

# Campus Safety Awareness

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At JCHS, the safety and security of our students, faculty, staff and visitors is very important to us. We strive to ensure that everyone at the College can focus on academics in a comfortable and safe environment, while maintaining a welcoming atmosphere for the public to visit our school and learn more about the education we provide.

The JCHS Campus Safety Awareness webpage is an online tool to help members of our campus community find tips and guidelines to maintain health and safety.

For more information about this webpage and the information listed here, contact Susan Booth, JCHS Physical Plant and Safety Officer, via e-mail at [SLBooth1@jchs.edu](mailto:SLBooth1@jchs.edu) or by phone at (540) 224-4640.

### If you need immediate assistance:



For **Police** emergencies, call **(540) 981-7911** from cell phone or 7-7911 from in-house phone.



For **Fire and Medical** emergencies, call **911** from a cell phone or 9-911 from in-house phone.

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# JCHS Emergency Information

At Jefferson College of Health Sciences, providing a safe and healthy environment in which to work, learn and play is very important. We provide numerous safety measures throughout campus, including a 24-hour locked door policy, restricted card and key access entry into campus buildings and residence halls, surveillance monitoring, emergency phones, Carilion Clinic Police Department, 24-hour security, safety escorts, safety policies and procedures and emergency response plans.

In the event of an emergency, remain calm, do not put yourself in harm's way and report the event to authorities.

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# JCHS Emergency Information

Emergencies can happen at any time or without warning. Potential emergencies at JCHS may require preparation to evacuate from campus. Become familiar with buildings and the following guidelines:

- Be familiar with evacuation routes.
- Know the location of pull stations and fire extinguishers.
- Participate in all fire alarms and take them seriously.
- Begin to evacuate at the first sign of smoke, fire alarm or an evacuation notice.
- Individuals with disabilities are encouraged to identify needs in advance to the classroom instructor, or another department official or Student Affairs, so you can receive assistance in the event of an evacuation or other emergency.

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# JCHS Emergency Information

## e2 Campus

e2Campus is an emergency text messaging system which allows the college to send out a short mobile text alert to all students, faculty and staff who have subscribed to the service. The text messages will be sent in the event of imminent danger, or when a situation will impact a significant number of people.

The service is free. If you do not have a text message plan with your cell phone carrier, you will be billed per message from your service provider.

To log in, click on the e2campus logo on the JCHS home page.



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# JCHS Emergency Information

## Building Evacuation

In the event of a fire alarm activation, immediately evacuate the building utilizing the closest and safest stairwell. The assembly gathering area is located in the main 3<sup>rd</sup> floor lobby front parking lot. All evacuees are to be completely in the front lot away from emergency vehicle traffic. Follow instructions from authorized personnel. Once an 'all clear' is determine, we will be notified when to return to the building.



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# JCHS Emergency Information

## Medical Emergencies

In the event of a medical emergency, please call Roanoke City Police/Fire/EMS at 911. If using an in-house phone, dial 9, then 911.

For cardiac emergencies, wall-mounted Automated External Defibrillators (AED's) are available in the main 3<sup>rd</sup> floor lobby and the 4<sup>th</sup> floor cafeteria.



A portable AED is located in the 5<sup>th</sup> floor Library.



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# JCHS Emergency Information

## Reporting Crimes

Crimes are encouraged to be reported to Carilion Police. However, a crime can be reported to Roanoke City Police, the CRCH/JCHS 3<sup>rd</sup> floor main lobby Information/Security Desk, Student Affairs, Administration and a Faculty or Staff member, also known as Campus Security Authorities (CSA's). Click [here](#) for responsibilities.

## Emergency Phones

Emergency wall-mount phones are located in the CRCH/JCHS Parking Garage on each level by the elevators. There is also an emergency wall-mount phone located at the lower level entrance/exit.

