

**3.11.2** The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community. **(Institutional environment)**

Compliance       Partial Compliance       Non-Compliance

**Narrative:**

Chattahoochee Valley Community College (CVCC) follows the mandate of State Board Policy [510.01](#) to provide a healthy, safe, and secure environment for all members of the campus community. Fulfillment of the mission of CVCC is dependent upon the provision of a healthy, safe, and secure environment that is not only pleasant and inviting, but also free of physical hazards, crime, and the fear of crime. Equally important is provision for procedures during emergency situations.

Policies concerning campus safety and security issues are outlined in the *College Catalog and Student Handbook* ([Campus Safety and Security: General](#) and [Campus Safety and Security: Emergency and Crime](#)) and in the CVCC [Safety Plan](#). These policies address a variety of safety and security issues, including traffic violations, tornadoes, fires, bomb threats, violent crimes, drugs, and other safety and health issues.

Annually by October 1<sup>st</sup>, CVCC publishes campus crime statistics reports that contain detailed information on campus policy and security personnel, drug and alcohol abuse policies, sexual harassment policies, crime prevention, crime prevention tips, information on reporting criminal activity, and timely warnings regarding campus emergencies. These reports also include statistics concerning crimes on campus.

Report Prepared	Location of Report	CVCC Personnel Who Prepares Report
<b>Campus Crime Statistics</b>	<a href="#">College Catalog and Student Handbook</a>	Dr. Joy Hamm, Dean of Student Services
<b>Chattahoochee Valley Community College, Campus Safety and Security Data</b>	<a href="#">U.S. Department of Education, "The Campus Safety and Security Data Analysis Cutting Tool"</a>	Dr. Joy Hamm, Dean of Student Services

In accordance with State Board Policy [808.01](#), "Each institution is required to have a campus safety committee which will assure appropriate health and safety standards are maintained and that the appropriate federal and state statues are observed. The [Facilities, Health, Safety and Security Committee](#), which [meets](#) once a semester, monitors and evaluates campus practices in order to recommend strategies to improve and provide an effective and pleasing learning environment that is safe and secure for students and employees. The Committee is responsible for the annual review, [update](#), and dissemination of the CVCC [Safety Plan](#) which documents campus safety and security rules, procedures, and programs. The [Safety Plan](#) describes in detail: (1) [Campus Parking and Driving Regulations](#); (2) [Campus Security Procedures](#); (3) [Campus Single-Incident Procedures for CVCC Employees and Students](#); (4) [Campus Blood-Borne Pathogen Procedures](#); (5) [Campus Hazardous Materials Procedures](#); and (6) the [Campus Crisis Management Plan](#).

The Crisis Management Plan outlines the campus' [Emergency Notification Plan](#) and [Emergency Response](#). The Emergency Response chart is located on the CVCC [website](#) and is placed in all classrooms, laboratories, and public areas on campus. The [Crisis Management Plan](#) outlines specific procedures for emergency situations, including fire, tornado or other inclement weather, violent or criminal behavior hazards, and bomb threats. During periods of crisis, the President, or his designee, declares an emergency, and the emergency guidelines and protocol corresponding to the specific emergency is followed. A critical component of the Crisis Management Plan is CVCC's [Emergency Notification System](#), called Rapid Cast. Through this Emergency Notification System, once an emergency is declared, the Dean of Student Services is charged with communication of a specific emergency situation to the entire college community simultaneously via multiple media formats (email, text message, and voice-mail).

Type of Alert Communication	Campus Administrator Communicating
A) 1/9/2011 <a href="#">Rapid Cast Notification (Ice Storm Warning)</a>  1/9/2011 Campus Email – College Closed	Dr. David Hodge, Dean of Student and Administrative Services
B) 2/11/2010 <a href="#">Rapid Cast Notification (Weather Storm Warning)</a>  2/11/2010 Campus Email – College Closed	Dr. David Hodge, Dean of Student and Administrative Services

Chattahoochee Valley Community College is equipped with video camera surveillance equipment, which is used by the Office of Campus Safety to [monitor](#) activity on campus. To promote the safety of faculty and staff members, students, and visitors as well as the security of facilities, Chattahoochee Valley Community College conducts video surveillance of its premises, excluding private areas of restrooms, showers, and dressing rooms. Video cameras have been positioned in appropriate places within and around all buildings for legitimate safety purposes.

Legitimate safety purposes include, but are not limited to, the following:

- Protection of individuals, property, and buildings
- Confirmation of fire, burglar, and other alarms
- Patrol of public areas
- Investigation of criminal activity

Any information obtained from video monitoring will be used exclusively for safety, security, and investigative purposes. When appropriate and in the investigation of a crime or attempt to identify a person involved in criminal activity, the information gleaned from the video cameras may be turned over to the appropriate law enforcement agency for additional investigative purposes. The decision to send material or images to law enforcement will be made by the Dean of Student Services or her designee and only when appropriate or to aid in solving a crime on a campus or if assistance is needed in identifying a suspect involved in criminal activity.

