

6-12 Safety and Security

Campus safety and security are the responsibility of the Director of Campus Safety and Security but all personnel are required to assist in the safeguarding of individuals, facilities, and equipment on the campus.

1. Safety

All educational institutions are subject to the provisions of the Occupational Safety and Health Act (OSHA) of 1979. Safety is to be stressed, especially in laboratories and shops. Faculty should note safety reference in "Class Procedure-First Day" in Chapter 3 of this manual. Safe conditions and safe practices shall be the constant responsibility of all college employees.

Building Evacuation

If for any reason it appears buildings should be evacuated during operating hours, the Chief Operations Officer at the Elizabeth City Campus should be contacted. In the absences of the Chief Operations Officer the most senior administrator on campus should be contacted. At the satellite sites, the Dean, Dare County Campus or the Dean, Edenton-Chowan Campus should be contacted. For the Currituck, Regional Aviation Technical Training Center, the front desk should be notified, who will then notify the Chief Operations Officer.

Fire

A fire alarm will be a continuous ringing of the bell. All persons are to leave the building at the sound of the alarm. Faculty will instruct students to proceed to the nearest exit and to go at least 300 feet from the building and in the clear of any fire or other emergency equipment. Faculty with handicapped persons in their classes will directly supervise their evacuation. Persons with wheelchairs should be carried down the stairway. The handicapped person will instruct others on how to take them downstairs. **DO NOT USE ELEVATORS IN CASE OF FIRE.** Classroom doors and windows should be closed before leaving the building.

Other than Fire

In the case of an emergency other than fire, occupants will be notified using the College's emergency mass notification system and provided instructions on what they should do. Elevators may be used in such cases by handicapped persons. Faculty will instruct students to calmly follow the signs

to the nearest exit and to go at least 300 feet from the building. Faculty are encouraged to give assistance to handicapped persons to ensure their safe evacuation. Doors and windows should be closed and lab and office equipment turned off.

First Aid/AED

The Director of Safety and Security is responsible for ensuring the first aid kits are stocked and assessable. A list of offices where first aid kits are located will be sent out at the beginning of the academic year to employees at all locations.

All injuries to students should be reported to the Vice President, Student Success and Enrollment Management and the Chief Operations Officer at the Elizabeth City Campus; the Dean, Dare County Campus; or the Dean, Edenton-Chowan Campus.

2. Security

Windows and Doors

Windows in classrooms will be closed and locked if no class is scheduled in a classroom for the following hour. All office doors and windows will be closed and locked upon vacating the office.

Clery Act

To assist in compliance with the Clery Act, all crimes that occur on any campus or property owned or controlled by the College of The Albemarle, or property directly adjacent to the campus will be reported to the Vice President of Student Success and Enrollment Management and the Director of Campus Safety and Security. For crimes occurring on any college property the appropriate law enforcement agency will be notified by security if they have not already been notified. If the police have already been summoned, security should be notified as soon as possible.

Security Officers

The Director of Campus Safety and Security is responsible for operational control and direction of security officers at any college location or property owned or controlled by the college. When the director is not physically present, officers may receive these directions in the form of written

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communication, electronic or otherwise, verbal communication by telephone or relayed through another officer.

Exceptions to this [previous paragraph] are when there exists an emergency which poses a threat of significant property damage or the threat of injury or death of any person, in which case any administrator of the college may direct the activities of security officers in the absence of the Director of Campus Safety and Security. Security officers are required to carry out any such orders or directions unless they believe the order to be unlawful.

Losses

Reports of any losses through the misuse, theft or negligence of any college owned or state owned property shall be made immediately to the Director of Campus Safety and Security.