

Title: Campus Safety and Security	Number: 07.08.0518.1
Approved by the Board of Governors Date: May 22, 2018	Implementation Date: May 22, 2018
History: New Revised and Approved by the Board of Governors: Scheduled Review Date: April 2020	Origin:

RATIONALE

The safety, security and welfare of students, employees and visitors to the College is of utmost importance and concern to the College's Board and administration. The College is therefore committed to providing a safe and secure environment for everyone. This policy sets forth the jurisdiction, responsibilities and measures that are designed, as far as is possible, to protect College facilities, and the well-being of all persons while on College grounds.

DEFINITIONS

Weapons: Any weapons, including guns, knives, or other dangerous instruments that may be used for the purpose of, or that may cause physical injury, harm or death to an individual.

Security Officer: Persons that are trained to respond, and that are assigned with responsibilities for providing security services. Such persons may be employees of the College, or may be employees of a contracted security service company or organisation.

Emergencies: Any occurrence or incident that is observed by an individual; and that is judged to have the potential of immediate or impending harm to the welfare of any individual(s) or to College property.

POLICY

Leadership and Oversight:

The Facilities Department shall maintain oversight for all matters related to the physical safety and well-being of students and employees while on any College campus.

The Department shall maintain Security Directives that can be used to easily and effectively communicate to students and employees when posted in visible locations, and, and that may be updated from time to time.

Training and Support:

Security Offices shall be trained and equipped to respond to incidents of crime, fires, medical emergencies (including first aid), traffic accidents and other incidents requiring police or security assistance. Such officers shall also be equipped to communicate immediately with all other officers on College property, as well as with the closest Police Department.

Deterring and Preventing Criminal Activity

Security Officers shall provide 24-hour-a-day patrol protection for College buildings, grounds, and parking lots.

Security Officers shall take reasonable steps to maintain a safe and secure environment within and outside all facilities that are used by the College, and shall take immediate steps to alert the closest Police Department in those instances where any form of criminal activity, injury to persons or to themselves may be suspected.

Security Officers may require any person entering or on the campus to identify themselves by showing an official College and/or government identification card.

All students and employees are expected to carry a College-issued identification card when on campus or at a College event. Students and employees must be prepared to show this identification card when requested by a Campus Security Officer or other Law Enforcement Officer while on College property or attending a College sponsored event. Visitors to the campus should receive a Visitor's Pass issued at the gate, that is based on the review of a valid Government picture identification card / document, that must be visibly displayed at all times during the visit.

Reporting and Statistics:

Security Officers shall report any incidents of crime or other emergency to the Facilities Department (cc to the Director in the case of the Virgin Gorda Centre) at the end of each shift. The Facilities Department shall report emergencies and incidents that called for the active involvement of the Police or Health Department to the President within 12 hours;

The Facilities Department shall maintain and report statistical data concerning incidents of criminal activity (including assaults and threats, possession and sales of weapons or narcotics, thefts, burglary, suspected stalking etc.) and emergencies to the Office of Planning and Institutional Research at the end of each month – whether or not classes are in session.

Prospective students and the public are entitled to information concerning the safety of the campus. For this reason, inquiries concerning this should be directed to the Director of Communications, Marketing and Public Relations, who will obtain statistical information and communicate this in an appropriate manner.

PROCEDURES

Emergencies:

Students and employees are asked to report emergencies immediately to Campus Security Services by dialing extension 7252 from any on-campus phone, or by calling 494-4994 from a cellular phone. Campus

Security is in the lobby of the Main Administration Building. Employees and students at the Virgin Gorda Centre should call the Security Office at Extension 7125.

Security Officers should be the first line of contact in reporting emergencies and incidents. When necessary, employees may also report emergencies to the local Police Department by dialing 999 from a cellular or a campus phone.

Escort Services.

A student or employee who must walk alone on the campus at night is encouraged to take advantage of a Security Officer escort by dialing extension 7252 from a campus phone, or 494-4994 from a cellular telephone. A Security Officer will accompany the individual to another campus building or to the parking lot – leaving when the individual advises that he or she feels safe.

Campus Safety Tips

Students and employees are encouraged to do their part in being safe. Observing the following tips are strongly encouraged:

- Park in well-lighted areas, and lock your car, even in the daytime. Keep packages and personal belongings out of sight;
- Do not walk alone, especially after dark. Call a Security Officer for an escort.
- Be aware of persons and activities around you, and report suspicious behaviour to a Security Officer immediately.
- Stay alert! Avoid talking on your cellular phone, or using electronic devices when walking;
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave their presence.
- Have your car key in your hand before you reach your car.
- Be careful if anyone in a car asks you for directions – if you answer, keep your distance from the car;
- If you feel threatened, do not be afraid to make a “scene.” Public embarrassment is of the least concern when you are in a dangerous situation.

First Aid and Medical Emergencies

A Security Officer is trained to provide first aid for minor injuries. This is an option, particularly when a nurse is not immediately available. They are also trained as first responders in medical emergencies. For medical assistance, call the Campus Nurse (Paraquita Bay) at extension 7294, or the Security Desk at 7252 or 7125 (Virgin Gorda). Either of these will determine whether to call for further assistance.

Lost and Found

Any lost and found items should be turned in to the Security Desk in the lobby of the Administration Building or Marine Centre. Persons looking for lost items should check at the Security Desk.

Emergency Information:

The College is committed to the safety and security of all members of the College community. In times of emergency, the College will provide appropriate campus-wide response to ensure safety and minimize losses. While Security Officers will be advised immediately, up-to-date information on an emergency will be communicated via the College's employee WhatsApp messenger service, and to both students and employees via Facebook and Radio Station ZBVI.

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