning environment free from sexual misconduct. Sexual misconduct is conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Sexual misconduct may include sexual harassment, sexual assault, intimate partner violence or abuse, sexual exploitation, and sexual intimidation, as well as any form of sex- and gender-based discrimination. Sex- and gender-based discrimination is defined as unfairly treating an individual or group of individuals differently than others on the basis of sex or gender.

All members of the College community have an obligation to act responsibly in the realm of sexuality. Sexual misconduct, including sex- and gender-based discrimination, will not be tolerated. The College is committed to fostering a climate that is free from sexual misconduct through procedures that promote prompt reporting and the timely, fair, and impartial investigation and resolution of sexual misconduct cases. If reported and confirmed, the College will take all appropriate steps to eliminate sexual misconduct, prevent its recurrence, and address its effects.

This Policy describes prohibited conduct, explains what to do if you wish to make a complaint of sexual misconduct, sets forth procedures to be followed for promptly and equitably investigating and resolving such complaints, and identifies available resources.

It is a violation of this Policy to retaliate against any person making a report of sexual misconduct or against any person cooperating in the investigation (including testifying as a witness) of any allegation of sexual misconduct.

Retaliation includes intimidation, threats, or harassment against any such reporting party or third party. Retaliation should be reported promptly and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

III. Applicability:

A. This policy is applicable to students on campus and students attending any activities that are sponsored, initiated, authorized, or supervised by the College.

B. This policy is applicable to any student, employee, or non-employee who believes he/she is the victim of sexual misconduct by a student.

C. As long as the College has jurisdiction over the reported student, there is no time limit to invoke this Policy in cases of alleged sexual misconduct. Nevertheless, persons are encouraged to report alleged sexual misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively.

D. Any student, employee, or non-employee who believes he/she is the victim of sexual misconduct by a college or BSHSI employee should follow the procedures as laid out in this policy and BSV Policy SYS.HR.EMP.047.

E. Any member of the college community making an intentionally false accusation of sexual misconduct shall be subject to the provisions of this policy and BSV Policy SYS.HR.EMP.047.

F. All matters will be handled in compliance with SCHS Policy SCA301 the Family Educational Rights and Privacy Act (FERPA) and in accordance with guidance provided by the Department of Education's Office of Civil Rights.

IV. Definitions of Prohibited Conduct:

The prohibited conduct addressed in this policy applies to all students regardless of the sex, sexual orientation or gender identity of the complainant or respondent. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as defined in this Policy:

Sex- and Gender-Based Discrimination is unfairly treating an individual or group of individuals differently than others on the basis of sex or gender. Sex and gender based discrimination may include sexual misconduct as well as other discriminatory behaviors that do not constitute sexual misconduct. Examples of prohibited conduct that can represent discrimination based on sex, sexual orientation or gender identity include but are not limited to:

- Targeting an individual based on their sex or gender identity for negative and/or harmful treatment;
- Not allowing an individual to participate in a College activity based on sex or gender identity;
- Harassing a student based on their sex or gender identity leading to an interference with the students educational experience.

Sexual Harassment is unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's employment, academic performance or participation in College programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual Harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or acts of sexual violence. In evaluating a complaint of Sexual Harassment, the perceived offensiveness of a particular expression, standing alone, may not be sufficient by itself to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile or offensive and interfere with a person's right to equally participate in programs and activities of the College.

Sexual Exploitation means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

Sexual Assault is a form of sexual misconduct and represents a continuum of conduct from forcible intercourse to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to:

- sexual intercourse (anal, oral, or vaginal). Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger; anal

- penetration by a penis, object, tongue, or finger; or oral copulation (mouth to genital contact or genital to mouth contact);
- attempted sexual intercourse (anal, oral, or vaginal);
 - intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;
 - any other intentional unwanted bodily contact of a sexual nature;
 - use of coercion, manipulation, or force to make someone else engage in sexual touching, including breasts, chest, and buttocks.

Non-Consensual Sexual Contact is Sexual Contact that occurs without Effective Consent.

Non-Consensual Sexual Intercourse is Sexual Intercourse that occurs without Effective Consent.

Sexual Intimidation involves threatening another person that you will commit a sex act against them or engaging in indecent exposure.

Intimate Partner Violence or Abuse is physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner. V. Reporting Incidents:

The College encourages students to report sexual assault promptly to local law enforcement agencies. The College also urges any person with knowledge of an incident of prohibited conduct to report the incident immediately to the College through contacting the College's Title IX Coordinator or any administrator by email, telephone, or during regular office hours. All college administrators are required by law to file an official report.

Cynthia Swineford – Vice President

VI. Reporting Procedures:

Prompt reporting is encouraged. Persons may report allegations of sexual misconduct at any time, but are encouraged to make reports promptly in order to maximize the College's ability to obtain evidence and conduct a prompt, fair, and impartial investigation. Failure to report promptly any alleged sexual misconduct may result in a loss of relevant evidence and witness testimony and may impair the College's ability to respond and take appropriate action.

In accordance with the Clery Act, sexual assault is a crime that will, with the complainant's consent, be reported to the police. Sexual assault is never the victim's fault. Every attempt will be made to keep the student free from any suggestion that he/she is responsible or was "contributory negligent" or assumed the risk of being a victim of sexual assault. Victims of sexual assault are strongly encouraged to seek immediate medical attention at an area hospital or medical

clinic. If the victim wishes, he/she will be assisted in seeking prompt medical attention.

If at all possible, the victim should not change clothes, shower, bathe, douche, or urinate. Emergency room personnel are trained to check for injuries, as well as collect physical evidence. It is important to preserve evidence as it may be necessary for the proof of criminal sexual misconduct should you decide to pursue charges through the Police Department or other relevant law enforcement authority.

Hospital personnel are obligated to contact proper authorities regarding the assault. Although not obligated to do so, victims of sexual misconduct are highly encouraged to take advantage of victim's services to help them understand their options for off-campus proceedings and to receive counseling specific to their needs.

The College will do everything possible to provide a climate that is sensitive to and respectful and supportive of individual needs. The student will have access to existing campus counseling and support services and, when appropriate, adjustments will be made to academic schedules, etc.

All reports of sexual misconduct will be taken seriously and investigated promptly. The College strives to investigate and resolve all complaints without delay. Actual resolution time may vary depending on the complexity of the investigation and the severity and extent of the alleged misconduct. The College will make every effort to safeguard the privacy and identities of persons who seek help and/or report sexual misconduct. While steps will be taken to protect the privacy of such persons, the College may need to investigate an incident and take action once an allegation is known, whether or not the person chooses to pursue a complaint. The College adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions relating to sexual misconduct.

