



# ***Campus Safety Manual*** ***2016-17***

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Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. *Sexual or Gender-Based Harassment, Sexual Violence, Domestic Violence, Dating and Interpersonal Violence, and Stalking* are prohibited by the Bon Secours Memorial College of Nursing. Incidents of this nature should be reported to the Dean of Finance and Administration, or any college official immediately.

### **Campus Safety**

The Campus Safety Manual is designed to convey information to provide proactive programs protocols that facilitate a safe environment for the college community. This manual is the foundation for campus safety at BSMCON and is based upon two overarching themes; 1) campus security and threat management, and 2) emergency preparedness and emergency operations.

#### **1.1 Overview**

The campus safety paradigm includes the following four phases:

- Prevent phase aims to avoid the occurrence of incidents or lessen the harm done by unavoidable incidents. Often this phase is called prevention and mitigation.
- Prepare phase is the process of preparing for incidents. It involves a continuous cycle of planning, training, practicing, and evaluating actions aimed at effective response to an incident. Training and drills are a critical part of preparedness. Note that the Prepare and Prevent phases occur at the same time and are on-going.
- Respond phase includes the steps taken to minimize harm to people and property during an emergent incident. Its focus is on the short-term, direct effects of an incident and requires tight coordination and rapid action among all participants. This includes executing emergency plans developed and practiced in the Prepare phase.
- Recover phase is concerned with restoring the teaching and learning environment after an incident. Its aim is to develop and implement plans to ensure college services and facilities are restored. In addition, Recovery includes evaluating the incident and the response to it in order to revise and improve the safety planning and incident response.

**Use this manual as a training tool.**

This manual is a training tool to assist College administration, faculty, staff and students in preparation to avoid harm during an emergent incident. One of life's absolutes is you are responsible for your own safety. Everyone should always remain alert and aware of their immediate environment and be prepared to respond to unfolding threats and hazards. Employees and students should use the guidelines provided in this manual to detect, deny or avoid any dangers they may encounter. Any situation posing a threat, hazard or endangerment to the college community should be reported to Campus Security immediately.

#### **1.2 Mission**

The mission of the Campus Security Department is to enhance the quality of life at Bon Secours Memorial College of Nursing by providing a safe and secure environment that is conducive to learning and is consistent with the educational goals of this diverse institution, while building community partnerships that foster trust, mutual respect and cooperation.

### **1.3 Environment**

The campus for Bon Secours Memorial College of Nursing is located at the Windsor Office Park, 8550 Magellan Parkway, Henrico County, Virginia. The College is housed in a single floor facility, approximately 34,929 square feet in size. The College does not include any residential facilities and sponsors no fraternities, sororities, athletic teams, college band or similar student activities. BSMCON averages approximately 500 students attending the campus and online classes during the fall and spring semesters. Additionally, the College shares educational space and several resources with Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a private non-profit school operating an eighteen month curriculum serving approximately 20 students. SOMI, while considered an independent school separate from the college, is subordinate to the college's safety and security program, and the emergency operations plan.

BSMCON's goal is to maintain a safe and secure work environment and prevent incidents and accidents that result in injuries. The campus building is secured each evening when classes are finished and is opened daily for the start of classes by College staff, while campus security officers provide a security presence and safety element for students and employees during the day. A private security company provides a mobile security patrol for the business park during the hours of darkness. Students and employees are encouraged to remain alert and maintain constant situational awareness for trouble and report all signs of danger or incidents that compromise campus safety and security to the Security Coordinator immediately.

Vehicle parking is a premium commodity for the campus. Assigned parking spaces for employees and students are marked with blue squares. They are located at the front or rear of the College facility at 8550 Magellan Parkway or in the lower parking level at the building located at 8555 Magellan Parkway. Vehicles parked in prohibited areas or in spaces not marked by blue squares may be subject to towing at the owner's expense. Employees and students should comply with all posted signage located within Windsor Business Park or at any location associated with their job responsibilities or during clinical assignments.

The campus and building environs complement and support instruction and learning for the college community. All common areas, classrooms, auditorium, offices, restrooms, parking lots and campus grounds are accessible, clean and meet the purpose of the area. The College supports the efforts of Bon Secours Health System to maintain a tobacco-free campus. Students and employees are urged to help keep personal spaces clean and uncluttered and report unsafe environmental conditions or physical plant conditions to the Building Coordinator immediately.

### **1.4 Crime Prevention Strategies**

A key program for successfully maintaining a safe and secure campus and work center utilizes a proven triple aim strategy which employs crime prevention's best practices across three distinct areas; environment, education and policy. Based on previous performance results, College safety leaders trust that crime prevention technology and procedures, acting in concert, will continue to provide and sustain a safe and secure work place for employees and students.

This strategy is reliant on a quality safety training program and the ability of a well trained workforce and student body to detect, deter or defend against crime and disorder when appropriate.

### **1.5 Campus Safety Program**

Acting in concert, the following positions and components measure the safety climate and drive the platform responsible for a successful campus safety and college security program. The Dean of Finance and Administration, Security Coordinator and Building Coordinator serve as college safety leaders and are important actors in this process.

#### **1.5.1 Dean of Finance and Administration**

Overall leadership for campus safety services is provided by the Dean of Finance and Administration, a position that is one step removed from the College Provost. As the director for campus safety services, the Dean of Finance and Administration provides daily direction and management for the Security Coordinator, campus security team, Building Coordinator and related college safety and security components. Additionally, the Dean of Finance and Administration serves as the Title IX Coordinator for the college and has a position on the Safety Committee. All incident reports, documentation of crimes or other emergencies occurring on the college campus are forwarded and reviewed by the Dean of Finance and Administration. This office has overall responsibility for annual crime reporting for the institution and maintaining a record of all crimes reported on campus.

#### **1.5.2 Security Coordinator**

The Campus Security Coordinator reports directly to the Dean of Finance and Administration and also serves as the Title IX Investigator and Safety Committee Chair. The Campus Security Coordinator provides leadership and technical support to College administration on matters relating to campus safety, college security and threat management. As manager of all facets of campus safety and college security, the campus Security Coordinator is responsible for Clery Act compliance, campus safety program, college security operations, emergency preparedness, emergency operations, liaison with public safety agencies and is the training coordinator responsible for training related to these venues, while providing a daily security presence for the college.

#### **1.5.3 Building Coordinator**

The Building Coordinator is responsible for the maintenance and safe operations of the campus building and equipment, management of facility contract services and membership on the Safety Committee. The College campus, including all buildings and grounds are maintained with concern for student functionality and comfort, and safety and security. The campus building and equipment are inspected regularly; needed repairs are promptly made; and any potential hazards are promptly addressed. The Building Coordinator is familiar with security operations and campus infrastructure, and prepared to support public safety first responders during a critical incident.

### **1.5.4 Campus Security Team**

Campus security officers are uniformed police personnel contracted by the college, who are commissioned law enforcement officers with the training and skill sets to work within the college community. Their mission is to prevent crime and respond to unlawful behavior, including disorderly situations and violent acts.

Campus security officers are supported by Henrico County Emergency Communications Center while performing their duties on the college campus. The officers are easily recognized by their distinctive Henrico Police uniforms and police vehicles. While assigned to the campus the officers work closely with front desk personnel, and the Security Coordinator to ensure a safe and secure campus. The team leader of the officers has a position on the Safety Committee.

### **1.5.5 Front Desk-Information Center**

Staff from the front desk-information center plays a key role in the campus safety program and have a position on the Safety Committee. The front desk-information center is where the campus security officer is located when not patrolling the campus. The front desk-information center operates as the College's communications center and provides assistance with general inquiries from the public and prospective students. Front desk staff provides a critical link between College leadership and public safety first responders during emergent incidents. They are positioned to receive reports about campus emergencies and dangerous situations posing a threat to the campus and make the appropriate staff notifications, provide updates to staff and announce emergency notifications when directed to do so. During a crisis response the front desk-information center is prepared to disseminate authorized general information about the emergency to the media and public. They are strategically located at the College's main entrance and control building access and receive all visitors when the campus is open.

### **1.5.6 Safety Committee**

Bon Secours Memorial College of Nursing is committed to creating a healthy and safe working environment for students and employees. The college demonstrates this commitment, in part, through the work of the Safety Committee. The Safety Committee business includes reviewing potential health, safety and security issues. When problems are discovered, this committee makes recommendations to College leadership concerning improvements to infrastructure, equipment, policies and procedures. The Safety Committee may also develop programs or initiate training for employees and students to increase safety awareness and crime prevention on campus.

### **1.5.7 Inspections**

The College's safety inspection program ensures the conduction of routine inspections to identify and correct discrepancies that undermine campus safety, security and environmental issues in order to assure the integrity of campus safety and security doctrine and operations. The Security Coordinator and Building Coordinator work in concert to operate this program. The College inspection plan includes the following activities:

### **1.5.7a Weekly Safety Inspection**

Once a week, the Security Coordinator and Building Coordinator inspect the campus and College building for safety, security and maintenance issues and problems. Once discovered, these issues and problems are prioritized, repaired and resolved accordingly.

### **1.5.7b Comprehensive Biannual Safety Audit**

The Campus Safety Manual provides students and employees with clear guidelines and expectations relating to college safety and security. To monitor the progress in this area, the comprehensive safety audit process inspects points of safety, security and emergency readiness for the college. The end result is that all sections of the College meet or exceed the safety and security expectations established by College leadership. The safety audit model is proactive and innovative when it comes to ensuring a secure, safe and functional environment. The audit process operates on a two-year audit cycle.

## **1.6 Safety Policy, Procedures and Guidelines**

### **1.6.1 Building Access Control**

Bon Secours Memorial College of Nursing is committed to providing a safe and welcoming environment for students, faculty, staff and visitors. Building access control plays an important role in the campus safety equation. The college operates a secure facility, which is only accessible through a monitored front door or other designated controlled access doors.

General building access hours include:

- 700 a.m. – 800 p.m. Monday – Thursday
- 700 a.m. – 800 p.m. Friday
- 900 a.m. – 300 p.m. Saturday
- 1200 p.m. – 600 p.m. Sunday

All BSMCON students and employees are provided with a digitized identification badge. Lost badges must be reported to the Dean of Finance and Administration or designee immediately. All College employees and students must wear and visibly display their college identification badges at all times while located on College property. Anyone so requested will identify themselves to front desk staff, College leadership or campus security. The purpose of this procedure is to enable employees and students to identify each other and allows College security to quickly identify unauthorized people located on College property. Any employee or student noticing an unauthorized visitor or suspicious activity shall immediately report the situation to the front desk staff or campus security. All building occupants must exit the building when closing for the day.

