

Policy Title	Campus Safety and Security
Policy Number:	ADM 9.10
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 9

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

In prioritizing the safety and security of its campus community, St. Mary's School of Medical Imaging (SOMI) is committed to preventing or minimizing threats while also preparing to effectively handle any emergencies that may occur.

III. 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.

IV. Scope

This policy applies to all SOMI students, associates, and visitors.

V. Policy Details

Campus Safety and Security Responsibilities

Campus safety and security at SOMI 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 School safety and security activities in collaboration with the Director of Compliance and Risk Management, Building Operations Manager, and Building Operations Coordinator. All incident reports, documentation of crimes or other emergencies occurring on the school 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. SOMI 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 SOMI which are available on the SOMI 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 school 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 school 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 school building for anyone without a Bon Secours-issued badge.
- Validate an appointment with the school 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

SOMI 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

SOMI 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 annually either in the fall or 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

SOMI maintains a written emergency preparedness plan, which is included in the School's Emergency Management and Evacuation Procedures (EMEP). The EMEP is available within the School's Learning Management System, Blackboard for students and in the RHEI intranet for associates. 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 Operations Coordinator/Campus Safety Administrator....	804-627-5388
Campus Security.....	804-627-5355
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. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

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

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/27/2020	N/A	Establish Policy	N/A	Dean of Administration
1.1	2/25/2022	N/A	Revisions	1.0	Dean of Administration
1.2	5/5/2023	N/A	Triennial Review	1.1	Dean of Administration

1.3	7/24/2024	N/A	Updated language to align with U.S. DOE regulations	1.2	Dean of Administration
1.4	3/21/2025	3/21/2026	Minor revisions	1.3	Dean of Administration
1	3/21/2025	3/21/2027	Version Changed – BSMH Template Adopted	1.3	Dean of Administration

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.