Because of the sensitive nature of situations involving sexual misconduct and in order to assure efficient and confidential resolution of these issues while preserving the rights of all affected persons, the College has established the following procedures to address sexual misconduct complaints against students of the college. Any specific time limitations stated in this policy may be extended by mutual agreement or by extenuating circumstances.

Intake Meeting with Complainant

Upon receipt of notice of any allegation of sexual misconduct, the Title IX Coordinator will schedule an individual intake meeting with the complainant in order to provide the complainant with a general understanding of this policy and to identify forms of support of immediate interventions available to the complainant. The intake meeting may also involve a discussion of any

accommodations that may be appropriate concerning the complainant's academic or College employment arrangements.

Complainant Wishes to Pursue Formal or Informal Resolution

At the initial intake meeting with the complainant, the Title IX Coordinator will seek to determine how the complainant wishes to proceed, i.e., whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or does not wish to pursue resolution of any kind. If the complainant wishes to proceed with either Formal or Informal Resolution, the Title IX Coordinator will determine the name of the accused student and the date, location, and nature of the alleged sexual misconduct and will schedule an individual intake meeting with the accused student in order to provide to the accused student a general understanding of the policy and to identify forms of support or immediate interventions available to the accused student. The College will provide an accused student with a written description of the allegations containing sufficient details about the complaint before conducting the initial interview, including the identities of the parties involved, the specific section of the code of conduct allegedly violated, the conduct constituting the potential violation, and the date/location of the alleged incident.

If the complainant wishes to proceed with Formal Resolution, the Title IX Coordinator will promptly prepare and forward a formal complaint to the Investigators for investigation, in accordance with the provisions below. The formal complaint will set forth the name of the accused student and the date, location, and nature of the alleged sexual misconduct or sex/gender discrimination, and should be signed by the complainant.

If the complainant wishes to proceed with Informal Resolution, the Title IX Coordinator will initiate the Informal Resolution proceedings in accordance with the provisions below.

Complainant Does Not Wish to Pursue Formal or Informal Resolution or Requests Confidentiality

If the complainant does not wish to pursue formal or informal resolution and/or requests that his or her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. The Title IX Coordinator should inform the complainant if the College cannot ensure anonymity. The Title IX Coordinator reserves the authority to undertake an appropriate inquiry and take other reasonably necessary measures, including the interim measures described below.

Interim Measures

In all complaints of sexual misconduct and sex/gender discrimination, regardless of whether the complainant wishes to pursue Formal Resolution, Informal Resolution, or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. Accordingly, at or after the intake meeting, after considering the relevant facts and circumstances, the Title IX Coordinator may impose a “no-contact” order, which typically will include a directive that the parties refrain from having contact with each other, directly or through proxies, whether in person or via electronic means, pending the investigation and, if possible, the hearing. The Title IX coordinator may also take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any. When taking steps to separate the complainant and the accused student, the Title IX Coordinator will seek to minimize unnecessary or unreasonable burden on either party. Violation(s) of the Title IX Coordinator’s directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

VII. Options for Resolution:

Informal Resolution

A complainant who wishes to file a formal complaint with the Title IX Coordinator’s Office but who does not wish to pursue Formal Resolution may request a less formal proceeding, known as Informal Resolution. Informal Resolution provides an opportunity to resolve the problem in a less formal, but still professional and confidential manner. The accused student is required to attend the Informal Resolution proceeding.

When a complainant indicates a desire to pursue Informal Resolution, the Title IX Coordinator will prepare a written complaint, signed by the student, summarizing the alleged sexual misconduct, and provide a copy of the statement to the respondent. The Title IX Coordinator will schedule the Informal Resolution proceeding in a timely manner after the distribution of the statement to the parties.

An Informal Resolution proceeding provides an opportunity for the complainant to address the accused student in the presence of, and facilitated by, a presiding officer. The presiding officer shall be the Title IX Coordinator or his or her designee. The complainant may communicate his or her feelings or perceptions regarding the incident, the impact of the incident, and his or her wishes or expectations regarding protection in the future. The respondent will be allowed

to rebut complainant's allegations (in writing or through testimony) and provide any information relative to the complaint.

Both the complainant and the respondent may bring an advisor to the Informal Resolution proceeding. Advisors may advise the party but not participate in any part of the process.

After the proceeding, the Title IX Coordinator or designee will timely conduct any further investigations of the complaint that are necessary in order to render a decision, which will be limited to one of the following:

The complaint is dismissed due to lack of information and/or inability to determine if an act(s) of sexual misconduct was committed.

The complaint is dismissed based on the conclusion that the behavior/acts in question do not constitute sexual misconduct.

The accused individual is responsible for some degree of sexual misconduct and a letter, warning, reprimand, or sanction is to be issued by the Title IX Coordinator or designee.

The Title IX Coordinator or designee will then notify the complainant and respondent of the outcome in writing. If the parties are satisfied with the outcome, documentation of the outcome of the informal procedure will be filed in the Office of Student Services and no further action will be taken. If the parties are not satisfied with the outcome, the Title IX Coordinator or designee will advise the complainant and the respondent of his/her options, including Formal Resolution. In order to promote honest, direct communication, information disclosed during an Informal Resolution proceeding must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

Formal Resolution

A Formal Resolution involves a formal hearing before a review panel appointed by the Title IX Coordinator. When a complainant indicates a desire to pursue Formal Resolution, the Title IX Coordinator will prepare and forward the complaint to the Provost's Office for an investigation by such person or persons (the "Investigators") designated by the Title IX Coordinator and/or Provost. The Investigators are neutral fact-finders who typically conduct interviews with the complainant, the accused student, and third party witnesses. The Investigators will produce an Investigative Report that includes summaries of interviews with the complainant, the accused student, and any third party witness; any photographic, electronic, or forensic evidence; a detailed written analysis of the events in question; and a determination of whether there is good cause to grant a hearing. The Investigative Report will be distributed, concurrently, to the

complainant, the respondent, and to the Title IX Coordinator. Both the complainant and the respondent shall have an opportunity to respond to the written Investigative Report at the Hearing, either with live testimony or via a written submission.