All guests and students without a proper identification badge must use suite 1100 - door 1 and sign in at the front desk. On weekends, holidays and outside of regular College hours - *everyone* must use suite 1100 - door 1 and sign in and out at the front desk. Monday thru

Friday, College employees and students may enter the building using doors; 1, 2, 4, 12 and 13, while door 11 is reserved for College employees only.

Public access into the College building is controlled and restricted to authorized personnel only and is enforced by College administration and campus security. Furthermore, anyone entering the building without proper authorization is considered to be trespassing, in violation of Virginia State Law, 18.2-119 *Trespassing* and may be prosecuted in Henrico County Court for trespassing on College property.

### **1.6.2 Accountability**

Supervisors and instructors successfully accounting for all students, employees and visitors at a certain point in time is an essential activity required during a standard response drill and is a daily activity encouraged by College administration and public safety officials. Completing the accountability process efficiently and accurately is the standard for successful emergency preparedness and emergency operations during an unfolding critical incident. To this end, College leadership, supervisors and instructors should endeavor and develop strategies to know who is in the College building and on College grounds at all times during the College day – everyday.

Flexibility is permitted as to the method used to conduct “head counts” in order to compensate for changing schedules and activities in order to ensure a successful accountability process for different classroom and work space environments, for accountability purposes, the following four strategies should be considered

- Accounting for students from the time they arrive on campus until they leave at the end of the College day.
- Accounting for faculty and staff throughout the workday.
- Accounting for visitors during the entire duration of their visit to the campus.
- Accounting for all students, staff, employees and visitors in the event of an emergency or critical incident.

Recommendations that support the accountability process include:

- Front desk staff will use visitor sign in logs.
- Faculty is responsible to document student headcounts.
- Department or unit leadership will account for subordinate employees located in the building, away from the building, working at another location, or on leave.
- In the event an employee or student is assigned to another location – away from campus, but also involved in the same standard response drill, the individual will be accounted for by administration present.
- During a meeting, program or special event, the person in charge is responsible to conduct a headcount of participants.
- Employees who are hosting visitors on campus are responsible to account for the visitors.

- This information will be retained by the responsible parties and readily available to College leadership.
- The accountability method selected should be durable, transportable and successfully accomplish accountability reporting requirements during routine and emergency conditions.
- Following a standard response drill, a roll call will be taken to ensure all individuals are accounted for and safe. Roll call results will be reported to College command center when required.
- College command center will report the names and last known locations of missing individuals to emergency first responders.
- All stakeholders entering campus should understand the importance of accounting requirements and voluntarily comply with all requests or requirements related to the accountability process.

### **1.6.3 Alcohol and Drug Abuse**

BSMCON adheres to the following alcohol and drug policy to demonstrate our continued commitment to a safe and drug-free environment for students and employees.

By definition an employee means any faculty, staff, or student receiving a salary, wages, other compensation and/or stipend support from BSMCON. Likewise, a student means any person register for and taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study.

A College student violates this policy when they engage in the unlawful possession, use, sale, manufacture, distribution or dispensation of alcohol or a controlled substance by on College property or any part of a College sponsored program on or off campus and is strictly prohibited. Violation of this policy may result in disciplinary action up to and including the immediate dismissal from the College (ADM 3.02).

A College employee violates this policy when they engage in the unauthorized use of alcohol or any drug, legal or illegal, or the unauthorized possession, manufacture, transfer, or sale of drugs or alcohol on the organization's property or during working hours, including meal periods or breaks, is cause for disciplinary action up to and including discharge. Violation of this policy may result in disciplinary action up to and including the immediate dismissal from the College and referral for prosecution. Under no circumstances should an employee return to work under the influence of alcohol or drugs. (SYS.HR.EMP.013)

This policy complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and all other pertinent federal, state, and local regulations regarding substance abuse on campus. The policy shall apply to all BSMCON students and employees. Please direct any questions to the Dean of Finance and Administration or the Dean of Student Services.

### **1.6.4 Firearms and Weapons Prohibited**

Bon Secours Memorial College of Nursing is committed to providing a safe learning and working environment for students, faculty, staff and visitors on all campus locations. The use, possession and storage of all firearms, ammunition, weapons, pneumatically (air) operated weapons, prop weapons, explosives, electric shock devices, fireworks or other dangerous articles are prohibited on all properties owned, leased, or otherwise controlled by Bon Secours Health System. Law enforcement officers duly authorized to carry such instruments are exempt. Any person violating this policy will be subject to conduct sanctions including suspension or dismissal from the College or termination of employment per BSR 10-02 Firearms, Ammunitions, and Weapons Policy. Student violations will be adjudicated by the Dean for Student Services and Dean of Finance and Administration. Staff and faculty violations should be reported immediately to the Dean of Finance and Administration.

### **1.6.5 Workplace Violence Program**

Under the auspices of Bon Secours Health System, Inc. Richmond Region Policy (Policy 8.16), Bon Secours Memorial College of Nursing's goal is to prevent and effectively and expeditiously respond to all instances of workplace violence. BSMCON has adopted a zero tolerance approach to incidents of workplace violence, which places equal importance on the safety and health of employees and students. Workplace violence includes, but is not limited to: intimidation, bullying, stalking, threats, physical attack, property damage, or domestic and family violence. This includes acts of violence committed by or against College employees and students. Such incidents may also involve students, clients, visitors or vendors.

BSMCON will report allegations of suspected or actual workplace violence and release the appropriate information to the proper authorities in accordance with federal and state regulations, mandated reporting requirements and related organizational policies and procedures. This includes the following:

- Employees and students who experience threats, harassment, aggressive or violent behaviors while on duty or who are the victims of threats or violent acts while off duty that may intrude into the workplace should advise their supervisor and notify designated security officers.
- In cases of imminent danger, the employee or student should call 911 (law enforcement), and/or the campus security and once the situation is de-escalated, immediately report the incident to the Dean of Finance and Administration or any College security authority.

BSMCON administration challenges employees and students to remain alert for trouble and aware of their surroundings throughout their time on campus and immediately report emerging problems. Additionally College administration makes available to employees and students the following resources to ensure everyone is prepared to successfully respond to violence; awareness/prevention classes, incident management training, counseling and victim assistance services, personalized safety accommodations and direct contact with law enforcement officers.

### **1.6.6 Preventing Sexual Misconduct**

Bon Secours Memorial College of Nursing prohibits any form of sexual misconduct to include, sexual or gender-based harassment, sexual violence, domestic violence, dating and interpersonal violence and stalking, and will respond to any such incident that occurs on the College campus. College administration encourages anyone who is a victim or witness to any crime to promptly report the incident to any campus security authority, which by College policy, in addition to the Dean of Finance and Administration, includes the following individuals; Vice President and Provost, Dean of Student Services, Dean of Nursing, Director of Student Success, Academic Counselor and Career Counselor.

When filing a complaint with a campus security authority, voluntary confidential reporting is available to 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. The purpose of a confidential report is to comply with the wish to keep the matter confidential – which is possible unless it is determined by College leadership that imminent violence threatens the College community, which in this case the complainant will remain anonymous as action by the College moves forward. This exception to confidential reporting permits the College to keep an accurate record of campus crime involving students, alerts the campus community to potential danger and ensures the future safety of everyone on campus. The crime victim's wish to keep the matter confidential is guaranteed by law when filing a complaint with a certified counselor or REACH Student Assistance Program.

Per legal requirements enacted by Virginia State Code 23-9.2:15 - *Reporting of Acts of Sexual Violence*, the College has established a sexual assault review panel for the purpose of reviewing information related to acts of sexual violence, upon receipt of information of an alleged act of sexual violence occurring within the campus geographical area. The sexual assault review panel's chief duty is to review student sexual assault cases and report the case to the Henrico County Commonwealth's Attorney when required by law. The Sexual Assault Review Panel review consists of the following; Henrico County Police Officer, Dean of Finance and Administration, Dean of Student Services and Title IX Investigator. The sexual assault review panel process directly supports the Title IX process and will conduct its review in compliance with federal privacy laws. Please contact the Dean of Finance and Administration for questions, concerns this policy or to report any act of sexual misconduct occurring on campus.

### **1.6.7 Clery Act Compliance**

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986, was first enacted in 1990 as the *Higher Education Opportunity Act or HEOA* (Public Law 110-315) and was followed by legislative amendments in 1992, 1998, and 2000. Generally referred to as the *Clery Act*, this act requires BSMCON and all postsecondary institutions participating in Title IX student financial

assistance programs to disclose campus crime statistics and security information and meet campus safety and security related requirements.

BSMCON endorses and supports the Clery Act and Title IX guarantees. Preventing sexual misconduct is a priority and a vital concern for the leadership of Bon Secours Memorial College of Nursing. The Dean of Finance and Administration (also the Title IX Coordinator) and the Security Coordinator (also the Title IX Investigator) work together with College faculty and staff to ensure annual compliance with the Clery Act, Title IX regulations and related federal requirements is accomplished. For additional information concerning campus safety guidelines and training, crime prevention information, crime statistics and sexual misconduct policy, please review BSMCON's Annual Security Report and Daily Crime Log, which are located at the front desk and may be reviewed upon request.

### **1.6.8 Emergency Operations Plan**

The purpose of the emergency operations plan is to prepare the College community to successfully respond to and resolve dangerous situations that pose an imminent life safety threat to students and employees located on campus. Faculty, staff and students are trained to assess the seriousness of incidents and respond according to procedures and guidelines established by the College (see section 6.0). BSMCON regularly schedules in-service training for faculty, staff and students. This orientation training, along with practical exercises, develop skill sets and empower employees and students to act quickly during emergent incidents and protect themselves, thereby setting the stage for the college to successfully receive emergency first responders and support professional rescue activity (see section 5.0).

