

**CHESTER CAREER COLLEGE
PLAN FOR ASSURING THE HEALTH AND SAFETY
OF EMPLOYEES, STUDENTS AND GUESTS
(CAMPUS SECURITY POLICY)**

Purpose: The purpose of this plan is to ensure the safety and security of all students, faculty, administrative staff or others who may visit the campus for any reason. This procedure is designed to make these individuals aware of:

- campus security policies and statistics
- procedures for reporting crimes
- security policies
- policies regarding alcohol and drug-related violations
- sexual abuse policies and procedures
- crime prevention, campus security and substance abuse policies

Procedures:

Reporting Crimes and Emergencies. Anyone who has been the victim of a crime or emergency on campus should immediately contact the School Director; the Academic Dean; or the Director of Nursing Education. If the victim is unable to immediately contact one of these individuals, he/she should request the assistance of the nearest faculty, staff or student and request their assistance in making the necessary contact. The School Director, Academic Dean or Program Directors will notify the appropriate authorities. Depending upon the nature of the crime or emergency, they may contact the Chesterfield County Police at 804-748-1268 for a nonemergency or call 911 in case of an emergency.

The primary responsibility of the School Director, Academic Dean and/or Program Director is to ensure the safety and well being of the victim. After which he/she must complete an incident report (form 520) detailing the specific nature of the alleged crime or emergency; possible offenders, time and location. It should also be noted if there are any injuries as a result of the crime.

An incident report must be completed after every alleged crime or emergency no matter how seemingly insignificant. The incident report file will be maintained by the School Director. The School Director is responsible for ensuring that all accidents are thoroughly investigated. Conversations and accompanying documents must be noted and attached to the incident report.

Disclosure of Crime Statistics. Chester Career College is required to collect data about the number and nature of crimes on its campus each year. It is required that this information is made available to all students and employees. The CEO collects data each August through October and reports it on the government's website. This information is available on the Department of Education's website located at <http://ope.ed.gov/security> it is also available on the school's website at www.chestercareercollege.edu. A hardcopy is also available at the campus. Please contact the School Director if you would like to view or receive a hard copy.

Campus Security Procedures

One of the objectives of Chester Career College is to provide students and employees with a safe and secure environment. In order to achieve this objective, each individual must assume responsibility for his/her personal safety as well as the safety of others. Below are some ways that you may participate in ensuring your personal safety and security while on campus:

- Inform the School Director, Academic Dean, Program Director, college administrator or faculty member if you are the victim of an on-campus or off-campus crime or if you are being stalked.
- Lock your car doors.
- Inform the School Director, Program Director, college administrator or faculty member if you see a suspicious person, activity or automobiles on campus.
- When exiting the building after dark, walk in groups.
- Park in well lit areas.
- Leave valuables and personal belongings not required for the job or class at home.
- Do not carry large amounts of cash with you to school.
- Keep purses and other such valuables with you at all times.
- Pay attention to your surroundings when entering or exiting buildings. Cells phones and other electronic devices are a distraction and interfere with your ability to observe your surroundings.
- If you feel that you are in danger for any reason, report it to the School Director, Academic Dean, Program Director, college administrator or faculty member.

Chester Career College has procedures for ensuring the safety of students and employees in various threatening situations. Please familiar yourself with these procedures and precautions:

1. Fire Safety and Emergency Response

Precautions:

- A. The School Director is responsible for ensuring that all smoke detectors and fire extinguishers are inspected annually and remain in working condition. Any safety device which is determined to not be properly working should be immediately replaced or repaired.
- B. Fire evacuation routes must be posted in every classroom and office.
- C. Fire drills are to be conducted annually.
- D. All hallways must be kept clean of clutter and debris.
- E. All exits must be clearly marked and remain free from obstruction.