If the Investigators determine that a hearing should be held, a Notice of Hearing promptly will be delivered, concurrently, to both parties by the Title IX Coordinator. The Notice should state which alleged violations of this Policy and any other related misconduct should go forward for a hearing, and specify the time, date, and place the Hearing will be held. Every attempt should be made to schedule the Hearing within fifteen (15) business days of the Notice of Hearing. If the Investigators determine no good cause exists to grant a hearing, the matter is concluded. Either party may appeal the good cause determination to the Provost, whose decision on the matter will be final.

Within five (5) business days of the date the Notice of Hearing was issued, or as soon as practicable, the Title IX Coordinator shall appoint a Hearing Panel consisting of three members: one faculty member, one administrative staff member, and one student. To ensure an impartial panel, no member may have had prior involvement in the complaint process or have direct or indirect supervisory or teaching responsibility for either party. The parties will be provided the names of persons serving on the Hearing Panel, in writing. Either party may request the removal of a member of the Hearing Panel on the grounds of personal bias by submitting a written objection to the Title IX Coordinator or designee, copying the other party, and specifying the basis of the challenge no later than three (3) business days after the Title IX Coordinator provides the names of the persons serving on the panel. The Title IX Coordinator or designee will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing panel. If the request is denied, the Title IX Coordinator or designee shall so indicate to in writing. The Title IX Coordinator's (or designee's) decision on the request is final.

Within five (5) business days before the Hearing, the Hearing Panel will be provided with a copy of the Investigative Report.

Within five (5) business days before the Hearing, each party will also provide the Title IX Coordinator (for distribution to the panel and the opposing party) a list of witnesses and any written evidence or exhibits the party plans to present. Each party is responsible for securing the presence of its own witnesses at the hearing.

In addition, both the complainant and the respondent shall be

- advised of the right to appear alone or with an advisor who may advise the party but not question witnesses or participate in any part of the hearing;

- allowed to examine, in advance, any written evidence or exhibits that the opposing party plans to submit;
- advised of the right to argue on his/her behalf, present evidence and witnesses, and provide questions for the panel to ask the witnesses present;
- advised of the right to appeal the decision of the panel.

The hearing will be closed to the public. The Title IX Coordinator or designee will serve as the hearing panel officer. The hearing officer will have the duty of maintaining order at the hearing and, therefore, will have the right to exclude any disruptive party or witnesses from the hearing. If the respondent fails to appear for the hearing, he/she waives the right for further appeal and the disciplinary action taken by the college cannot be appealed. The hearing panel may be taped or transcribed. In addition, the following will be observed: Order of Presentation

- opening statement of complainant;
- opening statement of respondent;
- presentation of evidence, including witnesses, by the complainant. Hearing Officer will ask the previously submitted written cross-examination questions;
- presentation of evidence, including witnesses, by the respondent. Hearing Officer will ask the previously submitted written cross-examination questions;
- closing statement by respondent; • closing statement by complainant;
- private deliberation by panel.

Only tangible evidence which all parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.

Each party may question his or her own witnesses, and provide questions to the panel to ask the opposing party's witnesses. To the extent possible, cross-examination questions should be submitted in advance. The Title IX Coordinator may allow time for submission of cross-examination questions at the hearing, in his or her discretion. If a called witness does not appear, the hearing panel may consider their written or taped statements; the statement will be weighted accordingly by the hearing panel as there will be no opportunities to cross examine the witness making the written or taped statement. Witnesses will be excluded from the hearing room and at the appropriate time brought in individually before the panel.

The burden of proof will be a preponderance of evidence and the panel will decide if this standard is met by a simple majority vote.

The panel will recommend to the Title IX Coordinator, or designee, a sanction in accordance with this Policy.

The complainant and respondent will be notified in writing of the panel's decision, reasons for the decision, and any sanction imposed within ten (10) business days of the Hearing, and may be required to meet with the Title IX Coordinator or designee.

The complainant or respondent may appeal the finding of the hearing panel to the Provost. (See below.)

Legal proceedings:

A. Sexual Misconduct

Because sexual misconduct may constitute both a violation of College policy and criminal activity, the College encourages students to report alleged sexual misconduct promptly to local law enforcement agencies. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this Policy, have occurred.

The filing of a complaint of sexual misconduct under this Policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of a criminal investigation or proceedings to commence its own investigation and take interim measures to protect the College community, if necessary.

Any member of the college community who believes he or she is a victim of sexual misconduct by a student or any student who believes he or she was falsely accused of sexual misconduct may seek private legal consultation and file criminal and/or civil charges in the Commonwealth of Virginia, as appropriate.

B. Sex- or Gender-based Discrimination

Any member of the college community who believes he or she is a victim of sex- or gender-based discrimination by a student or any student who believes he or she was falsely accused of sex- or gender-based discrimination may seek private legal consultation and file criminal and/or civil charges in the Commonwealth of Virginia, as appropriate.

The filing of a complaint of sex- or gender-based discrimination under this Policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of a criminal investigation or proceedings to commence its own investigation and take interim measures to protect the College community, if necessary.

VIII. Sanctions:

In the instance that a student is found to be responsible for violating the College's student sexual misconduct policy, sanctions will be imposed. In general, the goal

of the sanction is to educate, rehabilitate, or deter inappropriate behavior, rather than simply punish students.

The severity of the sanction will be in relation to the severity of the violation. Sanctions will be applied consistently so that students violating the same standard or policy receive similar penalties.

The following sanctions may be imposed:

1. Admonition: an oral or written statement to a student indicating that the behavior resulting in the reprimand is unacceptable and a violation of this Policy. Continuation or repetition of this conduct could result in further disciplinary action.
2. Probation: exclusion from the privilege of participation in college-related activities, including the holding of any student office for a specified period.
3. Suspension: exclusion from attending the college as a student for a definite period of time not to exceed one year.
4. Dismissal/expulsion: permanent separation from the college as a student.

Sanctions may be applied separately or in combination with another sanction. Previous behavior or conduct violations will be considered in determining a sanction.

In certain circumstances, a student may be referred for specialized help (e.g., psychological assistance, consultation with a counselor, and/or social service agencies) in lieu of or in combination with any of the aforementioned penalties. If this occurs, the student will be expected to periodically meet with the Dean of Administration, or designee, who will review the student's progress.

Denial of readmission may be imposed upon a student who has violated this policy and has withdrawn from the college prior to or during disciplinary proceedings.

The college reserves the right to pursue any and all legal remedies, and such rights and remedies are specifically reserved.

Sanctions imposed are not effective until the resolution of any timely appeal or the expiration of the time to appeal. However, if advisable to protect the welfare of the complainant and/or the College community, the Dean may determine that any probation, suspension, or expulsion be effective immediately and continue in effect until such time as the Provost may otherwise determine.