For threat assessment and management, emergency operations and responding to unfolding critical incidents the College relies on one core group. This group includes the Administrative Cabinet for leadership and management decision making, and the Security Coordinator, Building Coordinator and Campus Security Team Leader for technical and tactical expertise. For emergency situations the College will rely on the emergency operations plan and will utilize the crisis communications protocol (see section 4.0). Subsequent to the declaration of an emergency, members of the Administrative Cabinet may initiate one of the following pre-set response functions; lockout, lockdown, shelter or evacuation with the goal to protect students and employees, merge operations with public safety authorities and successfully resolve any situation occurring on campus (see section 4.5.4).

For information concerning the campus safety program, campus safety manual, emergency operations plan and threat assessment and management, please contact the Campus Security Coordinator at: [BSR-CONCampusSafety@bshsi.org](mailto:BSR-CONCampusSafety@bshsi.org).

## **2.0 Risk Assessment**

BSMCON emergency response planning and development utilizes many concepts and guidelines contained in a model authorized by the Federal Emergency Management Agency (FEMA) for Institutions of Higher Education.

BSMCON maintains a written emergency preparedness plan that is available to all students and employees. The plan is also available to the general public. The plan provides general instructions to assist employees and students with personal safety decisions should they face a specific threat-hazard while on campus.

### **2.1 Threat-Hazard Identification and Risk Assessment Process**

The goal for any risk and vulnerability assessment is to project a range of information about each possible threat and hazard, including any new threats or hazards identified through the assessment process. Various indexes such as magnitude (i.e., the extent of expected damage), time available to warn staff, students, and visitors, duration (i.e., for how long the hazard or threat will be occurring) and probability or frequency of occurrence (i.e., how often a threat or hazard may occur) provide the basis for an effective threat-hazard Identification and risk assessment.

Biannually during the safety audit, BSMCON conducts threat-hazard identification and risk assessment analysis and produces a hazardous analysis summary report. For College security and safety planning purposes a risk assessment allows the College to identify hazards pertinent to location and environment, and then analyze or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazard. In practical terms, a risk assessment is a thorough look at College operations, facility and location to identify those things, situations, processes that may cause personal injury or harm to students and employees or damage to property. After identification is made an evaluation is made on the likelihood and severity of the risk, followed by articulating what measures should be in place to effectively prevent the event or minimize the damage it may cause.

### **2.2 Factors Considered During This Analysis**

During the process of developing BSMCON's hazardous analysis summary report, College safety staff considered many factors hoping to illuminate and forecast critical incidents that may negatively impact the facility or College community in the future. Although not an all-inclusive list, the following factors were considered during this analysis:

#### **2.2.1 Overview**

Henrico County, VA is home to Bon Secours Memorial College of Nursing and is located in the Fairfield Magisterial District. Located in the Greater Richmond Region, the county covers approximately 245 square miles, has a population estimated to be 320,717 and is the sixth-most populous city in Virginia.

The present-day Henrico County curves around the City of Richmond, surrounding it to the west, the north, and the east. The county is bounded by the Chickahominy River to the north and the James River to the south.

Weather - Henrico County is located in the Humid Subtropical Climate Zone and has hot and humid summers with moderately cold winters. Annually, Henrico County on average has 8 snow days, 90 days when the low falls below freezing, 50 days when the high exceeds 90 degrees. The average annual precipitation is 46.4 inches of rainfall. The prevailing wind direction is from west to east.

**BSMCON Overview**

The college is a private not-for-profit institution owned and operated by Memorial Regional Medical Center, Bon Secours Health System Inc., Richmond, VA. The college does not include any residential facilities and sponsors no fraternities, sororities, athletic teams or similar student activities.

The campus is located at the Windsor Office Park, 8550 Magellan Parkway at 37° 38' 49" N, 77° 26' 1" W, between Interstate 295, Parham Road and State Route 301. The college building contains three suites and is home to two other businesses. The Bon Secours IT work center and Patterson Dental Supply business are separated into individual suites with no door access into the College's suite.

The College facility is a single floor building, built on a cement pad foundation and approximately 34,929 square feet in size. Building's exterior is constructed primarily of metal and glass, while the interior is constructed of board and block.

Sole activity is education featuring four platforms: single undergraduate program in nursing with two tracks; (1) pre-licensure BSN; (2) post licensure RN-BSN, embedded within the College is the (3) School of Medical Imaging (SOMI), an independent school associated with Bon Secours St. Mary's Hospital. The College facility also operates as a (4) work force training for Bon Secours Health System, Inc.

**2.2.2 State of Virginia's Hazardous Analysis Summary Report**

The State of Virginia's Hazardous Analysis Summary Report for the state's central region, where BSMCON is located, provides comprehensive analysis information, while indicating the following incidents are *highly likely* (HL) or *likely* (L) for the region:

Hazard		Impact	Effects	Warning
Extreme Heat/ Cold	L	Limited	Water shortage, power loss, fatalities	24 hours
Fire/ Explosion	L	Limited	Property damage, personal injury, fatalities public safety assumes control	No Warning
Flood/Flash Flood	HL	Critical	Property damage, power loss, fatalities	No Warning

Hurricanes/ Tropical Storms	HL	Catastrophic	Property damage, power loss, fatalities	24 -72 hours
Radiation/ Haz-Materials	L	Limited	Environmental contamination, disruption of traffic, public safety assumes control	No Warning
Severe Thunderstorms	HL	Critical	Property damage, power loss	24 hours
Special Events	L	Limited	Disruption of traffic, public safety response inhibited	24 hours
Terrorism	L	Critical	Property damage, loss of facility, fatalities, public safety assumes control	No Warning
Tornados/High Winds	L	Critical	Property damage, power loss, fatalities	No Warning
Transportation	L	Limited	Disruption of traffic, public safety response inhibited	No Warning
Winter Weather	L	Critical	Power loss, disruption of traffic, travel restrictions	24- 48 hours

**2.2.3 Richmond Regional Hazard Mitigation Plan (RRHMP)**

The RRHMP summary identifies primary hazards that are likely to impact Henrico County and provides additional information more accurate and specific to the College’s location. Hazards identified in the RRHMP summary include floods, severe wind, tornados, severe winter storms, thunderstorms and earthquake. This information was factored into the BSMCON Hazardous Analysis Summary Report.

**2.2.4 Public Safety Records, Institutional Data and College Community History**

With the goal to produce an accurate risk analysis, in addition to reviewing regional and local hazard mitigation plans, source information pertinent to Windsor Park and the College was obtained from reports retained by local public safety agencies and from their personal knowledge of threats-hazards the college community has faced in the past. Also, a review of safety audit reports, annual security reports, threat assessment and management team case reports, crime log and other institutional data was included.

**2.3 BSMCON – Hazardous Analysis Summary Report**

The collection of information contained in section 2.0 was combined, reviewed and synthesized to produce the following the BSMCON Hazard Analysis Summary Report, which identifies threat-hazard incidents that could possibly impact the College in the future.

Domestic/relationship violence and stalking occurring on campus
Intruders unlawfully entering the college building
Bullying/harassment activity occurring on campus
College campus closures due to power outages and severe weather
Structural breach of the building during severe weather

## **2.4 Planning Assumptions for Campus Safety**

The following planning assumptions were derived from the BSMCON Hazard Analysis Summary Report:

College leadership and the College community should continue to prepare to function in concert with first responders and work through an emerging critical incident, with due regard for life-safety and with the ultimate goal of expeditiously resuming normal operations without experiencing significant property damage, personal injury or loss of life.

College leadership will continue to allocate time, money and resources to ensure safety technology, implement new standards and procedures that aggressively support campus security, while allocating funding and training time related to safety and security in order to improve and advance the campus safety program.

Annual training goals established by the Safety Committee are attained by inviting employees and students to attend scheduled orientation and in-service training featuring topics relevant to crime prevention and personal safety. Important topics endorsed by the summary report include; domestic/relationship violence, intruder activity and bomb threats, bullying/harassment activity, effects of severe weather, structural breach or collapse of the building and unscheduled closing of the College campus.

Consequently, a comprehensive program prioritizing emergency response preparation and related resources, improving technology and policy, and advancing the safety training curriculum will improve student body and employee workforce skill sets and proficiency levels; translating into improved capabilities for the College community to successfully respond to the effects of man-made and natural disasters.

## **3.0 Safety Training**

Training is vital to campus safety and protecting employees and students from harm. Successful implementation of preset response plans is dependent on conducting training for everyone and often, whether it is online training, class room orientation, practical exercises or live drills.

Drills and exercises are vital to this equation and offer opportunities for everyone, employees and students alike, to learn important safety skill sets and function as a team under stress. Likewise, drills and exercises are favored by professional instructors since they offer opportunities for everyone to evaluate what works, what needs to be improved, and how well students and staff respond and cooperate during the drills and emergencies. By conducting post incident debriefs, College leadership will recognize any faults in the campus safety system and the relevancy and importance of quality training time.

### **3.1 Safety Training Program**

BSMCON relies on a safety training program to deliver campus safety and security information to the College community. Campus safety training meets VAWA's SaVE Act 2013 requirements

and is available through various mediums to include classroom, online module, email, campus safety web site or newsletter. The below listed programs meet the training goals established for the College and encompass training and education possibilities available to students and employees:

### **3.1.1 Active Shooter Response**

Active shooter incidents are increasing in frequency and lethality in America. How would you respond? This training explains why active shooter incidents occur, response options, how to stay safe during law enforcement's response and the steps that campus security and police have taken to minimize the likelihood and consequences of such an event.

### **3.1.2 Alcohol Abuse and DUI Awareness**

Alcoholism is a major problem in America to include its byproduct - drunk/drugged driving. Learn more about horizontal gaze nystagmus and why police wave their pens in front of your eyes if they think you've been drinking. What are your rights on a DUI stop? Come to this class to learn about field sobriety tests and try to pass them while wearing "drunk goggles" that simulate an inebriated state. This information may help you into recovery and sobriety.

### **3.1.3 Bystander Intervention**

Bystander intervention is a strategy for preventing sexual assaults based on the fact that the people present when these behaviors are occurring or about to occur greatly outnumber the victim and the aggressor(s). The strategy uses peer pressure from the bystanders to stop unwanted behavior and assist someone in danger of sexual assault.

### **3.1.4 Bomb Threat Response**

During a bomb threat or an actual bombing would you know what to do? How far should you evacuate and to where? Should you carry your personal belongings with you or leave them behind? Should you activate the fire alarm to help evacuate the building (Hint: No!)? These and other life-saving tips are presented in this training.

