

---

Policy Name: Campus Safety and Security  
Policy Number: ADM 9.10  
Title of Policy Owner: Dean of Administration  
Approved by: Administrative Cabinet  
Effective Date: 08/01/2022  
Version: 1.1  
Policy Status: Approved

I. Policy

In prioritizing the safety and security of its campus community, Bon Secours Memorial College of Nursing (BSMCON) is committed to preventing or minimizing threats while also preparing to effectively handle any emergencies that may occur.

II. Purpose

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

III. Scope

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

IV. Definitions

None

V. Policy Details

**Campus Safety and Security Responsibilities**

Campus safety and security at BSMCON is under the purview of the Dean of Administration who also serves as the Campus Safety Administrator. This role provides daily direction and management for the Building Coordinator and related College safety and security activities. All incident reports, documentation of crimes or other emergencies occurring on the College campus are reviewed by the Dean of Administration.

**General Security Information**

The Security Department of Memorial Regional Medical Center bears ultimate responsibility for security at BSMCON. BSMCON has implemented building

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

During the established hours of operation of BSMCON which are available on the BSMCON website, students, associates, and visitors may contact the Dean of Administration, who serves as the Campus Safety Administrator, or the Building Coordinator (phone numbers provided at the end of this section) with any security concerns. Refer to ADM 9.02 Voluntary Reporting for additional information regarding incident reporting.

In the event of an emergency, individuals should dial 911, state the emergency, and follow the directions of the 911 operator.

### **Routine Safety Measures**

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

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

### **Parking**

BSMCON provides parking spaces for associates and students. At the

Magellan Parkway campus, parking spaces are marked with blue squares and are located at the front and rear of the two campus buildings (8550 and 8570 Magellan Parkway). Overflow parking is available in the lower parking level of 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. Associates and students should comply with all posted signage located within Windsor Business Park or at any location associated with their job responsibilities or clinical assignments.

**Security Awareness and Crime Prevention**

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

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

**Risk Assessment**

BSMCON maintains a written emergency preparedness plan, which is included in the College's Emergency Management and Evacuation Procedure (EMEP). The EMEP is available upon request. It provides general instructions to assist students and associates with personal safety decisions, should they face specific safety and security situations while on campus. Some of these situations include severe weather, loss of water and utilities, fire emergencies, bomb threat, school and workplace violence, and hostile intruder.

**Important Telephone Numbers**

Campus Safety Administrator.....804-627-5306

Building Coordinator.....804-627-5388  
 Front Desk.....804-627-5300

Fire or Police Emergency or EMS.....911  
 MRMC Security.....804-764-6026  
 Henrico County Police.....804-501-5000  
 Poison Control Center.....800-222-1222

VI. Attachments  
None

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

- VIII. Disclaimers
- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

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