IX. Appeals:

Students may appeal the decision made and/or sanction given in the formal or informal procedure to the Provost. The basis for the appeal will be limited to these grounds:

1. Excessively severe sanction;
2. New or newly-discovered evidence that may substantially affect the outcome of the case;
3. Procedural error which substantially affected the outcome of the case.

The appeal must be submitted in writing to the Provost's office within ten (10) business days following the hearing panel or Dean's decision.

Failure to file a written appeal within the time period presumes the student's acceptance of the decision, and he/she waives his/her right to further appeal. An appeal is not a re-hearing. It represents a procedural safeguard for the student and should not be used for anything other than that right and privilege. In the appeal process, the burden of proof rests on the student requesting the appeal. The student must show that it is more likely than not that one or more of the above grounds for appeal have merit. If there is adequate reason to believe that one or more of the grounds of appeal have merit, an appeal meeting will be scheduled by the Provost.

1. Once the student files an appeal, the Provost will be furnished a copy of the hearing file and records from the Office of Student Services.
2. Within ten (10) business days of receipt of the student's appeal, the Provost will notify the student of the date, time, and place of a meeting for the appeal.
3. During the appeal meeting, the Provost will review all information presented during the informal and formal procedures and give the student an opportunity to present information to support his/her appeal.
4. Within ten (10) business days of the appeal meeting, the student will be notified by the Provost of the decision.

X. Confidentiality; Final Outcome Letter

Documents prepared in anticipation of the hearing, including the Investigative Report, Notice of Hearing, pre-hearing submissions, documents, testimony, or other information introduced at the hearing, and any transcript of the hearing itself, may not be disclosed outside of the hearing proceedings, except as may be authorized or required by law. All written materials related to a complaint will

be maintained under seal in a separate folder and not within the respondent's student file. However, upon a final decision that sexual misconduct or sex/gender discrimination has occurred, disciplinary action may include filing a copy of the decision in the student's file. Records will be maintained by the Office of Student Services for a period of five (5) years from the date of graduation of the respondent.

In addition to complying with Title IX and FERPA, the College is required to comply with the Clery Act. Under the Clery Act, both the complainant and the respondent must be informed of the hearing outcome, and the College may not impose any limitations on the re-disclosure of this information.

Accordingly, after the appeal or any time period for appeal has concluded, the Dean or designee will issue a written decision letter (the "Final Outcome Letter"), concurrently, to both the complainant and the respondent. As required by the Clery Act, the Final Outcome Letter will contain the name of the respondent, the violations of this Policy for which the respondent has been found responsible, and the sanction imposed, if any.

XI. Consensual Relationships

Consenting romantic and sexual relationships between student and employee, while not expressly forbidden by the College, are generally discouraged and deemed unwise.

XII. Education and Prevention

The College is committed to helping all students achieve a realistic understanding of the effects of sexual misconduct for themselves, victims, and society. Above and beyond potential disciplinary action resulting from sexual misconduct, the College recognizes the need and responsibility to provide information regarding sexual misconduct. The following activities and services will be offered at the College in an effort to prevent sexual misconduct and sex/gender discrimination:

1. Publication of information on sexual misconduct and sex/gender discrimination and the prevention of sexual misconduct and sex/gender discrimination on the College website.
2. Information regarding College publications, courses, and training opportunities are routinely announced and disseminated throughout the college community.
3. The Title IX Coordinator will maintain a list of referral services that specialize in sexual assault. Students requesting assistance will be referred to

the appropriate public agencies, while making every effort to protect the individual's confidentiality.

4. To assist college faculty and staff, Title IX Coordinator and Office of Student Success, maintains a list of referral services that specialize in sexual assault. Employees requesting assistance will be referred to the appropriate agencies, while making every effort to protect the individual's confidentiality.

XIII. Additional Definitions:

"Clery Act" means the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The College has a designated Title IX Coordinator. Contact information for the Title IX Coordinator can be provided by contacting the Office of Student Services at the College.

"Complaint" means a written allegation of sexual misconduct, signed by the complainant, which includes a description and dates of the alleged act or acts of sexual misconduct and name of the respondent.

"Complainant" means an employee, student, or non-employee who files a complaint alleging that an incident or incidents of sexual misconduct have occurred.

"Effective Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given.

"Employee" means full and part-time teaching faculty, administrative and faculty, classified staff, and wage employees.

"FERPA" means the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

"Force" means physical force, violence, threat, intimidation or coercion.

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments.

States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is

determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated.

Being intoxicated or drunk is never a defense to a complaint of Sexual Misconduct under this Policy. "Investigators" mean the individuals designated by the Dean and/or Provost to conduct investigations of alleged Sexual Misconduct, and to determine whether or not there is good cause to grant a hearing, all as more particularly described below.

"Non-Employee" means individuals who are not employed by Southside College of Health Sciences.

"Preponderance of Evidence" means the standard of judgment that indicates the weight of the evidence is sufficient to convince the fact-finder that the issue in question is more likely true than not.

"Respondent" means a person against whom a sexual misconduct complaint has been filed.

"Sexual Contact" means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.

"Sexual Intercourse" means penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object.

"Sexual Misconduct" is a broad term encompassing "Sexual Exploitation," "Sexual Harassment,"

"Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

"Student" means any person currently enrolled in at least one credit or non-credit course offered by the College.

"Verbal misconduct" means direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversation, jokes or stories of a sexist or sexual nature, sexual remarks about a person's clothing, body, or sexual relations, or the display of sexually explicit materials may constitute misconduct if shown to be unwelcome and sufficiently pervasive or severe a condition to affect

academic performance or employment. Verbal misconduct may constitute sexual harassment.

XIV. Resources:

The College provides resources to students and employees regarding education and treatment programs for the awareness of rape, acquaintance rape and other forcible and non-forcible sexual offenses.

Educational modules pertaining to sexual assault and safety awareness are completed annually by all students enrolled at the College. Audio visual resources on safety awareness are available in the library. These may be used for curriculum infusion. Pamphlets regarding sexual assault are made available to students as well.

YWCA of Richmond, Richmond, VA 23219

Business: 804-980-7301

Hotline: 804-643-0888

<http://ywcarichmond.org>

Chesterfield County Domestic Violence Resource Center

P.O. Box 40

Chesterfield, VA 23832-0040

804-768-4783

www.chesterfield.gov

Hanover Safe Place

Ashland, VA 23005

Toll Free: 888-370-SAFE (7233) Local Hotline: 804-752-2702

www.hanoversafeplace.com

Safe Harbor

P.O. Box 17996

Richmond, VA 23226 804-249-9470 www.SafeHarborShelter.com

Policy Name	Registered Sex Offender	Policy Number	SCA907
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Policy

It is the policy of Southside College of Health Sciences (SCHS) to share with the campus community information about where to obtain law enforcement agency information about registered sex offenders.