For minor injuries, a first-aid kit is available in each building. If serious injury or illness occurs, 911 is called to activate the Emergency Medical Service for appropriate care.

The Office of Campus Safety is under the leadership of the Campus [Security Chief](#), who reports to the [Evening Coordinator](#). The office is currently staffed by one full-time and 11 part-time security employees, who proactively patrol the campus and work special events. This office is an important component of the educational environment at the College, which also includes campus [vehicle transportation management](#).

The *Safety Plan* describes in detail the [Campus Security Procedures](#). The office is responsible for monitoring, maintaining, and/or enforcing college alarm systems, parking services, property/evidence collection, and crime reporting. Campus safety personnel receive training in security and emergency issues when hired by the College. They must call the Russell County Sheriff's department for assistance if they encounter violent behavior beyond the College's threat response guidelines described in the Campus Security Procedures.

The College follows the [Campus Single-Incident Procedures for Employees and Students](#) and uses the [Incident Reporting Form](#) for gathering needed information during an incident and for the following up with the individual(s) involved in the [incident](#).

Background checks of all employees are required by State Board Policy [623.01](#), and are conducted through a company selected by the Department of Postsecondary Education and coordinated through the Office of Human Resources.

The College has been diligent in ensuring compliance with the Americans with Disabilities Act (ADA) of 1990. The campus is wheelchair accessible both inside and outside, with ramps where they are needed. All two-story buildings have elevators and/or ramps for accessibility. ADA compliant signage has been installed in all buildings to identify rooms. All syllabi are required to contain information regarding ADA, and all faculty must inform students of the service when going over the [syllabus](#) at the beginning of each course. The [Director of Student Development and Student ADA Coordinator](#) works with individual students who need special [assistance](#) or accommodations to achieve accessibility.

With the completion of the Instructional and Performing Arts Center (IPAC) and the remodeling of the Industry Training Center (ITC) in 2011, the College has updated and installed user-friendly signage on the campus facilities and has upgraded traffic flow and parking signs where needed.

All [elevators](#), [HVAC coolers](#), [fire sprinkler](#), and [fire alarms](#) are inspected annually.

Chattahoochee Valley Community College provides an alcohol, drug, and smoke-free environment and publishes procedures pertaining to the violation of such policies in the [College Catalog and Student Handbook](#). Effective August 1, 2012, CVCC became a smoke-free campus.

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**SUPPORT DOCUMENTATION**

[State Board Policy 510.01: Safety and Security](#)

[College Catalog and Student Handbook, Campus Safety and Security: General – Pages 221-223](#)

[College Catalog and Student Handbook, Campus Safety and Security: Emergency and Crime – Pages 248-251](#)

[College Safety Plan](#)

[College Catalog and Student Handbook, Campus Crime Statistics – Pages 249-251](#)

[U.S. Department of Education, “The Campus Safety and Security Data Analysis Cutting Tool – CVCC Campus Security and Crime Report”](#)

[State Board Policy 808.01: Student Safety](#)

[Standing Committees 2012-13: Facilities, Health, Safety and Security Committee](#)

[Facilities, Health, Safety, and Security 2011 Committee Minutes, March 9, 2011](#)

[Safety Plan: Campus Parking and Driving Regulations – Pages 2-4](#)

[Safety Plan: Campus Security Procedures – Pages 5-23](#)

[Safety Plan: Campus Single-Incident Procedures for CVCC Employees and Students – Pages 24-64](#)

[Safety Plan: Campus Blood-Borne Pathogens Procedures – Pages 65-68](#)

[Safety Plan: Campus Hazardous Materials Procedures – Pages 88-101](#)

[Safety Plan: Campus Crisis Management Plan – Pages 102-148](#)

[Safety Plan: Campus Crisis Management Plan – Emergency Notification Plan – Pages 146-148](#)

[Safety Plan: Campus Crisis Management Plan – Emergency Response](#)

[College Website – Emergency Response](#)

[Safety Plan: Campus Crisis Management Plan – Pages 102-148](#)

[Safety Plan: Campus Crisis Management Plan – Emergency Notification System – Page 113](#)

[Rapid Cast Notification – 1/9/2011](#)

[Rapid Cast Notification – 2/11/2010](#)

[Campus Surveillance System](#)

[Job Description – Security Chief](#)

[Job Description – Evening Coordinator](#)

[Campus Transportation Procedures](#)

[Campus Incidents Log](#)

[State Board Policy 623.01: Criminal Background Checks](#)

[Course Syllabus Checklist](#)

[Job Description – Director of Student Development and Student ADA Coordinator](#)

[ADA Request Form](#)

[Elevator Certifications](#)

[HVAC Cooler Inspection](#)

[Fire Sprinkler Inspection](#)

[Fire Alarm Inspection](#)

[College Catalog and Student Handbook, Student Code of Conduct – Pages 234-235](#)