Fire Incident Response - In the event of a fire in the school building, students should:

- A. Immediately notify an instructor of the fire so that the fire drill may be initiated.
- B. Remain calm and cooperate with your instructor while he/she carries out the following steps:

- Before opening a door in a burning building, the instructor will feel the door quickly with the back of his/her hand.
 - If the door is hot, the instructor will advise you to exit using an alternative route if possible. If the door is cool the instructor will kneel down and check the air coming in under the door. Cool air may suggest the room is safe to enter.
 - All students should remain together; follow the instructor calmly until everyone has exited the building.
 - Assist the instructor in closing all windows and doors behind you as you leave.
 - If you see smoke, crawl low under the smoke continuing towards the nearest exit.
- C. If escape from the building is not possible, the following steps should be carried out.
- Protect your hands, face, nose and mouth with wet cloths and dampen your clothes if possible.
 - The instructor should place a wet cloth (dry cloths should be used when it is not possible to use a wet one) at the bottom of the door to prevent smoke from entering the room.
 - If your clothing catches fire, stop right where you are (or stop the person that's on fire). Drop to the floor; roll over to put the flames out. Request emergency medical help immediately.

2. **Natural Disasters**

In the event of natural disasters, students and employees should listen to television, view text messages, twitter, Facebook, etc. for weather update information. In addition, the following procedures should be followed:

- A. Hurricanes - Stay away from windows and stay inside until given instruction to evacuate.
- B. Floods and Flash Floods – Do not evacuate unless you are told to do so.
- C. Severe Thunderstorms and Lightening – Stay inside, away from windows, water facets, sinks and metal objects. Do not use land line telephones or computers. Turn off electrical equipment you may be using.

3. **Bomb Threats**

In the event of a bomb threat against the school, the following procedures should be followed:

- A. Calmly call 911 and report the threat.
- B. Immediately evacuate students, faculty and staff from building.
- C. Instructors should assist in quickly moving their class through the evacuation route. Instructors should remain calm and assist in keeping students calm.

4. **Acts of Violence or Terrorism**

In the event of a violent or terrorist act against the school, the following procedures should be followed:

- A. Calmly call 911 and report the incident. Request emergency medical services if applicable.
- B. Quickly work to evacuate students and employees if possible.
- C. If evacuation is not possible, instructors should remain in the classrooms with their students.
- D. Everyone should remain calm and keep quiet within their classroom until further instruction is given.

5. **Pandemic Illness Response**

Preplanning – Preparations for the prevention and rapid containment of a pandemic illness are imperative to the health and safety of employees and students. Educating students and employees on ways to implement and maintain good infection control measures such as proper hygiene and hand washing is a necessary part in preventing the spread of a pandemic illness. The Chesterfield County Health Department resources should be used to obtain educational information.

Monitoring – In the wake of a pandemic illness, monitoring is very important. Over reactions can create chaos. Following these procedures can reduce the likelihood of chaotic responses ensuring the students and employees react calmly:

- A. Distribute educational information to all staff, faculty and students.
- B. Review this information to ensure that it is understood.
- C. Assure students and employees that the school will take reasonable precautions to prevent the spread of the illness.
- D. Take appropriate measures to enact voluntary quarantine measures for any employee or student who exhibits symptoms.
- E. Upon confirmation of the illness on campus, make efforts to reschedule group activities, limit visitors coming onto the campus and restrict campus movement to the minimum requirements to prevent further spread of the illness.

Onset of Pandemic – In the event of the onset of a pandemic illness the following procedures should be followed:

- A. All employees should make reasonable efforts to attend work if they do not exhibit any signs of illness or outbreak.
- B. Any employee or student who exhibits symptoms of the identified illness should be sent home immediately. He/she will not be able to return until a doctor authorizes him/her to return with certification that he/she is symptom free and no longer a carrier of the illness.
- C. Upon recognizing symptoms of the illness, the staff member or student should be referred to their private physician or the local health department.
- D. Universal precautions and good hand hygiene should always be used and should be strictly enforced among students and employees.
- E. The campus should provide alternative means for practicing universal precautions such as hand sanitizer, disinfectant cleaner and alcohol wipes. Requirements for other personal safety equipment or supplies will be determined by the local health department assessments.

Campus Alerts. In case an emergency response or evacuation of the campus is necessary, students and employees will be alerted through the school's intercom system.

Drug Prevention Policy. It is Chester Career College's objective to establish and maintain a work and educational environment free from the adverse effects of alcohol and other drugs. The effects of alcohol and other drugs in the workplace and school could undermine the productivity of students and employees. The adverse effects of alcohol and other drugs create a serious threat to the welfare of fellow students and employees. Chester Career College, therefore, adopts the following policy and procedures to address alcohol and other drug problems in the public work force.