II. Purpose

To provide guidance aimed at keeping SCHS in compliance with the Campus Sex Crimes Prevention Act (CSCPA).

III. Scope

This policy applies to all SCHS faculty, staff, and students.

IV. Definitions

None

V. Policy Details

The Campus Sex Crimes Prevention Act (CSCPA) requires institutions of higher education to advise the campus community where to obtain law enforcement agency information provided by the State concerning registered sex offenders. CSCPA mandates that any registered sex offender provide notice, as required under State law, to any institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services or is a student. States must advise registrants of these requirements and establish procedures to follow. States also must notify the institutions where a registered sex offender is employed, carries on a vocation, volunteers services or is a student.

The Commonwealth of Virginia's State Police maintains a publicly available registry of information regarding possessors of child pornography, sex offenders, violent sex offenders and persons convicted of murdering a minor child. The registry information includes the offender's name; all aliases that he/she has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his/her date of birth, current address

and photograph; and such other information as the State Police may from time to time determine is necessary for public safety. This updated information is routinely checked via the campus student, staff and vendor databases. The web site address for obtaining information in the Commonwealth of Virginia is: <http://sex-offender.vsp.virginia.gov/sor/>. The National Sex Offender Registry Web site maintained by the U.S. Department of Justice is found at <http://www.nsopr.gov/>.

VI. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

- a. 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.

Policy Name	Building Access	Policy Number	SCA908
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

Purpose

To enhance security in its buildings, Southside College of Health Sciences (SCHS) controls access to the building by limiting and controlling the use and function of both access cards and keys issued to all faculty, staff, students, contractors, outside vendors, as well as all other event participants. SCHS does not have residential students.

General Building Access

SCHS building access hours are posted on the College website and are updated regularly. Student access to the SCHS campus on Clairmont Court is through their school-issued access cards and is limited to 7am through 5pm, Monday through Thursday. If necessary, the Director of Business Operations in collaboration with the appropriate College leaders may adjust building hours to better suit a specific need(s). After-hours access to the SCHS building is limited to faculty, staff, students, and contractors who have been properly authorized in advance to enter the building.

Access Card Activation and Key Distribution

A. Students

The Director of Business Operations or designee activates card access in accordance with established College building procedures at the time of initial enrollment.

B. Faculty and Staff

Director of Business Operations will manage keys and access cards issued to faculty and staff that enable access to locked buildings in accordance with established College building procedures.

Keys issued to faculty and staff, other than those necessary to access the building(s) and personal spaces assigned to the requestor are not to leave campus and should be stored in a secure manner.

Access Cards Deactivation and Replacement

Access cards will be deactivated upon employee termination as well as when a student graduates or withdraws permanently from enrollment.

A. Lost or Stolen Access Cards

Students or employees who lose or misplace an access card must report the loss immediately to the Director of Business Operations during normal business hours.

Director of Business Operations will issue a replacement access card within seventy-two (72) business hours, unless it is returned within twenty-four (24) business hours of reporting.

Other Access Card and Key Considerations

A. Duplication of Keys

Any duplication of keys is strictly prohibited.

B. Additional Access Beyond Normal Access

Students or employees who need access to areas of the College for which they do not have issued access should contact the Director of Business Operations for assistance.

C. Loss of Access: Termination

Any individual who violates this policy or the terms or conditions of access is subject to disciplinary action, including but not limited to, loss of access privileges.

Contractors and Outside Vendors Access

Contractor and vendor access to SCHS building is governed by policies related to contractors and outside vendors. In addition, all contractors and vendors are required to sign in and out of all the building and work with the Director of Business Operations for all other access-related needs. The Director of Business Operations or the appropriate SCHS leader bears supervisory responsibility of any contractor or vendor under their purview.

Records

Authorization records will be kept on file with the Director of Business Operations' office, as appropriate.

Policy Name	Student Drug and Substance Abuse	Policy Number	SCA909
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Introduction

The College strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its students and employees by assuring that a drug-free workplace is maintained and that students are unimpaired by the effects of drugs or alcohol. The College has established this policy in compliance with this commitment to the federal Drug-Free Schools and Communities Act of 1989 and, as applicable, the Drug-Free Workplace Act of 1988 (US Code Title 41, Chapter 10, Section 701). The law requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, an institution of higher education must certify that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

II. Policy

The risks associated with the use of illicit drugs and abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students and employees might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted and inappropriate sexual activity
- Sexually transmitted diseases, including HIV/AIDS
- Pregnancy
- Jeopardizing future career prospects

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

All students and employees must adhere and uphold all state and federal laws concerning drug and alcohol use and are expected to conduct themselves in a manner consistent with College expectations. The College expressly prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol by students and employees on College property or as part of any of its activities. College property is defined as: any building or property owned or controlled by the College or property that is within the same reasonably contiguous geographic area of the College and used by the College in direct support of, or in a manner related to, the college's educational purposes, including (i) property within the same reasonably contiguous geographic area of the College that is owned by the College but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor), and any (ii) property that is within the same reasonably contiguous geographic area of the college, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the college if the facility is used by the college in direct support of, or in a manner related to the college's educational purposes.

In order to maintain a safe learning environment, it is expected that students will not be impaired by illicit drugs or alcohol during instruction or practicum work. Faculty, staff and students should report to administration their reasonable suspicion that a student is impaired by alcohol or drugs during practicum work. If, upon investigation and review of the report, the Vice President or a designee concurs that there is reasonable suspicion of impairment by alcohol or drugs, the student will be required to immediately submit to drug and alcohol testing. The Vice President or designee may, but is not required to, seek consultation with a third party vendor for assistance with determining whether such reasonable suspicion exists and for administering the testing process. A student is impaired if he or she displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs or alcohol. Observable signs that could create a reasonable suspicion of impairment include: physical signs such as swaying, holding onto things, dilated pupils, stumbling, slurring of speech or unusual appearance such as stained clothing, unusual odors, overall messy appearance. The student will be required to pay for testing. Refusal to undergo testing is treated as a positive test. Except as limited by applicable law, positive results on the test will result in discipline, up to and including the student's dismissal from the College. Students also may be subjected to testing in accordance with the policies of a practicum site, and a positive test resulting from the application of any such policy will result in discipline, up to and including the student's dismissal from the College.