### **3.1.5 Campus Safety**

This training teaches the college community members' situational awareness, how to avoid dangerous situations, creating safety plans, available police services and campus safety resources (for example, the LiveSafe Mobile Safety app) and how to obtain them.

### **3.1.6 Dealing with Difficult People**

Words and actions matter! What we say and how we say it can be the difference between a fight and voluntary compliance. How we speak and interact with others can also reduce complaints and enhance our reputation as caring professionals. The conflict management principles covered in the training can also be used for more effective and amicable communications between spouses and between parents and children.

**3.1.7 Driver Safety**

This training, held in conjunction with local law enforcement, discusses the dangers of and laws against texting while driving, driving while intoxicated and general driver safety information. If resources permit, attendees are given a chance to experience the effects of impaired driving by completing tasks wearing impairment simulation goggles.

**3.1.8 Drug/Substance Abuse**

What are the most popular drugs, both legal and illegal, in central Virginia? How about synthetic marijuana? Is it legal? Can you really be arrested for carrying rolling papers? Which drugs most concern local law enforcement? How much do these drugs cost and what are the penalties for getting caught with them?

**3.1.9 Identity Theft Prevention**

Come learn simple tips to keep your identity and finances safe. This event is occasionally held in conjunction with a document shred event, which gives members of the college community and surrounding communities the opportunity to dispose of old documents safely and securely.

**3.1.10 Personal Safety and Self Defense for Women**

This non-hands-on lecture for women reviews the mental attitudes, safety considerations and response techniques on how to avoid an attack and defeat it if it occurs. An assault occurs every 60 seconds. You can learn valuable information that will increase your ability to avoid or deny trouble or defend yourself.

**3.1.11 Staying Safe in the Classroom**

A troubling fact is real or perceived problems with teachers are associated with 43% of active shooter incidents on college campuses. This training responds to the issue of campus violence by incorporating the principles of conflict management and verbal judo and discusses how notice non-verbal cues, cultural, and generational differences that can lead to misunderstanding and conflict. Instructors are shown mechanisms to diffuse toxic situations and techniques used to maintain a safe classroom.

**3.1.12 Sexual Assault Awareness**

Topics includes domestic/relationship violence, sexual harassment, rape awareness, acquaintance rape awareness and forcible and non-forcible sex offense awareness. This training, often conducted as a team effort with law enforcement officers experienced in sexual assault investigations, addresses statistics of the above listed crimes, motivations and dynamics of these crimes and the current laws against them. The presentation addresses how to avoid this behavior and what to do if you or a friend is a victim.

**3.1.13 Student and Employee Orientation**

This presentation provides an overview of the campus security program, including its structure,

capabilities and services. Includes discussions on how to stay safe on campus, where to find crime data, how to contact campus security or police in order to report crimes, request services, file a complaint and more. The class identifies key safety and security obligations and procedures, campus safety resources and faculty responsibilities under the Clery Act. This presentation has separate editions for New Student, New Employee, New Faculty Orientation and Faculty/Staff Welcome Back Training. Separate outreach is made to students and employees whose schedules require flexibility.

### **3.2 Online Safety Training Videos**

BSMCON's online safety videos offers a medium for employees and students to easily and quickly access basic campus security and safety information. Video topics include responding to bomb threats, active shooter, personal safety, bystander intervention etc.

### **3.3 Annual Employee - Rapid Regulatory Compliance Training**

Additionally, BSR Virginia hosts professional grade regulatory compliance training every year. This mandatory annual training via online training modules located on the web, includes the following topics: Blood Borne Pathogens and General Information topics that focus on safety include; Fire, Electrical, Proper Lifting Method, Radiology, MRI Safety, Ergonomics, Lift/Transport, Slips/Trips/Falls, Latex Allergy,, Hazard Communications, Workplace Violence, Emergency Preparedness, Infection Control/HAI, Hand Hygiene, Blood Borne Standard Precautions (Airborne, Contact, Droplet) and Personal Protection Equipment.

For information concerning campus safety training availability, training resources or to schedule one of the above listed programs for any function, group or organization activity sponsored by the college or college community, please contact the Campus Security Coordinator at:

[BSR-CONCampusSafety@bshsi.org](mailto:BSR-CONCampusSafety@bshsi.org).

## **4.0 COMMUNICATIONS and MEDIA**

### **4.1 Introduction**

BSMCON recognizes that a communication protocol is a top priority and a vital function. A crisis or emergency can happen any time on the College campus. It may impact one individual, a single room or the entire College system and surrounding community. Lessons learned from the past indicate that mishandled communications can place students and employees in danger, impact College continuity, and garner extensive news coverage, including public and government scrutiny and possibly damage the College's reputation in the region.

### **4.2 Definition**

Crisis communication is required when an emergent incident - an unexpected act or occurrence - whether accidental or intentional – creates a disturbance in normal College activities for students, employees and staff. By nature, these acts will require the Administrative Cabinet to establish command and control over the campus, establish clear and direct communications,

and define clear lines of responsibility and administrative control, while promoting safety and order for students, employees and first responders.

### **4.3 Guidelines**

Initially, this system supports threat assessment activity and determines whether emergency broadcast messaging is legitimate and prudent. The protocol will manage College crisis communication resources and message product across all venues, both internally and externally, along with first responders and media, seeking to minimize rumors and restore order.

The Dean of Finance and Administration, in consultation with College leadership, will determine the need to issue emergency messages and designates recipients. The College will issue communiqués in a timely manner when justified and when permitted, advising when an immediate threat to the health or safety of the campus community is imminent or exists. Communiqués may not be issued if the message compromises the safety of the victim, students or College personnel, or otherwise interferes with the investigation, or mitigation of the incident. Leadership will always side with caution given that the safety of employees and students is the top priority. Please note - per federal regulations, all FERPA relating to personal privacy requirements are suspended during the management of health and safety emergencies.

Effective messages are those that result in members of the College community and public recognizing the problem and immediately taking recommended actions to protect themselves. Effective messages meet the following guidelines: They are accurate, issued in a timely manner and address a specific hazard. They provide incident locations, magnitude and timelines. They name the issuing authority and include self-protective measures when possible. Consideration should be given to utilization of multiple channels to reach all recipients and provide effective messaging for non-English speaking and special needs individuals. Remember, text messages should be no more than 115 characters.

### **4.4 Message Types**

The Clery Act requires notifications for any type of emergency or threat located on the geographic campus. Following confirmation of an incident, the Dean of Finance and Administration or designee will determine what information will be included in a message, take into account the safety of the community, select the appropriate message format, withhold as confidential the names and any identifying information of the victims, initiate the message and provide adequate follow information as needed. Remember, dual notifications are not required, in other words, if an emergency notification is made there is no need to issue a timely warning for the same incident.

#### **4.4.1 Timely Warning**

A timely warning (also known as a campus crime alert) is required by College administration once a pre-designated Clery Act crime occurs within the geographical foot print of the College campus, and the crime incident represents a serious and continuing event.

The intent of the timely warning is to heighten safety awareness, enable people to protect themselves and will aid in the prevention of similar crimes. The alert also seeks to provide information that may lead to arrest and conviction of the offender. Even if all the facts are not available, a timely warning can be issued and follow-up information sent when available.

**4.4.2 Emergency Notifications**

Emergency notification is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Should a situation arise of this magnitude, College leadership will issue an emergency notification after reasonable confirmation is noted. There are two types of emergency notifications, (1) immediate and (2) status update/all clear.

Emergency notifications will contain the following minimum information: nature of the emergency; location of the emergency; brief advisory information such as evacuation directions or areas to avoid; additional steps or directions to protect life-safety. Examples of threat-hazards that may prompt a notification includes active shooter, hostage situation, hurricanes, tornados, severe thunderstorms and other man made, natural and environmental disasters.

**4.4.3 Follow-up Communication**

Any follow-up communication, whether internal or external, subsequent to an emergency notification or timely warning, will be coordinated with the Administrative Cabinet and college security personnel before the communication is broadcast.

**4.4.4 Standard Response Protocols**

Emergency notifications initiating a standard response protocol (SRP) contain a preset, stock message initiating one of the following standard functions used to manage a critical incident; lockout, lockdown, shelter and evacuate. Standard response functions are designed to mobilize the college community into a protective position against danger. They are triggered by unfolding dangerous incidents that will threaten loss of life unless protective measures are quickly introduced. Standard response functions use time tested technology to provide a “safe place” for students, employees and visitors until first responders arrive. The emergency notification requires an immediate and specific response (indicated by the message) by all building occupants. The formal standard response protocols and related emergency notification announcements are listed below.

<b>Lock-Out</b>	<i>Attention please, [repeat 3 times] <b>Lockout - Secure the Perimeter</b>; [repeat once] Ignore all alarms, No one is allowed to enter or exit the building</i>
<b>Lock-Down</b>	<i>Attention please, [repeat 3 times] <b>Lockdown - Locks, Block, Lights, Out of Sight</b>; [repeat once] Move to a safe place, No one is allowed to enter or exit a room, Ignore all alarms</i>

<b>Shelter-In-Place</b>	<i>Attention please, [repeat 3 times] <b>Shelter In Place</b>; [repeat once] Ignore all alarms, No one is allowed to enter or exit the building</i>
<b>Shelter-Tornado</b>	<i>Attention please, [repeat 3 times] <b>Shelter-Tornado; Drop, Cover &amp; Hold</b>; [repeat once] Ignore all alarms, No one is allowed to enter or exit the building</i>
<b>Shelter-Earthquake</b>	<i>Attention please, [repeat 3 times] <b>Shelter-Earthquake; Drop, Cover &amp; Hold</b>; [repeat once] Ignore all alarms, No one is allowed to enter or exit the building</i>
<b>Evacuate</b>	<i>Attention please, [repeat 3 times] <b>Evacuate the building</b>, [repeat twice] Everyone must report to: <b>Option 1- On Campus assembly areas. Option 2- Off-Campus assembly area</b></i>
<b>Return –To-Normal</b>	<i>Attention please, [repeat 3 times] <b>Return To Normal Operations</b> , [repeat once] The situation has been resolved, all staff resume normal operations</i>

#### 4.5 Liaison with First Responders

The primary method of alerting public safety agencies to an emergency event occurring on campus is calling 9-1-1 via landline or cell phone. Campus security officers will be notified by police dispatch and front desk-call center staff. When safety permits, one College representative should meet and team up with first responders arriving on campus with the goal of providing a situation brief and establishing a vital communications link – matching first responder communication resources (i.e., 800 MHz, county wide, two-way radio) with College communication resources. This is a crucial step during the emergency management process and should occur as soon as possible, provided it is safe to do so. Note - the primary method of crisis communications between College staff during an unfolding incident is cell phone. When cell phone technology fails – runners should be used, but only if safe to do so.