Emergency Tower phones are located on the outside campus grounds at the upper level entrance/exit of the parking garage, at the intersection of Jefferson Street and Reid Drive and at the intersection of Jefferson Street and Elm Avenue. There is also an emergency wall-mount phone located on the side of the 915 South Jefferson Street building, where our resident students park. To operate the phones, a user pushes the red call button that sends an alert to the Carilion Police Dispatch Center. The Center is monitored 24 hours a day, seven days a week. Dispatchers receive a readout showing the location of the phone where the call is originating. Users then will have a two-way communication with the dispatcher, who will respond officers to the emergency. Closed-circuit cameras are also being monitored and recorded in the dispatch center.



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# JCHS Emergency Information

## Parking Safety

### Before You Park:

- Always Lock Your Doors
- Roll Up and Lock Your Windows
- Do Not Leave Valuables In Sight - (GPS devices, phones, purses, wallets, etc., invite theft)
- Put valuables and packages in the trunk or out of sight before arriving at the parking facility.
- If you have the option, choose a parking spot that is well-lit.
- Do not hide a spare key in or on your car - it can be found.
- Be aware and report any suspicious activity immediately by using the emergency phones or calling Carilion Police at 540-981-7911 if on campus or local law enforcement at 911 if off-campus.

### After You Park:

- Walk with a confident and positive attitude.
- Don't Walk Alone At Night.

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# JCHS Emergency Information

## Awareness Safety

Situational awareness is simply knowing what is happening around you.

Be mindful of those around you. Be aware. Don't be too occupied with your phone. Even when walking in pairs or a group, don't be too occupied in conversation to not be aware of your surroundings.

Have keys ready when approaching your vehicle and lock doors as soon as inside.

Sit, stand or walk in areas that allow you to watch others.

Be aware of exit doors in buildings and means of exiting a situation when outside, such as if being approached, be prepared to cross the street, walk up to a crowd of people or go inside a business.

Don't underestimate anyone. Even though most people around you mean no harm, potentially anyone could.

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# Annual Security Report Notice of Availability

The Jefferson College of Health Sciences Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Jefferson College of Health Sciences; and on public property within, or immediately adjacent to and accessible from, the campus.

The report includes institutional policies concerning campus safety and security, such as policies concerning sexual assault, emergency response and evacuations, missing student notifications, fire safety and other matters.

You can obtain a copy of this report by contacting the Dean for Administrative Services or by accessing the following JCHS websites:

- [JCHS Annual Security Report](#)
- [JCHS Fire Safety Report](#)
- [JCHS Fire Data Summary](#)
- [JCHS Campus Safety and Security Report](#)

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# JCHS Emergency Information

Click [here](#) for a presentation about Jefferson College of Health Sciences Emergency Plans and Responses.

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# 2012-2013 JCHS Safety Plan

The Safety Plan is designed as a reference for faculty, staff and students in understanding safety regulations and rules of the college.

Everyone at JCHS has the responsibility and accountability for understanding and applying the information contained in the Plan.

To see the 2012-2013 Safety Plan, click [here](#).

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# Carilion Medical Center Policies and Procedures

**As employees and students of CMC, it is our responsibility to become familiar and aware of CMC policies and procedures.**

To view CMC policies, select *Policies* from the top menu bar of the Intranet homepage (<http://chsweb.carilion.com>), then *Login to PageCenter X*.

From the PageCenter X page, click *Search* in top menu bar, and then enter a *keyword(s)* for the policy.

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# CMC Emergency Codes

Listed below are the Carilion Medical Center (CMC)—which includes CRCH and CRMH—Emergency Codes and basic descriptions of each.

**Red:** Smoke and/or fire situation.

**Grey:** Receipt of a bomb threat or the discovery of a suspicious item that has the potential to be an explosive device.

**Orange:** Known or suspected hazardous material situation.

**Secure/Silver:** Secure person(s) or area due to acts or threats of physical violence, including intimidation, harassment or coercion.