Confidentiality of testing results will be maintained to the extent practicable given the need for investigation and enforcement of this and other policies. Any student who violates SCA305 Student Rights and Responsibilities as it relates to alcohol

and drug use is subject to sanctions as listed in the policy. If a student provides proof that a positive test was the result of prescribed medications (a copy of the prescription or verification from the healthcare provider that they are taking medication under supervision), the College will make record of such and consult with legal counsel as to the resolution of such matter.

Employees will be subject to testing in accordance with applicable policies. State and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. Penalties for drug offenses depend on the nature and severity of the offense but include imprisonment and fines of up to \$100,000. Similarly, applicable law prohibits the possession of alcohol by an underaged individual or the distribution of alcohol by an unqualified individual. These laws carry penalties for violations, including monetary fines and imprisonment. Penalties for misdemeanor alcohol offenses could include confinement of up to 12 months and/or fines of up to \$2,500. Penalties for felony alcohol offenses include imprisonment up to 5 years, jail time of up to 12 months and fines of no more than \$2,500.

The College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) for violations of this policy. Such sanctions may include, but are not limited to, suspension or expulsion from the College, employment counseling, or suspension or termination of employment by the College as provided by the progressive discipline policy covering College employees, and referral for prosecution.

Unless prohibited by applicable law, accepted students are required to successfully complete a screening for illicit drugs to fulfill admission requirements. Except as limited by applicable law, positive results on admission drug screening will result in the student's immediate dismissal from the College. Students who are dismissed for this reason may not reapply until at least 12 months later. Reapplication is not a guarantee of readmission.

The College cooperates fully with law enforcement authorities. Violations of this drug and alcohol policy, applicable policies relating to employees, and SCA305 Student Rights and Responsibilities that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the College disciplinary system and in the criminal justice system.

The REACH Student Assistance Program can provide confidential consultation and referral to students with problems or concerns related to alcohol and/or drug use. Information about substance abuse and treatment programs is also available in the Office of Student Services. The Bon Secours Mercy Health Employee Assistance Program can provide free, confidential counseling and assistance with substance abuse and other issues.

Controlled Substance: definition of drug or substance found in section 54.1-3401
<https://law.lis.virginia.gov/vacode/title54.1/chapter34/section54.1-3401/>

Alcohol: Any product as defined in The Alcoholic Beverage Control Act, Title 4.1 of the Code of Virginia, § 4.1-100. (Effective until July 1, 2021):
<https://law.lis.virginia.gov/vacode/title4.1/chapter1/section4.1-100/>

III. Policy Distribution and Review

On an annual basis, the College will distribute this policy to each of its employees and students.

The College will annually review this policy to (i) determine its effectiveness and implement changes to it as needed, and (ii) ensure that discipline for violations of this policy are consistently enforced.

This policy implements the Drug Free Schools and Communities Act (20 U.S.C. 1145g).



Policy Name	Campus Safety and Security Policy and Annual Safety Report	Policy Number	SCA910
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

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.

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.

Scope

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

Definitions

None

Policy Details

Campus Safety and Security Responsibilities

Campus safety and security at SCHS is under the purview of the Institutional Quality and Accreditation Manager. This role provides daily direction and management for building coordination 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 Institutional Quality and Accreditation Manager, safety committee, and hospital security.

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 SCA908 Building Access.

During the established hours of operation of SCHS, students, associates, and visitors may contact the Institutional Quality and Accreditation Manager (phone numbers provided at the end of this section) with any security concerns. Refer to

SCA902 Voluntary Reporting 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 or request to be escorted by a security officer 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 Mercy Health-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 Institutional Quality and Accreditation Manager or safety committee chair immediately.

Adhere to the tobacco-free campus practice established by Bon Secours Mercy Health for all its facilities.

Parking

SCHS provides parking spaces for associates and students. Parking is available all around the building. Associates and students should comply with all posted signage.

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 on select topics that highlight personal and campus safety, including video links on the following topics:
 - Campus Security & Safety
 - Title IX
- Annual training for associates includes:
 - Active Shooter training module
 - Security Awareness and Crime Prevention early in the fall
 - Title IX training early in the spring.

Risk Assessment

SCHS maintains a written emergency preparedness plan, which is included in the College’s Emergency Management and Evacuation Procedure (EMEP). The EMEP is available upon request. 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

Institutional Quality and Accreditation Manager	804-765-5875
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


Attachments

None

Related Policies

Disclaimers

a. 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.

			
Policy Name	Fire Safety	Policy Number	SCA910.1
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

Fire Protection Systems

Fire Alarm System

The building is equipped with an automatic fire alarm system. These systems monitor all building smoke detectors for hazardous conditions. When a building fire alarm activates on campus, all individuals must exit the building immediately and remain at the designated gathering point until their presence is recorded. Hospital safety/security and the Colonial Heights Fire Department will respond to the alarm.

Students who are found responsible for failure to leave a campus building when a fire alarm is activated may receive sanctions which may include community service and/or a fine of up to \$300 and a deferred status sanction which could lead to probation. No one may enter the building until the fire department determines that it is safe to return. Campus officials and security may open and enter locked rooms to ensure that no one is inside and to check for the source or cause of the fire alarm.

When the alarms are activated, a signal is sent to a third party servicer, Richmond Alarm Company. This company monitors alarms 24/7 and will dispatch the fire department. The Safety Committee Chair or designee will contact security at Southside Regional Medical Center Hospital (ext. 6396 in-house, or 804-765-6396 outside the building) to report the alarm.

Fire Sprinkler Systems

The building is protected with an automatic fire sprinkler system. These systems automatically release water to suppress fires when the fire sprinkler heads detect temperatures above a designated threshold. Once the sprinkler system is activated, the building fire alarm system is also activated which requests a response from the fire department. The Safety Committee Chair or designee will contact security at Southside Regional Medical Center Hospital (ext. 6396 in-house, or 804-765-6396 outside the building) to report the alarm.

Fire Drills

Hospital safety and security will conduct an unannounced fire drill at least once in the fall and spring semesters in conjunction with the College safety committee designee. All occupants of the building must leave immediately when an alarm

sounds and gather at the designated location and remain until the safety/security team member(s) give permission to return to the building. Should safety or other violations be identified, the Vice President will be contacted and the violation addressed with the individual(s).