1. Resources

Although some of the risk factors that increase a person's chances of using drugs are similar to other behavioral problems, many risk factors are unique to drug use (such as access to drugs and/or favorable attitudes toward drug use). These resources available at www.whitehouse.gov provide information on evidence-based drug prevention strategies:

- [Directory of Federally Funded Prevention Programs](#)
- [National Registry of Evidence-Based Programs and Practices](#)
- [Center for Program Evaluation and Performance Measurement](#)
- [Drug-Violence Prevention](#)
- [Law Enforcement Prevention Resources](#)

2. Standards of Conduct

The following conduct is strictly prohibited. Any student or employee found in violation of these standards of conduct will be subjected to disciplinary actions up to and including termination from employment/school. Any illegal activity including but not limited to drug and alcohol offenses will be reported to law enforcement authorities.

- Reporting to work or school under the influence of illegal drugs or alcohol.
- Consumption of alcoholic beverages during the work/school day or evening.
- Possession, use, or sale of illegal drugs.
- A guilty conviction for a drug or alcohol offense.

CCC will abide by the underage drinking laws of Virginia.

3. Community Resources

Help with substance abuse problems is available at treatment centers through out the tri-cities area. Information on local chapters of Alcoholics Anonymous (AA) and other substance abuse centers are available in the school library and on the internet.

Sexual Abuse Prevention Program

Chester Career College's objective is to maintain an employment and educational environment free of sexual abuse. Any student or employee found guilty of committing a sexual abuse offense will be terminated from employment/school. Victims of sexual abuse must know that they can turn to the school for support and assistance.

- 1. What is sexual abuse?** Sexual abuse is any sort of non-consensual sexual contact. Sexual abuse can happen to men or women of any age. The abuser may be a stranger or partner/intimate individual. It can include derogatory name calling, refusal to use contraception, deliberately causing unwanted physical pain during sex, deliberately passing on sexual diseases or infections and using objects, toys, or other items (e.g. baby oil or lubricants) without consent and to cause pain or humiliation.

- 2. What to do if you are a victim of sexual abuse**
 - If you are a victim of sexual abuse while on or off campus you must know that you always have the right to call 911. The School Director or Program Director will assist the victim in calling 911 and reporting the crime. Other procedures may be followed if you feel that you are no longer in danger.
 - If you are a victim of sexual abuse while on campus, you should notify the School Director, Program Director, college administrator or faculty member immediately. If you are not able to notify one of these individuals, seek out a faculty member or fellow student for assistance.
 - The School Director, Program Director, college administrator or faculty member will assist in notifying the proper authorities. They may also assist the victim in securing counseling or other services as required.
 - Care must be taken not to disturb the crime scene.
 - All alleged sexual offense will be investigated. The accuser and accused are permitted the opportunity to have others present, including an attorney during a disciplinary proceeding.
 - The accuser and accused will be notified of the results of any institutional disciplinary proceeding brought alleging a sex offense. This can include suspension, dismissal or termination.
 - Any appeals to this action would involve both the accused and the accuser.
 - CCC will, upon written request disclose a report to the alleged victim of a forcible or non-forcible sex offense. This report will include the results of any disciplinary actions conducted by the school against a student who is the alleged perpetrator of such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purpose of this paragraph.

4. Sex Offenders Registry

Students and employees may find information regarding registered sex offenders provided by the State of Virginia at <http://sex-offender.vsp.virginia.gov/sor>

Campus Alerts

In case an emergency or a dangerous situation, upon confirmation by the School Director, Program Director, college administrator or faculty member students and employees will be alerted by an emergency text message alert. Unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the outcome of the investigation. In such instances, CCC will in a timely manner notify students and employees of the occurrence of the crime. The decision of when to notify all parties of a criminal occurrence will be decided by the School Director or Program Director.

Evaluation: This plan is evaluated annually by students, faculty and staff in order to determine the effectiveness of services rendered.

Feedback: The feedback from the evaluation of this plan is used to make changes to the procedures outlined above as needed in order to provide a more secure campus environment. It is also used to complete the annual campus crime statistics report as required by the US Department of Education.

NOTE: This plan is available for review on the school's website www.chestercareercollege.edu by clicking the Resources link. It is also available in the student handbook and employee handbook which are also available on the school's website.