**Lindbergh:** Infant or pediatric abduction.

**Green:** Disaster situation.

**E:** Emergency e-mail notification to guide prompt mobilization and coordination during an event.

This information is located on the Carilion Clinic Intranet homepage (<http://chsweb.carilion.com>), under *CMC Emergency Hub*.

Click here to view the entire Emergency Code Chart: [CMC Emergency Codes Chart \(.pdf\)](#).

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# Online Code Red Response Form

Every program and department at a CMC facility must complete a [Code Red Response Form](#) after a Code Red fire drill or actual fire situation. This includes JCHS faculty and staff housed at CRCH.

The online form is located on the Carilion Clinic Intranet homepage (<http://chsweb.carilion.com>), under *CMC Emergency Hub*.

Program and department managers are responsible for completing this quick form or delegating the task to another member of the program or department.

Questions are self explanatory and provide a dropdown list for answers.

***Below is a question/answer you may not be aware:***

Question: Which is the appropriate person to give permission to turn off oxygen during a fire?

Answer: The Incident Commander or Designee

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# Event Report Forms

Event Report forms are to be used for employee and student accidents and injuries. In the event of an incident, employees are to seek treatment at Employee Health (CRCH, 1<sup>st</sup> floor), Community Care (CRCH, 1<sup>st</sup> floor with appointments only), Velocity Care (Towers & Tanglewood) or the Emergency Department (CRMH, 2<sup>nd</sup> floor). The form will be forwarded to Worker's Compensation who will follow up on the incident.

In the event of a student incident, students are to seek treatment at Velocity Care (Towers & Tanglewood), Community Care (CRCH, 1<sup>st</sup> floor with appointment only) or the Emergency Department (CRMH, 2<sup>nd</sup> floor). Forms are to be forwarded to Susan Booth, Safety & Physical Plant Officer CRCH 4<sup>th</sup> Floor Student Affairs suite, who will follow up on the incident.

The student or student's health insurance carrier is financially responsible for all medical treatment incurred due to an event.

Forms are located on Blackboard under *College Recourses/Forms*. Or, you can download the form by going directly to: [www.jchs.edu/media/3436\\_EER\\_Revised\\_Jan2012.pdf](http://www.jchs.edu/media/3436_EER_Revised_Jan2012.pdf).

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# Campus Safety Equipment



Emergency phones on each level of the CRCH Parking Garage. These phones provide immediate two-way conversation with Carilion Police Dispatch. Cameras are located above each phone, as well as throughout the garage.



Pan/Zoom/Tilt cameras on the CRCH rooftop, networked to Carilion Police Dispatch, Carilion Police Office on the 1<sup>st</sup> floor and the 3<sup>rd</sup> floor Information/Security desk.



Indoor black and white cameras replaced with color cameras.

# Safety Measure Equipment



Proximate card access readers strategically located throughout CRCH to better control unauthorized persons.



Emergency tower phones purchased for the outside campus.



Emergency wall mount phones purchased for the outside campus.

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# Hot Topics in Campus Safety

Click on the link below to see more about the selected topics in campus safety at JCHS.

- [Internet Safety](#)
- [Crosswalk Safety](#)

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# Critical Incidents

Critical incidents are situations that have the potential to cause injury or loss of life; major disruptions of regular activities; or property or environmental damage or loss; or that can threaten financial standing.

The following are examples of events that may be designated as a critical incident. These are merely examples and do not constitute a comprehensive list of possible crisis events.

Fire, explosion, hazardous substance spill or other damage to property, which may require closing temporarily or permanently.

An incident resulting in or with the potential for fatality or major injuries.

A major demonstration that disrupts regular functions.

# Operations

The purpose of a coordinated response to critical incidents is to provide:

A rapid response to critical incidents;

A systematic management approach to critical incidents;

A venue for promptly identifying and supporting decision makers;

A system for evaluating critical incidents with the goal of providing improved plans to protect lives and property as well as reduce exposure to liability;

Improve management of public information.

