

CAMPUS ALERTS

The Randolph College Emergency Notification System will be activated to transmit critical information to a large segment of our campus as quickly as possible. This will be accomplished by determining the appropriate method of notification as follows:

- Campus mass email ALERT
- e2Campus text ALERT system (must be a subscriber to this service)
- Campus telephone voicemail ALERT
- Siren ALERT

This is not necessarily the order of activation. Refer to the Critical Incident Management Plan for more detailed information at

http://www.randolphcollege.edu/documents/security/rc_critical_incident_management_plan.pdf.

CAMPUS SAFETY AND SECURITY

The security of all members of the campus community is of vital concern to Randolph College. The following information may be requested from the College Safety and Security Department:

- crime prevention advice;
- enforcement authority of the Randolph College Safety and Security Department;
- policies concerning the reporting of any crimes that may occur on campus, in certain off-campus buildings owned or managed by Randolph College, or on public property immediately adjacent to and accessible from the College; and
- Crime statistics for the most recent three-year period.

This information may also be accessed through the web at http://web.randolphcollege.edu/about/crime_data_2008.asp . A paper copy of the annual campus security and fire report is available upon request by contacting the Randolph College Safety and Security.

For more information on campus safety and security see <http://www.randolphcollege.edu/security>.

COLLEGE CLOSINGS, DELAYS, & INCLEMENT WEATHER POLICY

Randolph College is a residential college. Employees have responsibilities they are expected to accomplish or provide even during periods of inclement weather, power outages, or other conditions beyond the College's control. All employees are expected to report to work during inclement weather, power outages, or other conditions beyond the College's control unless the College is declared closed by the President or Dean of the College and the employee is not required to maintain essential services.

All employees are advised to use good judgment regarding weather conditions. Personal safety must come first.

Process:

1. Discussions to delay or close the College may be initiated by the any of the following:
VP for Academic Affairs and Dean of the College,
VP for Finance and Administration, or
VP for Student Affairs and Dean of Students.

If a consensus is reached by available personnel that it is in the best interest of the Institution to close or delay opening, final approval must be made by the College President or his/her designee **by 6:00 a.m.**

2. The **VP for Academic Affairs and Dean of the College will e-mail the entire community** with information pertaining to the decision.
3. The **VP for Finance and Administration will decide whether or not to use e2Campus and will notify the Assistant Vice President for College Relations.** The AVP, College Relations or a designee will immediately initiate procedures to disseminate the information to the community in all the pre-determined venues depending upon nature. Ex. News outlets (television and radio), e2Campus (if requested), web announcements (portal, home page), voicemail broadcast.
4. The VP for Finance and Administration will also notify the Director of Safety and Security with the information pertaining to the decision. The Director of Safety and Security will inform the switchboard operator so that he/she will be prepared to answer or forward incoming calls with accurate information.

If the College is declared closed, this day (or portion of day) will not be considered a vacation day but as "other leave hours."

Essential Employees:

Employees who provide essential services are required to work even on a declared closed day. Essential personnel include all Buildings and Grounds employees (except the Campus Scheduler), Security (enforced by contractor), food service workers if classes are in session (enforced by contractor), and residence hall staff. Employees who do work on a declared closed day will receive regular pay for the actual hours worked during the closing, and if any hours exceed 40 hours in a workweek, the hourly employees will receive overtime pay per the Fair Labor Standards Act. In addition, any essential employee will earn an additional hour of paid time off at a later date for every hour worked up to eight hours per day. It is the responsibility of the supervisor or director to keep up with who earns time off and how much. This time must be approved by your supervisor in advance.

Note: Non-Essential Employees may become Essential Employees and vice versa, depending upon the nature of the closing. The employee must be notified prior to the start of a workday by a supervisor/director if his/her status changes from non-essential to essential.

Publicized:

- Television - WSET Channel 13, WSLC Channel 10, and WDBJ Channel 7
- Radio - K92 FM, Q99 FM, WIJS 102.7 FM, WROV 96.3 FM, WSLC Star Country 94.9 FM, 101.7 Sunny FM, WVFT National Public Radio

When the College has NOT been declared closed but an individual employee determines he or she cannot come to work, that employee should contact his/her supervisor and charge the day as vacation. Late arrival or early departure should also be charged as vacation. (If there is no accrued vacation leave, then the time should be reported as unpaid leave of absence.)

Employees who are unable to work due to illness, injury, or other temporary disability or who are on scheduled vacation should record the time as such when the College is declared closed.

EMERGENCY PROCEDURES

In the event of an emergency, please call the College switchboard at Ext. 0 or 434-947-8000 or from a campus extension 7-911.

Evacuation Information

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purse, wallet, cell phone, etc).
- Use the nearest exit or, if it is blocked, an alternate exit.
- Do not use elevators!
- Assist persons with disabilities or special needs.
- Account for all individuals.
- Move a safe distance away from buildings.

Shelter in Place

You may be safer where you are.

- Stay quiet and calm.
- Pay attention to your surroundings.
- Follow directions from authorities.
- Seek information from campus media sources.

Fire

- Activate the nearest fire alarm and evacuate the building.
- Call 911 and do not re-enter the building until authorized by emergency personnel.

Violent Incident

- If you know the location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call Campus Security at 434-947-8000, Ext. 0, or dial 911.

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from the door.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911.
- Minimize noise that may draw attention to your location. Turn off lights, computers, and radios and put cell phones on vibrate.

- Follow all directions of authorities, do not challenge law enforcement.

Suspicious Person

- Do not let anyone into a locked building/office or “tailgate” into the building behind you.
- Do not contact the person or block the person’s exit.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911 and provide as much information as possible.

