

Policy Name: Campus Safety and Security - SOMI
Policy Number: ADM 9.10
Title of Policy Owner: Dean of Administration
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2023
Version: 1.2
Policy Status: Approved

I. Policy

In prioritizing the safety and security of its campus community, St. Mary's Hospital School of Medical Imaging (SOMI) 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 SOMI students, associates, and visitors.

IV. Definitions

None

V. Policy Details

Campus Safety and Security Responsibilities

Campus safety and security at SOMI is under the purview of the Dean of Administration who also serves as one of the Campus Safety Administrators. This role provides direction and management to related School safety and security activities in collaboration with the Building Operations Manager and Building Coordinator. All incident reports, documentation of crimes or other emergencies occurring on the School 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 Magellan campus. SOMI 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 SOMI which are available on the SOMI website, students, associates, and visitors may contact any of the Campus Safety Administrators (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 (9-9-1-1 from a School building telephone), state the emergency, and follow the directions of the emergency dispatcher.

Routine Safety Measures

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

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

Parking

SOMI 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

SOMI 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 Health & Safety
- Run, Hide, & Fight
- Title IX
- Annual training for associates includes:
 - Active Assailant Education module
 - Security Awareness and Crime Prevention early in the fall
 - Title IX training early in the spring
 - Campus Health & Safety

Risk Assessment

SOMI maintains a written emergency preparedness plan, which is included in the School's Emergency Management and Evacuation Procedures (EMEP). The EMEP is available within the School's Learning Management System, Blackboard. 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, threats, school and workplace violence, and active assailants.

Important Telephone Numbers

Dean of Administration/Campus Safety Administrator.....	804-627-5306
Building Operations Manager/Campus Safety Administrator	804-765-5816
Building Coordinator/Campus Safety Administrator.....	804-627-5388
Front Desk.....	804-627-5300
Fire or Police Emergency or EMS.....	9-911
MRMC Security	804-764-6026
Henrico County Police.....	804-501-5000
Poison Control Center.....	1-800-222-1222

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

Nothing in this policy creates a contractual relationship between St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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
1.2	05/05/2023	Triennial Review	Dean of Administration