#### 4.6 Confirming an Emergency Situation

The first report of trouble must be confirmed, with verification that an emergency situation exists and poses an immediate threat to life safety. Take action only when safe to do so, while adhering to personal safety guidelines. In the event that first responders have not arrived and confirmed the situation, the following actors may confirm the threat-hazard situation; any College security authority (CSA), campus security officers, public safety dispatchers and other government authorities.

#### 4.7 Authorization

The Dean of Finance and Administration or designee is authorized by the College Provost to send or authorize emergency messages in order to protect life safety and advance emergency operations for the college. When reasonable, College deans and campus security personnel who are directly involved with the emergency may send or authorize emergency messages. The Building Coordinator and front desk staff are limited to authorizing initial emergency messages

in response to an event occurring within their direct area of responsibility and only in cases in which a delay could compromise the safety and security of the College community.

#### **4.8 Resources**

The following systems are primary emergency communication resources used by BSMCON:

- Cellular Telephone – the primary means of communication during emergency operations unless they are compromised. Remember, phones may not work due to utility outages and overloads:
- Public Address System - Nicknamed “Big Voice” and serves as the key emergency warning-alert system. Speakers are located internally throughout the campus facility.
- BSMCON Email/Text Message Alert - A free notification service offered via the college’s official email address. Students and employees are encouraged to add their devices.
- BSMCON Website/Homepage - The primary method for all important follow-up information during the crisis management process.
- BSMCON Social Media – Messages are posted to college Facebook and Twitter sites.
- Local News Media – Due to the commuter status of the College population, local broadcast media is used to send notifications.

#### **4.9 College Media Relations**

Media relations are a subset of the communication plan. Media relations are defined as the practice of managing the spread of information between a specific entity and the public, with media organizations naturally operating as the communication conduit between the two. The aim of successful media relations is to inform college stakeholders and the public, ultimately persuading them to maintain a certain view about the BSMCON, its leadership, product and decisions.

#### **4.10 Conversion to BSR**

Once Bon Secours Richmond corporate media relations staff assumes the media relations mission for the College - all College staff will immediately cease all media relations activity, morphing into a direct support role for the remainder of the incident. Once the conversion is completed all media statements, press conferences, media preps, designating spokespersons and correspondence etc. will become the business and primary responsibility of Bon Secours corporate media relations staff.

#### **4.11 Media Relations Protocol**

Contact the Front Desk Staff immediately when public media teams are observed on campus. If permitted in the campus building, all media personnel will follow rules established for visitors and will be provided an escort by college staff. Employees and students shall direct all requests by media personnel for interviews to Vice President and Provost or designee. If you are approached by the media anytime and questioned, politely avoid answering “no comment” to questions, which makes it appear that information is being concealed. Instead of giving a statement to media personnel, advise them College policy prohibits any college employee or

student to engage in media interviews unless approved by the college provost. Never talk “off record” with media personnel. Suggestions for authorized interviews include: Only identify people by title or relationship to the incident only. Do not report injuries, specific timelines, and statistics, speculate about individual fault or provide damage estimates. Do not state anything that may need to be corrected or retracted later. Do not freelance, the goal is to respond only to the questions presented to you and keep the interview as brief as possible.

#### 4.12 Media Relations and Key Roles

Communications before, during and following a critical incident is bi-directional. Stakeholders or audiences will ask questions and request information. All media relations will operate under the direction of the Vice President and Provost, in conjunction with and supported by the Administrative Cabinet members and the Campus Security Coordinator.

#### 4.13 System Testing and Training

System testing will be completed at least once per a semester both announced and unannounced to insure the integrity of the system. The College Security Coordinator will sponsor training programs annually for College employees involved with the College crisis communication process. System testing and training events will be documented and included in the annual security report.

### 5.0 Emergency Preparedness Plan

The emergency preparedness plan fills the void between the first sight of trouble and the College response aimed at corralling and eliminating the threat-hazard. The resourceful all threat-hazard protocols allow students and employees to initiate self-protection measures. Review this plan periodically and know what to do when your life safety is compromised.

#### 5.1 Definitions

**Incident:** An incident is an occurrence, natural, technological, or human-caused – that requires an immediate response to protect life or property. The Dean of Finance and Administration or designee shall have the authority to determine when an incident has occurred and to implement the procedures within this plan.

**Threat-Hazards:** Threat-Hazards shall include situations involving threats of harm to students, employees and/or facilities. Threat-Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

#### 5.2 Triggering Events

Surprise emergent events pose a significant threat to the College community and will require college leadership, employees and students to work together as a team and initiate the appropriate action in order to protect life safety. Triggering events include, but are not limited to:

Extreme – severe weather	Armed intruder
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Earthquakes or other acts of nature	Bomb threat
Civil unrest	Gas, radiation leak
In progress criminal activity	Chemical or hazardous substance exposure
Active Shooter	Fire or explosion

### 5.3 Leadership

College staff and faculty provide a valuable leadership during emergent incidents and will lead the frontline response necessary to marshal employees, students and visitors into a self-protective mode and a safe place. The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor will have a reassuring effect on the students and colleagues. Therefore, it is very important for faculty to be prepared for emergencies and to familiarize students on proper procedures.

As the leader, you must take charge and:

- Remain calm and objective. Identify threats. Define your immediate situation.
- Always operate from a safe place. If your safe place is compromised - you must immediately move to another safe place. Alert others as you move.
- Quickly identify what tasks need to be accomplished, garner assistance and do it.
- Stabilize your area. Attend to your students and colleagues.
- Emergency first responders will arrive in several minutes. Be prepared to accept them, assist them and follow their instructions.

### 5.4 Faculty should:

- Provide class or audience with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and assembly areas. This information should be shared during the first week of class and throughout the semester.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan and be able to direct visitors with disabilities.
- Take responsible charge of the classroom and follow emergency procedures for all alarms and emergencies.
- Attempt to account for all students. Accounting for students can be very difficult; however, an attempt must be made. Faculty who take attendance should keep rosters with them. Faculty who do not regularly take attendance should work with students to develop some method of accounting for all students.
- Encourage students to sign up for BSMCON Alerts.

### Also know:

- The two safest and most direct evacuation routes.
- The location of campus emergency phones, first aid kits, automated external defibrillators (AED), and fire extinguishers.
- The location of the designated assembly areas outside the facility.

- Locations to shelter-in-place for a severe weather event.
- Appropriate procedures to follow in the event of an emergency, to include an active shooter.

### **5.5 General Campus Safety Guidelines**

- Under no circumstances is the use of charcoal grills, gas grills or camping stoves permitted in buildings; outside use is only permitted by authorized personnel.
- Open flame food warmers/chafers (with chafing fuel) are only permitted by authorized personnel. A fire extinguisher must be located in the room with the food warmers.
- Keep all emergency exits and walkways clear of any obstruction. Maintain a minimum space of three (3) feet wide where people need to walk.
- Keep fire extinguishers and fire pull alarms free of obstructions. Maintain a clearance of three (3) feet.
- Fire safety is important no matter where you are. Know where the exits are in your work area and where the closest fire-pull alarm is located.
- Report any unlit exit lights to maintenance.
- Keep electric panel doors shut at all times and unblocked for easy access.
- Maintain good housekeeping. Pick up any garbage or papers off the floor. Especially look out for staples or tacks on the floor that someone may step on. Dispose of spoiled food and avoid open drinks to prevent spills. Avoid storing liquids around any electronics.
- The storage of empty boxes should be kept to a minimum.
- Broken or worn flooring which may cause a tripping hazard should be reported to maintenance.
- Ensure that electrical cords, phone cords, and computer cables/wires do not create a tripping hazard.
- No equipment should be used if the cables, plugs or sockets are damaged. Promptly disconnect and replace cracked, frayed or broken electrical cords.
- Do not overload power outlets. Do not “daisy chain” power cords. Don’t use light weight extension cords; heavy duty extensions with ground interrupters should be used. Use safety caps in unused outlets so that items such as paperclips and staples can’t fall into the openings.
- Open only one drawer of a filing cabinet at a time. Close drawers when not in use as they can present a tripping hazard.
- Always stack objects from heaviest to lightest, and make sure desks, shelves and tables can hold the weight you're putting on them. Avoid storing heavy items on higher shelves.
- Never stand on chairs or desks when reaching for height. Use a step stool or ladder.
- Do not lean back in chairs. Keep all legs of the chair on the ground. Keep your feet on the ground; do not prop your feet on a table, desk or other items.
- Inspect chairs occasionally for missing casters, shaky legs, loose parts, broken welds. Do not use if problems are found.
- Keep paper cutters closed when not in use.
- Store sharp objects (pens, pencils, scissors, and letter openers) with the point down or in a drawer. Never hand someone a sharp object point first.
- Never operate equipment with guards removed (ex., paper shredder).

- Do not attempt to lift heavy objects by yourself. Call for help from a coworker or break the object down into smaller parts.
- If you have a disabled visitor, please be sure arrangements have been made to facilitate his/her safe evacuation in an emergency.

## 5.6 Important Numbers

### Emergencies Call 911

#### Priority Campus Numbers:

Campus Security, (804) 627-5300

Front Desk, (804) 627-5300

Security Coordinator, (804) 627-5383

#### Other Campus Numbers:

Building Coordinator, (804) 627-5388

Dean of Finance and Administration, (804) 627-5350

Dean of Nursing, (804) 627-5344

Dean of Student Services, (804) 627-5327

Vice President and Provost, (804) 627-5346

#### Agency Numbers:

Domestic Violence Hotline, (804) 643-0888

Henrico Mental Health Crisis Line, (804) 727-8484

Henrico Police Non-Emergency, (804) 501-5000

REACH Student Assistance, (855)-691-4941

Windsor Park Security, (804) 335-7901

## 5.7 Reporting Incidents

***If you see something, say something!*** Preventing the potential for a violent situation from occurring is the first action in maintaining a safe college campus. Do not dismiss something that doesn't seem right. The following activity may indicate crime or terrorism is afoot:

- Surveillance – Recording or monitoring activities, drawing diagrams or annotating on maps, in possession of campus facility blueprints, etc.
- Information Gathering - Attempting to gain information or knowledge about a college facility or the people who work there.
- Suspicious People Who Don't Belong – People who don't seem to belong to the workplace, neighborhood, business establishment, or who demonstrate odd behavior.
- Rehearsal/ Dry Run – Practice session run before final operation or plan; monitoring police radio frequency or emergency response times; mapping routes and traffic flow.
- Deploying Assets/ Getting into Position – People and supplies getting into position and staging, ready to initiate their plan. This is the last chance to alert law enforcement and campus security before the criminal/ terrorist.