Suspicious Object

- Do not touch or disturb object.
- Call Campus Security at 434-947-8000, Ext. 0, or dial 911.
- Be prepared to evacuate.

Tornado

TORNADO WATCH means conditions are right for tornados and to remain alert to weather conditions.

TORNADO WARNING means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of the tornado.

- Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch. Do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan if needed.

Explosion

- Evacuate the building as quickly and calmly as possible.
- Call 911.
- If items are falling, get under a sturdy table or desk.
- If fire is present, stay low to the floor and exit the building as quickly as possible.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

Infrastructure Failure

- In case of water, power, heat, or cooling outages call Buildings & Grounds at 434-947-8109.
- In case of internal telephone systems outage, use cell to call the Switchboard at 434-947-8000 or Ext. 0.
- In case of a critical incident relating to computer systems call the IT Help Desk at Ext. 4005 or Ext. 8103.
- If it is after hours contact the Switchboard at 434-947-8000 or Ext. 0.

Hazardous Materials Release

For major spills:

- Call 911.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill.
- All spills should be reported to Campus Security at 434-947-8000, Ext. 0, or dial 911.

Randolph College has a formal written Critical Incident Management Plan. This is enacted during the time of emergency, to learn more about or read over the plan, visit <http://www.randolphcollege.edu/security>.

ACCIDENT

If you witness an accident or come upon someone injured:

- Dial the College switchboard at Ext. 0 or at 434-947-8000 or campus Ext. 7-911 and describe the injury and report the precise location.
- Remain in the area to guide Security to the location.
- Notify the Human Resources Office as soon as possible after the first two steps have been taken.

INJURY

If an employee is injured on the job, Randolph College provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor and/or Human Resources. An Accident/Incident Report will also need to be completed by the employee and forwarded to Human Resources. For more information refer to Work Related Accident/Incidents at www.randolphcollege.edu/humanresources/forms.asp#accidents or see the Workers Compensation in the Benefits Section of this handbook.

FIREARMS/WEAPONS

Employees and students are not allowed to have firearms or weapons of any kind in their possession on Randolph College property or at any Randolph College-sponsored event. Weapons include, but are not limited to, handguns, rifles, shotguns, BB guns, pellet guns, ammunition, switchblade knives, butterfly knives, metal/brass knuckles, bows and arrows, or other devices that are commonly considered to be weapons which may be deemed as a threat to the safety and well being of others. (This policy does not apply to law enforcement personnel.)

The College retains the final authority in evaluating potential dangers and determining what constitutes a weapon. Items that may be deemed as weapons may be removed or confiscated from the possession of anyone on campus. Any violation of this policy may result in disciplinary action up to and including termination of employment, student sanction or expulsion, and/or criminal charges. Questions regarding this policy should be directed to the Director of Safety and Security at 434-947-8000.

ID CARD / PAW PASS

ID Card/Paw Pass is your campus identification card that you will want to carry with you wherever you go. Your Paw Pass will allow you building access on campus and serve as your library card. You may also use it to make purchases at all food service locations, selected vending machines, and at the Macon Bookshop.

All faculty, staff, and enrolled students will be issued a Paw Pass when they arrive on campus. Unless your card is lost, stolen, or damaged, this card will be yours to use during your time at the College.

If your card is lost or stolen, you must report it immediately to the Campus Security Office or by calling the campus switchboard at 434-947-8000. Loss of your Paw Pass will result in a \$20 replacement fee. If you find a Paw Pass badge, please return it to the Campus Security Office as soon as possible.

KEY CONTROL

Issuance of Keys

Faculty and staff may be issued keys to the office in which they work and to the exterior door to the building in which the office is located. Request for keys must be submitted electronically via the College Portal, under “myLinks, Campus Community, and Key Request Form.” When the request is approved, the key(s) may be picked up at the campus switchboard. The individual to whom the keys are issued to must sign the Key Inventory Card. No one may sign the Key Inventory Card for another person. Keys may not be passed on to another person.

Return of Keys

Faculty and staff must return all keys issued to them before their final paycheck is released. Keys will be returned to the switchboard, where the Campus Security Services Coordinator will verify that all issued keys have been returned.

Replacement of Keys

Inoperable or broken keys will be replaced upon request at no charge if the inoperable/broken key is turned in. Lost keys will be replaced at a cost to the key holder. There will be a \$50 cost for an individual room or office key replacement, a \$250 cost for exterior building key(s), and the cost to re-key affected locks.

MISSING STUDENT NOTIFICATION POLICY FOR RESIDENT STUDENTS

Anytime a member of the Randolph College community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Security at 434-947-8000 or call 9-1-1 to alert Lynchburg police. Campus

Security will fully cooperate with local police to generate a missing person report and initiate an investigation.

All reports of missing persons will be investigated. If the missing student is under the age of 18 and is not an emancipated individual, Campus Security or a representative of the Dean of Student's office will notify the student's parent or legal guardian immediately after it is determined that the student has been missing for more than 24 hours. If the preliminary investigation indicates a need, local law enforcement agencies and parents will be notified immediately.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Randolph College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the College's Dean of Student's office.

PARKING

All employees must register their vehicle(s) with the Campus Safety and Security Department if they wish to park on Randolph College property. A free parking decal will be issued for each of your vehicle(s). Parking decals are to be placed in the lower right hand corner of your rear window (passenger side). Violation of the parking regulations may result in fines or the elimination of your parking privileges. To sign-up for a parking decal, go to myLinks on the Portal and click on either Staff or Faculty and then Vehicle Registration Form (<http://www2.randolphcollege.edu/FacultyStaffParking/>).