If a fire alarm activates and an individual knows the cause, this individual is required to notify the safety/security director and explain what happened. If the fire alarm is activated inadvertently (cooking smoke from microwave, etc.) the individual must be available to talk to the safety/security director and the fire department. If the alarm is the result of negligent behavior (for example, smoking, leaving items unattended in the microwave, etc.) the following sanctions will be imposed:

First violation: meeting with an administrator, fire safety review, and/or community service

Second violation: community service and/or a charge of \$100 for each individual being held accountable

Third violation: community service and/or a fine of \$300 each. These violations are also reported to the Fire Marshal, who may impose additional fines or punitive actions.

Tampering with Fire Safety Equipment

Fire extinguishers and fire detection and alarm systems are in place to protect the employees and students at the College. Tampering with fire safety (13VAC5-51-135.lfc, Chapter 9) protection services is a serious violation of the Code of Conduct and a Class 1 misdemeanor (§18.2-151.1), punishable by up to one year in jail and a \$2,500 fine, regardless of whether emergency services responds or not. This includes, but is not limited to:

- disabling smoke detectors
- covering smoke detectors with any materials whatsoever
- activating an alarm when no hazard is present
- hanging items from sprinkler pipes
- discharging, tampering with or moving fire extinguishers

Tampering with fire safety equipment will result in the following sanctions:

- **First violation:** community service (includes time devoted to educational project designed to inform community of pertinent fire safety issues)
- **Second violation:** probation and administrative dismissal
- These actions are also reported to the Fire Marshal who may also impose additional fines or punitive actions.

Open Fires

Open fires (inside or outside) are prohibited anywhere on campus or College property, including fire pits.

Use of grills (charcoal and gas) is not permitted.

Other open burning, including sage and other cleansing rituals, are not permitted in the College or on College grounds without the explicit permission of the Safety/Security Director.

Additional Fire Safety Regulations

- The College may confiscate any fire safety hazard, including but not limited to prohibited items listed below, from any place, including classrooms, or student lounge and study rooms at any time, with or without notice. The College has no obligation to identify the owner of confiscated property, notify the owner of any confiscation, or reimburse the owner of confiscated property for any loss or damage to said property.
- Halls, entrances, and egresses, including egress routes through common spaces, must be kept clear of all items at all times. This includes entryways to buildings, center rooms, and all stairwells. Bicycles, skateboards, or other items, may not be stored in hallways or entryways.
- No more than 40 percent of wall space may be covered by combustibles, such as tapestries or posters. Nothing can be hung from ceilings. No combustible holiday decorations such as trees or wreaths are allowed.
- Light fixtures may not be covered by any materials (such as scarves, towels, paper shades) nor may they be painted or darkened.
- Combustibles, such as furniture, recycling, clothing, curtains, and garbage, must be kept at least 12 inches (30.48 cm) away from heaters. No combustibles are permitted in hallways, stairwells, or egress areas. All gas-powered vehicles must be parked in designated parking areas on the College campus.
- Other activities or items that pose an increased risk of fire or impede fire response will be prohibited upon discovery.
- Decorations and other items that may obstruct traffic or present a fire hazard are not permitted in hallways, or corridors. Decorations may not be placed within two feet of a fire protection system component (i.e. manual pull station, smoke detector, bell/horn/strobe, sprinkler, fire extinguisher, exit sign, emergency lighting, and egress doorways)
- A minimum of 18 inches vertical clearance must be maintained between storage items and any fire sprinkler head.
- Halogen lamps are a significant fire safety hazard if there are combustibles too close to the bulb. The use of these lamps is prohibited. Lamps with plastic shades must use compact fluorescent or 40 watt or less bulbs.
- Extension cords are not permitted unless UL-approved with surge protectors. Electrical cords should be kept at least 12 inches (30.48 cm) away from heaters.

- Toaster ovens, microwaves, hot pots and coffee machines are permitted in kitchens or lounges. Appliances must always be kept clean and unplugged when not in use.

Plans for Improvements in Fire Safety

The College works closely with the Safety and Security department at the Medical Center to assess fire safety and prevention issues. The Safety and Security department will assess fire safety equipment on a routine basis to determine if any improvements are necessary.

References

Colonial Heights Fire & EMS, <https://www.colonialheightsva.gov/201/Fire-EMS>

National Fire Protection Association, <https://www.nfpa.org/>

Administrative Code of Virginia. 13VAC5-51-135.If Chapter 9 Fire Protection Systems

U.S. Fire Administration, <https://www.usfa.fema.gov/prevention/>

Policy Name	Infection Control	Policy Number	SCA911
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Policy

Southside College of Health Sciences (SCHS) is committed to preventing or minimizing the effects of infectious and environmental diseases within its community. All SCHS students, associates and visitors are responsible for the prevention or spread of microorganisms in any setting where healthcare or healthcare training is delivered and will follow required precautions at all times.

II. Purpose

To provide guidance to prevent exposure to infection and/or bodily fluids and to minimize impact if exposed.

III. Scope

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

IV. Definitions

Standard precautions are the minimum safety and infection prevention practices that apply to all patient care and laboratory or technical skills training experiences in any setting where healthcare or healthcare training is delivered. These practices are designed to protect healthcare professionals (HCP) and prevent HCP from spreading infections to others.

Standard Precautions include:

- **Hand hygiene.** Good hand hygiene is critical to reduce the risk of spreading infection. Current CDC guidelines recommend use of alcohol-based hand rub for hand hygiene except when hands are visibly soiled (e.g. dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea, in which cases soap and water should be used. Key situations where hand hygiene should be performed include:
 - Before and after practicing in the simulation lab.
 - Before touching a patient, even if gloves will be worn. ○ Before exiting the patient’s care area after touching the patient or the patient’s immediate environment.
 - After contact with blood, body fluids or excretions, or wound dressings.

