

**Policy Name:** Campus Safety and Security - BSMCON  
**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:** 8/1/2024  
**Version:** 1.3  
**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 one of the Campus Safety Administrators. This role provides direction and management to related College 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 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 Magellan campus. 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 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 College 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 College 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 College building for anyone without a Bon Secours-issued badge. Validate an appointment with the College 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**

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

**Risk Assessment**

BSMCON maintains a written emergency preparedness plan, which is included in the College’s Emergency Management and Evacuation Procedures (EMEP). The EMEP is available within the College’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 Sex Discrimination and Sex-Based Harassment
- 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 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
1.2	05/05/2023	Triennial Review	Dean of Administration
1.3	7/24/2024	Updated language to align with U.S. DOE regulations	Dean of Administration