Report *any unusual signs* to law enforcement and campus security, no matter how insignificant indicators may be, since indicators may come months or even years before the act.

**For Emergencies** - Call **911** for any emergency, acts of violence or serious crimes in progress. Second, immediately call the **Front Desk, 627-5300** and notify administration and campus security. When dialing 911 (even accidentally), always stay on the line until the dispatcher releases you. If you can't stay on the line, lay the phone down. Do not hang up.

**For Non-emergencies:**

Call the **Front Desk, 627-5300** for non-emergencies and:

- Suspicious activity, incidents that do not involve violence, suspects no longer on campus and unauthorized visitors. A campus security officer will respond, or a police non-emergency call (501-5000) will be initiated by the Receptionist, if warranted.
- Unsafe environmental conditions, when clean up, maintenance or a repair is needed.

**For Sexual Violence:**

Call a **Campus Security Authority** (CSA's noted by asterisks) or **REACH Student Assistance:(855)-691-4941** for confidential reporting, if you are a victim or witness to sexual harassment, sexual assault, stalking, domestic violence or any crime.

**After Hours:**

Call **Windsor Park Security, (804) 335-7901** (cell phone) for after-hours security assistance. They operate from "dusk to dawn" and are not available during the day.

## 6.0 All Threat-Hazards Protocols

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### 6.1 Active Shooter - ALICE

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Self-initiate **A.L.I.C.E.** when confronted with a weapon, violent acts or an active shooter.

**ALERT**

If safe to do so, announce danger and warn others

- Stay Calm. Do NOT activate the fire alarm!
- Quickly recognize and self-orient to the danger.
- Move away from danger. Find a safe place.

**LOCKDOWN**

If you **CANNOT** safely exit the area - lock and barricade the door

- Create a safe place - Quickly- lock, block, lights, out-of- sight.
- If you are in an office or classroom, stay there and secure the door.
- Close windows and blinds and hide from view.
- Take cover behind heavy items that might offer additional protection.
- Silence cell phones and personal devices.
- Do not open the door for anyone. Wait for police.

**INFORM****When safe to do so Call 911**

- Stay on the line, or lay phone down and leave the line open.
- Report situation to Front Desk - 627-5300.

**EVACUATE****Get Out**

- Only if safe to do so, seek safety, do not run into danger.
- Use a safe escape path, stay out of the assailant's view.
- Hands should be empty and above your head when you exit.
- When confronted by police, follow instructions, no threatening moves.

**COUNTER -****Fight – Take Down Assailant**

- Under assault, be proactive- Fight.
- Turn normal objects into weapons - shoes, laptops, pens.
- Group efforts, use surprise, don't stop until you win!
- Disorient, take down, and disarm the subject.
- Do not pick up the weapon. Cover it with a trash can.

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**6.2 Biological Hazards**

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Biological hazards can cause illness affecting from a few individuals to a pandemic. Sources of biological hazards may include bacteria, viruses, insects, plants, birds, animals, and humans.

**Discovering powder, liquids oils or suspicious substances:**

- DO NOT try to CLEAN UP the substance. COVER the substance immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover!
- Then LEAVE the room and CLOSE the door, or section off the area to prevent others from entering (i.e., keep others away).
- WASH your hands with soap and water to prevent spreading any substance to your face.
- Report the incident to the front desk (804-627-5300).
- REMOVE heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.
- If possible, list all people who were in the room or area, especially those who had actual contact with the substance. Give this list to both the local public health authorities so that proper instructions can be given for medical follow-up, to law enforcement officials, and to the campus security personnel.
- For situations where the air has been contaminated by aerosols or air borne particulates, shut down the building's HVAC system.

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### 6.3 Bomb Threat - Suspicious Package

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Situations involving a bomb threat communicated to the college and any suspicious package discovered in or near the college campus is complex and the response plan will depend on the variables associated with the unfolding incident. All bomb incidents and suspicious packages should be treated seriously and reported immediately. Employees should print a copy of the Bomb Threat Checklist and keep it near their phone, for quick access.

- Notify the Front Desk/ Campus Security 627-5300. If necessary, signal a co-worker or another person someone close by to accomplish this. (Receptionist will call 911.)
- Do not pull the fire alarm. If appropriate, building evacuation will be initiated by administration or properly identified emergency first responders only.
- Remain calm and do not hang up on the suspect. Pay close attention to details.
- Check the caller-ID window display and copy the number and/or letters displayed.
- Keep the caller on the line as long as possible.
- Do not provide any information to the caller.
- Listen for any background noises, voice inflection or accents, and anything else that would help determine the origin of the call.
  
- Use the standard bomb threat checklist located near the phone as a guide. See 6. Do this immediately to save information and preserve evidence.
  
- **Suspicious Mail/ Package Threat:**
- For any letter or package deemed suspicious do not open. Do not handle it. Many mail bombs are triggered by the act of opening the box or envelope.
- Leave the package or envelope in place and move away slowly.
- Leave the room slowly, notifying others to leave the room also and closing doors behind as you go.
- Do not operate any power switches.
- Do not activate the fire alarm.
- Notify the Front Desk/ Campus Security 627-5300. Receptionist will call 911.
- Do not allow reentry into the area/office suite where the package is located.
- Follow the instructions you will receive from staff or emergency first responders.



### 6.4 Bomb Threat Check List Form

#### Telephone Bomb Threat Checklist

**INSTRUCTIONS: Be Calm and Courteous, Listen. Do Not Interrupt the Caller. Try to keep the caller on the phone as long as possible. Do not use the phone with which you answered the caller again after the call. Remain available to be interviewed by police.**

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number from Caller I.D.: \_\_\_\_\_  
Caller's Identity: Male Female ~ Adult Juvenile ~ Age: \_\_\_\_\_ Race: \_\_\_\_\_

**If possible, keep caller talking. Ask the following questions:**

When will it go off? \_\_\_\_\_ Where is it located? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_ What does it look like? \_\_\_\_\_  
What will cause it to explode? \_\_\_\_\_ Who placed the bomb? \_\_\_\_\_  
Why was the bomb placed? \_\_\_\_\_ What is your name? \_\_\_\_\_  
What is your address? \_\_\_\_\_ Are you a BSMCON student or staff member? \_\_\_\_\_  
.....

Exact Wording of Threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vocal Characteristics:** Loud High Pitched Raspy Intoxicated Soft Deep  
Pleasant Other \_\_\_\_\_

**Speech:** Fast Distinct Stutter Slurred Slow Distorted Nasal Lisp Disguised Familiar/Who?  
\_\_\_\_\_ Other (e.g., use of "ah, umm, you know) \_\_\_\_\_

**Grammar:** Excellent Fair Foul Good Poor Other \_\_\_\_\_

**Accent:** Local Middle Eastern Hispanic African Slavic Southern  
Northern Midwestern Other \_\_\_\_\_

**Manner:** Calm Rational Coherent Deliberate Righteous Angry Caller read message  
Irrational Incoherent Emotional Jovial Laughing Other \_\_\_\_\_

**Background Noises:** None Machines/Type \_\_\_\_\_ Music/Type \_\_\_\_\_ Office  
Factory Street/Traffic TV/Radio Trains Animals Quiet Voices Airplanes Party PA System Static Long  
Distance Static Other \_\_\_\_\_

End Time of Call: \_\_\_\_\_ Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### 6-5 Campus Closure

When inclement weather, building utilities failure, or other adverse events negatively disrupt college operations, college administration has the option to close the college campus. College employees will be notified by their supervisors as to whether they are designated employees

who are required to work their scheduled shifts during inclement weather. When the College remains open, students are responsible for attending all classes and clinical experiences; employees are responsible for work attendance. During inclement weather conditions, students and employees should exercise common sense and good judgment in determining their ability to travel safely during inclement weather. Prevailing conditions in the area where they live and personal risk must be assessed and acted on accordingly. This includes giving notice of any absence to the appropriate instructor(s) or supervisor. College plans include:

**Plan 1: Campus – Closed**

- All classes, practica, and clinical experiences are cancelled.
- All faculty and staff offices are closed.
- Designated employees must report to work at the time established for the inclement weather incident.

**Plan 2: Campus – Delayed Start**

- All classes, practica, and clinical experiences are delayed starting (specified time to be announced).
- All faculty and staff offices are delayed opening until (specified time to be announced).
- Designated employees must report to work at the time established for the inclement weather incident.
- Note: In some instances practica and clinical may be cancelled but lecture classes held. Students in practica/clinical settings should always contact their clinical faculty to determine if they should report.

To find out the operating plan in effect during times of threatening weather conditions, listen for announcements via the following outlets:

- College main number (627-5300) for a recorded message.
- College Facebook page.
- Channel 6 WTVR CBS, Channel 8 WRIC ABC, and Channel 12 WWBT NBC.
- Text message alerts.
- Emergency phone tree process for employees.

Every attempt will be made to render a decision no later than 11pm the night before an anticipated closing of the College; however, due to the volatile nature of inclement weather, this cannot be guaranteed. Employees and students are responsible for remaining up to date with announcements made through the outlets noted.

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**6-6 Concerning Behavior**

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**Examples of Immediate Crisis Situations**

- Outbursts or thoughts of physically harming them self or someone else.

- Having odd and disturbing experiences such as hearing voices or seeing things that others do not see or hear.
- Recent victim of physical or sexual assault.
- Having difficulties coping with the recent death of someone significant.
- Has become disheveled, and unable to adequately provide for themselves.
- Alcohol/Substance abuse increases.