- Prior to performing an aseptic task (e.g. placing an IV, preparing an injection).
- If hands will be moving from a contaminated-body site to a clean-body site during patient care.
- After glove removal.
- **Use of personal protective equipment (PPE):**
 - *Exam gloves* will be worn when there is risk of contact with or when handling blood or body fluids or when there is a potential for contact with mucous membranes, non-intact skin or body orifice areas, or contaminated equipment.
 - *Facial masks, protective eyewear and/or gowns (as well as gloves)* will be worn when performing/assisting procedures with a risk of body fluid or other hazardous material splashes or sprays.
 - **During the COVID-19 pandemic, the Bon Secours Mercy Health (BSMH) policies related to the use of masks will be followed.**
- **Safe injection practices:**
 - No recapping of needles unless required by the specific procedure being performed.
 - Use of self-sheathing needles and/or needleless systems when available.
 - All needles and other disposable sharps will be placed in designated puncture resistant containers as soon as possible after their use.
- **Safe handling of potentially contaminated surfaces or equipment:**
 - Environmental cleaning: Areas in which patient care activities are performed will be routinely cleaned and disinfected at the conclusion of the activity.
 - Medical equipment safety. Reusable medical equipment must be cleaned and disinfected (or sterilized) according to the manufacturer's instructions. If the manufacturer does not provide guidelines for this process, the device may not be suitable for multi-patient use.
- **Respiratory hygiene/cough etiquette:**
 - **During the COVID-19 pandemic, the BSMH policies related to the use of masks will be followed.**
 - Cover mouth/nose when coughing or sneezing.
 - Use and dispose of tissues.
 - Perform hand hygiene after hands have been in contact with respiratory secretions.

- Consider using a mask to prevent aerosol spread. ○ Sit as far away from others as possible when ill with respiratory symptoms.

Transmission Based Precautions are used when the clinical presentation and/or the laboratory diagnosis indicate the presence of a communicable infectious agent. While Standard Precautions apply to all patients, Transmission-Based Precautions are used for patients known or suspected to be infected or colonized with highly transmissible pathogens for which additional precautions are needed to interrupt transmission.

There are four types of Transmission-Based Precautions:

- a) Airborne Precautions,
- b) Droplet Precautions,
- c) Contact Precautions and
- d) Enteric Contact Precautions.

They may be combined for diseases that have multiple routes of transmission. When used either singularly or in combination, they are to be used in addition to Standard Precautions. Health system specific transmission-based precaution policies and procedures are to be followed where indicated in the clinical practicum setting.

- Engineering and Work Practice Controls: The use of appropriate practices are outlined and followed as specified in the individual practicum settings utilized to eliminate or minimize exposure. Where occupational exposure remains after institution of these controls, personal protective equipment is also used.

V. Policy Details

The safety of all SCHS students, faculty, staff and visitors is of primary concern. Students must notify their clinical preceptor and their SCHS faculty as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. All faculty, staff, students, and visitors will utilize **Standard Precautions** during all activities that present a risk of exposure to blood/body fluids or chemical hazards. When utilizing the Clinical Simulation & Learning Center, all Standard Precautions are required to be practiced where there is exposure, potential exposure, or simulated exposure to blood or bodily fluids.

Compliance with all safety practices is not just good practice - it is a mark of professionalism. Persistent failure to observe and practice Standard Precautions may result in adverse/disciplinary action, including dismissal/termination. All SCHS associates will adhere to infection control and other related BSMH policies.

Student Illness/Communicable Disease

Students who are ill should stay home. Students exhibiting one or more of the following signs or symptoms of illness while attending the program must inform their faculty/Program Chair and be seen by their primary care provider. Faculty/Program Chair will inform the student that they must refrain from attending classes or clinical practicum until cleared by the primary care provider treating the infectious disease.

- Jaundice
- Rash
- Infectious skin lesions
- Open draining wounds or skin lesion and weeping dermatitis
- Prolonged upper respiratory infection (more than three [3] weeks duration)
- Conjunctivitis
- Nausea and vomiting (more than one [1] episode)
- Acute diarrhea (more than one [1] episode)
- Fever of unknown etiology
- Flu like symptoms as defined by the CDC

In order to return to the college (class or clinical practicum) from an infectious disease, the primary care provider treating the infectious disease must provide a release that the student is able to return to the College.

Latex Allergies

Students with latex allergies must inform their faculty.

Safety Training

Students complete the Joint Commission/OSHA Compliance Course Modules on bloodborne pathogens and exposure control upon enrollment and annually. Students are also required to complete any clinical site-specific safety or security training that is provided in preparation for supervised clinical practice rotations.

Post-Exposure Protocols

Should an exposure to blood and/or other body fluid or a needle stick injury occur, the procedure for obtaining appropriate medical care is as follows:

- Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. If a body fluid splashes into the eyes, they should be rinsed at an eye station for 5-10 minutes.

- The student should **notify his/her preceptor and faculty immediately**. The preceptor/faculty and student should follow the notification of exposure policies and procedures in place at the clinical site.
- For BSMH facilities:
 - The student should notify the Employee Wellness (EW) answering service by calling 804-515-9753 to inform them of a blood/bodily fluid exposure and that they are a SCHS student. They will then connect the student with the appropriate EW nurse for further assistance.
 - The student should report the exposure through the “SafeCare” reporting system. This can be found on any BSMH computer – on the intranet homepage (called IRIS).
- For non-BSMH facilities: The student should follow the exposure to blood and body fluids policy of that facility.

Program Participation: Continued participation in the activities of the SCHS programs will not be affected by any injury or illness that occurs while enrolled, **provided** the student continues to meet all Technical Standards and fulfill all defined requirements for program progression and is not directly infectious by way of routine contact. **Note:** This only applies to serious, potentially life-threatening infections.

VI. Attachments
None

VII. Related Policies

VIII. Disclaimers

- a. 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.



Policy Name	Face Coverings	Policy Number	SCA911.1
Title of Policy Owner		Approved by	Executive Council
Effective Date	August 14, 2020	Version	1.0
Policy Status	Approved		

I. Policy

II. Purpose

COVID-19 is spread thorough droplets when an individual who is infected speaks, coughs, or sneezes; therefore, one of the most important tools we have at our disposal in this fight are face coverings. Based upon guidance from the Centers for Disease Control (CDC) and state and local mandates, we will make face coverings mandatory at SCHS, effective immediately.

III. Scope

IV. Definitions

V. Policy Details

Faculty, staff, students and visitors must wear a face covering that covers their nose and mouth while indoors. This includes all classrooms, laboratories, libraries and meeting spaces. These coverings may be cloth/reusable or disposable. Employees may remove their face coverings when in their individual offices. Face coverings may also be required outdoors in situations where appropriate social distancing cannot be maintained. Students, faculty and staff are required to have a face covering with them whenever they are on campus. We are also requiring that visitors, vendors and guests to honor our effort to create and maintain a safe community, and as such, these policies apply to all visitors, vendors, and independent contractors.

Individuals may use their own face coverings, provided they meet CDC guidelines, and for employees are appropriate for the workplace and clinical setting. Students must meet and abide by the guidelines in place at clinical facilities they are rotating into.

VI. Attachments

VII. Related Policies

VIII. Disclaimers

- a. 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.