



Title: Campus and Environmental Safety	Policy No.: ADM 4.10	Date: Rev.: 3/11/10
Areas Affected: All BSMCON Faculty		Page 1 of 2

**CAMPUS AND ENVIRONMENTAL**

John Frost, Property Manager: 264-8005 (AM) or Security (PM): 330-0093; Non-emergency Police: 501-5000; Emergencies: 911.

I. Campus Safety

- A. The College of Nursing strives to maintain a safe, secure environment for students, faculty, staff, and visitors. As with any agency, the College cannot guarantee nor assure a crime free working environment.
- B. It is the responsibility of all members of the College community to be aware of their surroundings, to avoid potentially unsafe situations, and to behave in a manner that will avoid placing themselves and others at risk.
- C. All crimes, hazards, dangerous or unsafe situations and suspicious persons or activities should be reported immediately to the front desk or security and the Assistant Dean for Student Services.
- D. Personal items are not to be left unattended in classrooms or other areas of the College.
- E. Students are advised to:
  - Walk with others and not alone at night.
  - Walk in well lighted, well traveled parts of the campus.
  - Keep valuables out of sight. Personal items are not to be left unattended in classrooms, or other areas of the College.
  - Carry purses and valuables close to the body and carry only credit card, check or money needed for the day.
  - Lock car doors at all times and park in lighted areas.
  - Stay alert to surroundings and people around you.
- F. Crime prevention and self-protection programs are provided for students and employees on an annual basis.

II. Environmental Safety

- A. The College abides by the Occupational Safety and Health Act (OSHA) and other environmental safety requirements established by Bon Secours Memorial Regional Medical Center to ensure a safe, healthy environment.
- B. Explosives, firecrackers, firearms and weapons are strictly prohibited on College property.
- C. Pets of any kind are not permitted except for service dogs.
- D. Excessive noise and/or horseplay throughout the building will not be tolerated.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	<u>Assistant Dean of Administration</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Assistant Dean of Administration – 3/10		
Policy Committee -		

E. In lounges:

- toaster, microwave, refrigerator, and counter tops are to be clean, free of spills, and clear of debris inside and out.
- food is to be in sealed containers, labeled with name, dated, and stored properly.
- cookware, dishes, and utensils are to be washed and removed from table/countertops when finished eating or preparing food.

F. In offices, labs, conference rooms and classrooms:

- floors are to be free of tripping hazards.
- windows are to be free of objects.
- furniture and other objects are not to block access to doors and windows.
- food debris is to be removed.

III. Campus Crime Report – distributed to all students each fall and posted to the College internet under consumer information.