**Guidelines for Interaction**

- Speak directly to the person. Request to see the person in private, if safe to do so.
- Briefly acknowledge your observations and perceptions of their situation and express your concerns directly and honestly.
- Listen carefully to what the person is troubled about and try to see the issue from his/her point of view without necessarily agreeing or disagreeing.
- Strange and inappropriate behavior should not be ignored. The person can be informed that such behavior is distracting and inappropriate.
- Your receptivity to an alienated person will allow him/her to respond more effectively to your concerns.

**Intervention**

- If a student or employee is in extreme distress and a reasonable belief exists they are an immediate danger to themselves, or present a danger to others, call 911 and the Front Desk 627-5300.
- When a referral is determined to be a sufficient response, a Staff/Faculty member should refer the subject to professional staff at REACH Student Assistance: (855)-691-4941. Report situation to the Dean of Finance and Administration 627-5350.

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**6.7 Evacuation – Controlled**

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Controlled evacuation is used when moving everyone from inside the college building to a predetermined, safe place outside of the college building is appropriate. *In these situations, the fire alarm system will not be used.* (See 6.6 FIRE for fire evacuation information.)

- Once alerted, remain calm. Stop your work, respond immediately.
- Gather personal belongings located inside your “wingspan” only (backpacks, tote bags).
- Avoid unnecessary noise such as loud talking or laughing.
- Walk quickly, using single file if possible. No running.
- Help persons who require assistance, if safe to do so. Notify First responders and/or Campus Security if you are unable to assist an individual with their exit.
- If a predetermined evacuation route is blocked or unsafe; use an alternate route.
- Go to the predetermined assembly area(s) to report your safety status.

- Take frequent head counts of staff and students and report any missing persons to the college command post when possible.
- Do not return to the building until instructed to do so.
- Contact 911 or Administration if you need immediate assistance.

Reverse Evacuation will be used to return employees and students to the building following an evacuation drill in an organized fashion, when it is deemed conditions are safe inside the building.

- Once alerted leave the assembly areas and return to inside the building.
- Move quietly and safely, using single file if possible.
- Use a predetermined route, assisting those in need; use an alternate route if the initially identified route is unsafe.
- Arrive in the classroom or other designated safe area (perform any other action responses in accordance with any additional specific instructions).
- If you have a medical emergency- call 911. Then notify the Front Desk 627-5300.
- Remain in the classroom or safe area until given further instructions.

## **6.8 Evacuation - Fire**

Immediate action is required in the event a fire or smoke from a fire has been detected. In just 30 seconds, a fire doubles in size. *In these situations, the fire alarm system will be used.*

### *Pathfinding Tips:*

- Fire alarms are used for audible signaling of an emergency evacuation in most campus buildings. Alarm pull stations are located near exit doors to activate these alarms.
- Exit doors are labeled with exit signs that should be lit at all times or should be illuminated in the dark.
- Emergency evacuation signage is located on the wall throughout the building indicating the appropriate escape route and providing options for secondary escape routes.

### *Understand that smoke is as deadly as fire:*

- Immediately activate the building fire alarm system.
- Immediately call 911. Then contact Front Desk 627-5300.
- Self-Evacuate and notify as many persons in the area as possible of the emergency as you exit the building.
- Always use the closest, safe fire exit when leave the building.
- If a pre-determined evacuation route is blocked or unsafe; use an alternate route.
- Assist anyone in immediate danger, if it can be accomplished without risk to you.
- When preparing to exit through a closed interior door, always carefully check the door for excessive heat in case fire is on the other side.
- As you exit the area, close the door to your room and all doors in the immediate vicinity.

- If you encounter smoke, staying low on the floor, crawl to the nearest unobstructed exit.
- If you become trapped in a room, call 911 and advise them of your location and situation.
- Place wet towels or clothing around the bottom of the door of your room to help keep smoke out.
- Students with disabilities should self-identify and request any assistance, if needed.
- Help persons who require assistance, if safe to do so. Notify First responders and/or Campus Security if you are unable to assist an individual with their exit.
- Contact 911 or Administration if you need immediate assistance.
- **Contain and Fight Fire.** Use a nearby fire extinguisher to control and extinguish the fire.
- **Don't fight the fire when:** (1) The fire is too large or out-of-control (larger than the size of a small trash can). (2) The atmosphere is toxic. (3) There is nothing between you and the emergency exit; you have a means of escape.
- If the first attempts to put out the fire do not succeed, evacuate the building immediately.
- Life safety is the priority. If in doubt, get out!
- Once outside of the building, move to the predesignated assembly area.
- Take frequent head counts of staff and students and report any missing persons to the college command post when possible.
- No one may re-enter building until instructed by administration.

*Fire Extinguisher Usage:*

- As a general rule, fires double in size every 60 seconds.
- Most fire extinguishers only last 10-20 seconds.
- Always use the right type of extinguisher for the fire.
- Follow the **PASS** system (**P**ull the pin; **A**im the extinguisher at the base of the flames; **S**queeze the trigger; **S**weep the base of the fire from side to side with the extinguisher.)

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## 6.9 Explosion

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- *Drop, Cover and Hold* in case there is a second explosion.
- Explosions emit fire. Stop, drop and roll if needed. If you are on the ground, roll and roll.
- Check yourself for injuries; provide safety and first aid to others as needed.
- Call 911. Report any medical emergencies.
- Remain alert and attentive to your immediate surroundings.
- Shelter In-Place, if there are no signs of smoke or fire. Wait for first responders.
- Evacuate the building if life safety is threatened, use caution and avoid secondary devices.
- (*See 6.6 FIRE for fire evacuation information.*)
- If outside, prone out in a ditch or culvert.
- Cover your head and ears with your hands for protection against blast wave pressure.
- When safe to do so, move away from the explosion site- minimum distance of 1000 feet.
- When possible report any observations made prior to the blast to law enforcement.

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## 6.10 Gas Leak

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For a natural gas leak or odor (similar to the smell of rotten eggs) in the college building:

- Anyone who detects the odor of gas should immediately notify the Front Desk 627-5300.
- The Receptionist will call 911 and contact the Building Coordinator 627-5330.
- Cease all operations immediately.
- Extinguish any open flame, cigarettes, pilot lights, etc.
- Do not operate any electrical switches, plug- unplug, or handle electrical devices in any way.
- For a light odor of gas, shelter in the classroom. Be prepared to evacuate.
- For a heavy odor of gas or the leak is detected, evacuate the building immediately. Do not activate the fire alarm.
- Do not return to the building until instructed to do so by administration.

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## 6.11 Hazardous Materials

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- Notify Front Desk 627-5300. Report the location, size of the contamination zone, if vapors or fumes are present.
- If the spill is life threatening, call 911 first.
- Evacuate the immediate area and eliminate all sources of ignition. Evacuate outside of the building if necessary.
- Isolate spilled/released material. Close doors to the contaminated space. Block access to the immediate area. Do not attempt to clean up the spill.
- Do not return to a contaminated area.
- Take notice of students or others who demonstrate difficulty breathing, fainting, or other adverse medical symptoms.
- Attend to persons who may have been contaminated or exposed. Call 911, for medical emergencies. Update Front Desk 627-5300.
- No one is allowed to enter the building except public safety personal, unless otherwise directed.
- If life safety is threatened by unfolding events, be prepared to self-initiate a move to safety or seek shelter. Update the front desk.
- Accomplish tasks only as long as it is safe to do so. Remember- life safety is the priority.
- Safety Data Sheets can be obtained from the building coordinator or by calling 1-800-451-8346; this number is answered 24/7 and you can request the SDS be emailed or faxed to you.

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## 6.12 Hostage Situation

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Your response to a hostage situation will depend upon the circumstances at the time. Hostage takers are unpredictable and extremely dangerous. They can be armed or unarmed. Remain calm and:

- If the hostage taker is unaware of your presence, do not intervene. Quickly escape or hide. Warn others as you leave, while remaining undetected.
- When safe to do so, immediately call 911, and then contact the Front Desk 627-5300.
- In the event you are taken hostage, cooperate and comply with the demands of the hostage taker.
- Do not speak unless spoken to. Remain neutral regarding any interaction with your captors.
- Only provide yes or no answers if you are asked to speak on the telephone.
- Inform your captors if anyone needs special medication or medical attention.
- Do not turn your back on your captors unless directed to do so. If permitted, face in the direction of your captors as much as possible, without staring.
- Do not draw attention to yourself or make sudden movements. Be patient. Be prepared to wait, as the resolution of hostage situations may take several hours.
- If the situation goes for a long period of time, try to sit or rest if you can.
- Do not attempt to escape. Unless you can successfully do so and remain safe.
- Do not attempt to overpower the hostage taker, unless the incident turns deadly and you must fight to survive. Use a pack mentality- swarm the perpetrator. Do not stop- even if wounded.
- If a police rescue is taking place, prone out on the floor and stay down. Seek protective cover, if possible.
- When police enter the room, hands should be empty and visible. Do not make any sudden movements. Follow police instructions immediately.

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### 6.13 Intruder

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An intruder is someone unauthorized to be on campus and refuses to comply with staff directions immediately and/or become disorderly or hostile.

#### *Students, Staff and Faculty*

- Remain alert, aware and attentive to your immediate surroundings.
- Report all suspicious situations and out of place people to the Front Desk/Campus Security 627-5300. The Receptionist will contact the police 501-5000.
- Identify your location and situation. Provide description of the subject in question.
- If possible, from a safe distance, guide responders to the person in question.
- Seek self-protection, when threatened by imminent violence or you are targeted for violence. Move to a safe place. Self-initiate ALICE.
  
- If possible, call 911 and update the Front Desk once you have relocated to a safe place.

#### *Responders (Employees only)*

- If safe to do so, team up with another staff/faculty member and make the approach.
- Greet the person politely, identify yourself. Remain Professional.

- Do not block intruder's escape route. Do not use physical action to stop them.
- Challenge the individual, ask questions. Seek a reasonable explanation and purpose for their visit.
- Have a safety plan ready should the individual become hostile or combative. If problems develop- move away from danger.
- If the situation appears reasonable, inform the unauthorized visitor that all visitors must register at the Front Desk. Escort them to the front desk. The Receptionist will cancel police response.
- If the situation appears suspicious or the visit is not legitimate and the unauthorized visitor remains cooperative, update the Front Desk- initiate **Lockout** procedures. Then escort them to the Front Desk and wait for police.