The College works with CMC Emergency Management to provide these operations and continuity of operations.

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# Priorities

Priorities during a critical incident are as follows:

Protect human life; prevent/minimize personal injury.

Protect the environment.

Prevent or minimize damage to physical assets.

Restore normal operations.

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# Severe Weather

## Winter Weather

**Winter Weather Advisory** - Winter weather conditions are expected to cause significant hazards.

**Winter Storm Watch** - A winter storm is possible in your area.

**Freezing Rain** - Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees and power lines.

**Sleet** - Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

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# Severe Weather

## Tornado

A tornado watch means that tornadoes and other kinds of severe weather are possible in the next several hours. It does not mean tornadoes are imminent, just that you need to be alert, and to be prepared to go to safe shelter when a tornado warning is issued.

A tornado warning means that a tornado has been spotted, or that radar indicates a thunderstorm circulation which can spawn a tornado.

# Severe Weather

## Tornado

Tornadoes can strike rapidly, without time for warning.  
The following weather signs may mean that a tornado is approaching:

- **A dark or green-colored sky.**
- **A large, dark, low-lying cloud.**
- **Large hail.**
- **A loud roar that sounds like a freight train.**

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# Severe Weather

## Tornado

During a tornado warning, seek shelter immediately and protect yourself from flying debris.

If inside, go to the lowest possible level of a building. If unable to get to a basement, go to the most center interior wall away from windows and doors. Put as many walls between you and the outside.

If outside, safely get lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in a vehicle.

Watch flying debris which causes most fatalities and injuries.

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# Severe Weather

## Hurricane

**Tropical Storm Watch:** tropical storm conditions, including winds from 39 to 73 mph, pose a possible threat to a specified area within 48 hours.

**Tropical Storm Warning:** tropical storm conditions are expected to affect a specified area within 36 hours or less.

**Hurricane Watch:** when hurricane conditions, including sustained winds of 74 mph or greater, are possible within 48 hours.

**Hurricane Warning:** when hurricane conditions are expected within 36 hours.

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# Severe Weather

## Hurricane

A hurricane is a severe tropical storm that does not need to make landfall to cause great danger. Seek shelter as in a tornado.

Hurricanes are classified into five categories, based on wind speed and potential to cause damage:

- Category One – Winds 74-95 mph
- Category Two – Winds 96-110 mph
- Category Three – Winds 111-130 mph
- Category Four – Winds 131-155 mph
- Category Five – Winds greater than 155 mph

# Severe Weather

## Earthquake

If inside, stay away from exterior walls and protect yourself from falling debris.

If outside, move away from buildings to the most open area possible and drop to the ground.

If in a vehicle, stop in the most open area possible and remain in vehicle.

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave, so stay inside if inside and outside if outside.

Most injuries can be avoided if you drop to the ground before the earthquake drops you.

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# Violent Incidents

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on campus with little or no warning.

Carilion Police and local law enforcement have adopted response procedures to contain a threat as quickly as possible. Try to remain calm and lock or barricade yourself in a safe place and if safe to do so allow others to seek refuge with you.

Silence cell phones, radios and other noise producing equipment. Close and block windows.

When safe to do so, calmly and quietly call 911.

Follow instructions from emergency response personnel.

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# Emergency Communication

In the event of an emergency, members of the JCHS community can get information from several sources:

e2Campus emergency text message system. Those who have opted into this system will receive either emails, text messages or both, depending on their sign up choices.

Email messages.

The main college webpage, [www.jchs.edu](http://www.jchs.edu).

Local public radio and news stations will broadcast information regarding weather related closing and delays.

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If you have any questions or concerns,  
please contact Susan Booth,  
Physical Plant & Safety Officer  
at

[SLBooth1@jchs.edu](mailto:SLBooth1@jchs.edu)

or

540-224-4640.

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