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VSCS Policy 504: Campus Safety Policy

These implementing procedures provide a model for each institution within the Vermont State Colleges System, along with W K H & K D Q F H O O A P A n d i m p l e m e n t s own campus or institution-based procedure for ensuring that buildings, grounds, facilities and equipment are safe for students, employees and visitors at the campus community receives adequate training to prepare for and assist in the event of an emergency and that employees are able to identify and avoid workplace hazards. As a foundational principal, these procedures require the assessment, identification and remediation of safety concerns, together with the obligation to provide regular and ongoing trainings on campus safety and maintain and report accurate records of these efforts. W K H & K D Q F H O O R U ¶ V 2 I I L F H Z L W K L Q S X W I U R P W K H P H model procedures from time to time for use by the member institutions.

I. Student, Employee and Visitor Safety

basis] assess the means of appropriately limiting access to campus buildings. These efforts should include determining how effective existing access controls (keys, card swipes, building monitors) are, along with identifying areas of concern and developing plans to address such concerns. This process should also include an ongoing inventory of existing master keys and access cards and an assessment of the process for creating new keys and cards.

B. Campus Monitoring ±T

its external campus safety and take reasonable steps to remedy identified areas of concern. This assessment should include:

1. The adequacy of campus lighting in parking lots, building exteriors and surrounding streets and walkways.

2. W K H V X I I L F L H Q F \ D Q G R S H U D E L O L W \ R I H [L V W L Q and emergency telephones.

3. The efficacy of physical controls for vehicle entry onto campus and into residential and instructional areas of campus and other sensitive areas on campus. This assessment should include a cost/benefit analysis of adding such controls.

4. The ability to respond to large group events (e.g., concerts, fairs, protests, speakers) on campus, including defining appropriate areas for such group gatherings, developing primary and emergency routes of ingress and egress, and identifying monitoring locations for medical and public safety personnel.

D. Fire Safety ±The institution will regularly monitor and ensure that fire alarms, smoke detectors and fire suppression systems are operative and appropriately placed throughout campus

E. Remediation Planning and Staffing Assessment ±For any areas of concern identified through the assessment activities required above (subsection D), the institution shall establish a plan for addressing such areas through reasonable means, taking into account (as appropriate) the importance of the identified need, the existing safety measures already in place, the complexity of the identified solution(s), the availability of alternative remedies, and time and resource constraints. Additionally, the institution should regularly assess the adequacy of its current safety personnel, staff including areas of expertise, surge capacity and -up capacity.

F. Campus Security Committee ±

and physical plant, information technology, human resources and external relations. This Team should meet quarterly to review and assess the existing EOP in light of any emergency or potential emergency events that have occurred on campus or at other institutions.

3. The EOP should include specific contact information for external partners, including local law enforcement, Vermont State Police, Vermont Department of Emergency Management, local hospitals and other health care providers, and the Vermont Department of Health.

4. The plan must identify the emergency operations center, including a back up location.

5. The plan should identify the information and communications resources necessary for responding to a given emergency together with backup communications plans.

6. The plan should include a process for after-action reviews of every

information about how students and employees should respond to the emergency or dangerous situation.

3. The institution will develop a procedure for determining when to issue a timely warning or emergency notification and the contents of such a notification.

4. The institution will develop and implement a system for providing effective notice to its students, employees and visitors, including obtaining consent (or requiring an opt-out) to contact students and employees via electronic means.

C. External Coordination The institution shall establish and maintain contacts with local emergency agencies, including local law enforcement and special investigation units, and local emergency responders and healthcare providers. This contact information should be reviewed and updated, if necessary, on an annual basis. Where appropriate, the institution, or the VSC, should enter into memoranda of understanding outlining the relationship between the institution and the emergency personnel, including roles and responsibilities in the event of an emergency. The institutions should make efforts to review any memorandum of understanding with the partner agency on an annual basis.

D. Emergency

IV. Threat Assessment±The institution will establish and maintain a ~~Threat Assessment~~ and Management t

- A. Incident reports
- B. Campus safety reviews
- C. Health and safety plan reviews
- D. Workplace accident/injury reports
- E. Hazardous condition reports and remediation
- F. Threat Assessment and Management team reviews
- G. Emergency Operations Plan reviews and after action reports
- H. EOP trainings
- I. Campus health and safety trainings

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