Should the unauthorized visitor become uncooperative, hostile, or runaway anytime during the intervention, or jeopardize the safety of employees and students; the intruder will be considered armed and dangerous until proven otherwise. Update the Front Desk and police- initiate **Lockdown** procedures.

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## 6.14 Lockdown

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Lockdown is utilized when an armed intruder or active shooter is on campus or inside the college building, or suspected of being on campus or inside the college building. Once a lockdown is announced- the key is **locks, block, lights, out-of- sight**. Unless your life safety is jeopardized, shelter in place until rescued and released by law enforcement.

- Close, lock, and block the door, turn off lights, close blinds.
  - Seek a protective position against a wall, get low, and out of sight.
  - Remain absolutely quiet. Silence and no activity for cell phones and computers.
  - No one enters or leaves the room, unless released by authorities.
  - Contact 911 if you need immediate assistance.
  - Be sure to take frequent head counts of staff and students and report any missing persons to the college command post when safe to do so.
  - If you hear a gun shot or explosion, direct others in the area to get down on the floor.
  - Self-Initiate ALICE protocol if your room is compromised or an intruder has forced entry.
- See 6.3 – Active Shooter*

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## 6.15 Lockout

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A lockout occurs when there is a threat **outside** of a building on campus. Examples include; a potential intruder situation, crime in progress or nearby hazard materials incident.

- All exterior doors will be locked and a staff member will be assigned to monitor main building entrances.
- Entry into the building is granted to Police, Fire and EMS personnel only.

- Quickly move into a room. Do not stay in an open hallway or common area.
- Lock doors. Once locked, no one is allowed to leave or enter the room.
- Take frequent head counts of staff and students and report any missing persons to the college command post when possible.
- Do not open the door if anyone knocks.
- Close blinds. Do not look out the windows.
- While work activity or instructions may continue, do so as quietly as possible.
- Be prepared to; lockdown, shelter, or evacuate if necessary.
- If you hear a gun shot or explosion, initiate lockdown protocol – lock-block-lights-out of sight.
- Caught outside, move to the predesignated off-site assembly area.
- Keep students and others away from doors and windows and restrict movement within the building.
- Cancel all outside activities.
- Do not exit your location until an “All Clear” is given.

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## **6.16 Media Relations**

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- Contact the Front Desk Staff immediately when public media teams are observed on campus.
- If permitted in the campus building all media personnel will follow rules established for visitors and will be provided an escort by college staff.
- Employees and students shall direct all requests by media personnel for interviews to the College Provost or designee.
- If you are approached by the media anytime and questioned, politely avoid answering “no comment” to questions, which makes it appear that information is being concealed.
- Instead of giving a statement to media personnel, advise them college policy prohibits any college employee or student to engage in media interviews unless approved by the college provost.
- Never talk “off record” with media personnel. Do not speculate about who is at fault or the extent of the damage. Do not state anything that may need to be retracted later.
- Suggestions for authorized interviews include: Only identify people by title or relationship to the incident only. Do not report injuries, specific timelines, and statistics, speculate about individual fault or provide damage estimates. Do not state anything that may need to be corrected or retracted later. Do not freelance, the goal is to respond only to the questions presented to you and keep the interview as brief as possible.

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## **6.17 Medical Emergency - AED**

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- For Medical Emergencies, Accidents and Injuries: Call 911 and alert a colleague for assistance.
- Check ABS: Airway, Bleeding and for Shock

- Provide first aid as needed; administer CPR if breathing is inadequate or absent, or if there is no pulse.
- Do not attempt to move an injured person. The sick/injured person will be transported by the responding rescue unit to the closest emergency department.
- Staff/ Faculty member should meet first responders and guide them to victim.
- Retrieve a first aid kit or AED if needed.
- Do not use treatment methods beyond your skill level.
- Never leave an ill or injured individual unattended.
- Clear the area of spectators to create workspace for first responders and reduce distractions.
- If the ill or injured person is in a common area, or corridor, block the area and limit access.
- Use universal precautions in the event of exposure to blood and other body fluids. If exposed, follow the protocols for blood/body fluids exposure.
- For someone with special health care needs, health conditions, physical disabilities, or communication challenges; retrieve their Emergency Care Plan (ECP) and make it available to appropriate staff and EMS.
- AED is located near **door 1, next to room 102, on the hallway wall.**

## AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS) FOR CHILDREN OVER 1 YEAR OF AGE & ADULTS



CPR and AEDs are to be used when a person is unresponsive or when breathing or heart beat stops.

If your school has an AED, this guideline will refresh information provided in training courses as to incorporating AED use into CPR cycles.

1. Tap or gently shake the shoulder. Shout, "Are you OK?" If person is unresponsive, shout for help and **send someone to CALL EMS and get your school's AED if available.**
2. Follow primary steps for CPR (see "CPR" for appropriate age group – infant, 1-8 years, over 8 years and adults).
3. If available, set up the AED according to the manufacturer's instructions. Turn on the AED and follow the verbal instructions provided. Incorporate AED into CPR cycles according to instructions and training method.



### IF CARDIAC ARREST OR COLLAPSE WAS WITNESSED:

4. Use the AED first.
5. Prepare AED to check heart rhythm and deliver 1 shock as necessary.
6. Begin 30 CPR chest compressions followed by 2 normal rescue breaths. See age-appropriate CPR guideline.
7. Complete 5 cycles of CPR (30 chest compressions to 2 breaths at a rate of 100 compressions per minute).
8. Prompt another AED rhythm check.
9. Rhythm checks should be performed after every 2 minutes (about 5 cycles) of CPR.



### IF CARDIAC ARREST OR COLLAPSE WAS NOT WITNESSED:

4. Start CPR first. See age appropriate CPR guideline. Continue for 5 cycles or about 2 minutes of 30 chest compressions to 2 breaths at a rate of 100 compressions per minute.
5. Prepare the AED to check the heart rhythm and deliver a shock as needed.
6. REPEAT CYCLES OF 2 MINUTES OF CPR TO 1 AED RHYTHM CHECK UNTIL VICTIM RESPONDS OR HELP ARRIVES.

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## 6.18 Missing Person

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- A missing person is an individual and their location is unknown; they have disappeared from campus for no known reason and there is articulable and reasonable concern for their well-being or safety.
- Ask persons in the area if they have seen the missing individual and search the surrounding area.
- When a student or employee cannot be located and a reasonable belief indicates the person is missing from campus, immediately contact the Front Desk 627-5300. The Receptionist will notify the Dean of Finance and Administration 627-5350 or designee.
- College staff will immediately initiate preliminary steps to locate the missing person and further define the situation. When appropriate, Henrico Police 501-5000 will be contacted by staff.
- Provide a detailed description of the missing person to police.
- Advise of any medical conditions and inquire as to whether there has been anything unusual going on with the missing person.
- If the missing person returns, have the subject contact police and cancel their response.

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## 6.19 Power Failure

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For a total or near-total loss of power to the building;

- During college hours notify the Front Desk 627-5300, after hours notify Windsor Park Security (804) 335-7901.
- *Note:* Cell phones and using messengers may be the best communication options.
- Quickly inspect your area for any signs of imminent life safety danger.
- No danger present, remain inside the facility. Emergency lighting will permit business as usual inside work stations and classrooms for a short duration.
- Access control will remain in place. Do not prop open exterior doors.
- Administration will provide specific directions and updates.
- Be prepared to evacuate, or continue to shelter in place.

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## 6.20 Radiation

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Incidents that involve the release or spillage of fewer than 100 micro curies of a radionuclide can generally be regarded as “*minor*.” In such cases:

- Notify all other persons in the room at once.
- Clear room of all persons except those qualified needed to deal with the spill.
- Notify instructor and supervisor immediately. Contact Security and the Building Coordinator.
- Confine liquid spills by dropping absorbent media on spill.
- Confine solid spills by dampening thoroughly, taking care not to spread contamination:

- Use inert absorbent material (kaolin clay, “Kitty Litter.” Otherwise use paper towels, if no chemical reaction will result.
- After hours, dial 911.

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## 6.21 Shelter – Severe Weather, Earthquake, Haz Mat.

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Shelter-in-place provides refuge for students and faculty located inside the building, when during a sudden event that threatens life safety (Tornado, Earthquake, Hazardous Materials Release or Earthquake) and the best means of protection is to remain in place and use the structure for shelter and cover.

- Quickly- move into an interior (windowless) room or hallway.
- Stay away from the auditorium, perimeter doors, windows, bookcases, tall cabinets.
- Close hallway doors as you leave to shield the corridors from flying debris.
- Remain in protected areas until instructed otherwise.
- Self-Initiate or be prepared to DROP, COVER AND HOLD.
- Remain in protective position until the event is over.
- Check yourself for injuries; provide safety and first aid to others as needed.
- If you have a medical emergency- call 911. Then notify the Front Desk 627-5300.
- Do not attempt to exit the building until specifically instructed to do so, unless life safety requires moving to a safe place.
- For earthquakes - evacuation or moving to a new shelter *may* be required.
- Students with disabilities should self-identify and request any assistance, if needed.
- When safe to do so, take frequent head counts of staff and students and report any missing persons to the college command post when possible.
- Entry into the building is granted to Police, Fire and EMS personnel only.
- If you are located outside, seek low ground, like a drainage ditch, or move into a cement culvert etc., and drop, cover and hold.

Remember, appropriate shelter areas capable of providing protection should have the following characteristics:

- Located in an interior room of hardened structure (e.g. conference room, classroom, hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure.
- Free of windows and other glass structures.
- Use the lowest level possible in the building.

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## 6.22 Weapons on Campus

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- Call the Front Desk and Campus Security IMMEDIATELY.
- If a weapon is seen abandoned on the campus grounds, do not touch it or pick it up.
- Protect it by placing a trash can or box over it.

- Secure the area by moving students and others to a safe location away from the weapon.
- If necessary, follow lockout procedures until campus security arrives to remove the weapon.
- If the weapon is seen on an individual, use extreme caution and do not attempt to confront the individual. Monitor subject's movement if safe to do so.
- Be prepared to share as much information as possible including your name, your location, the name or description of the individual with the weapon, and any additional information regarding the type and location of the weapon with campus security.
- Ensure the safety of others in the area by moving them away from the individual.
- Remain calm until assistance arrives.