

South University Virginia Beach

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2011

INTRODUCTION

South University is providing the following information to all of its employees and students as part of the South University's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact Ellen Hartman, Dean of Student Affairs at 757-493-6941

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

South University's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via mailboxes. The report is now available at the following web site:

<http://www.southuniversity.edu/pdf/student-consumer-information/crime-report-virginia-beach.pdf>

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of South University that all criminal acts or other emergencies be properly documented and reported to local police authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around South University facilities to the Dean of Academic Affairs and Operations, Dr. Maureen Nixon (757) 493-6900; the Dean of Student Affairs, Ellen Hartman (757) 493-6941; the Campus President, Seth Saunders (757) 493-6900; the campus receptionist at (757) 493-6900 or the Virginia Beach Police Department by dialing 911.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the South University President, Seth Saunders. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Virginia Beach Fire Department by dialing 911 and then notify the Dean of Student Affairs or the President.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the President. Reports are kept in a secure location in the office of Security. The annual crime report is prepared by gathering campus crime statistics and data from the Virginia Beach Police Department and other relevant information from the Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of South University that access to all campus facilities to be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to South University policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty may be required to show valid identification card and/or be escorted to have access to the campus.

ACCESS TO ACADEMIC BUILDINGS

Proximity access cards are issued to all faculty, staff and students to allow entry to most doors to buildings on campus. A security officer is on duty on campus at all times when students are present. Unauthorized individuals are questioned and asked to leave the campus. The security officer periodically monitors the security cameras and makes an hourly tour of the campus. Vehicles of students, staff and faculty are required to have decals. All students have been issued student identification cards.

The security officer tickets cars that do not have decals or are improperly parked. After hours, the buildings are protected with electronically locked security doors and devices including security cameras and burglary and fire alarm systems. Exterior lighting is provided around the buildings and parking lots and shrubs and hedges are kept low for safety reasons.

CAMPUS LAW ENFORCEMENT

Campus security is provided by security officers furnished by Security Forces. All officers are unarmed and have no police powers. They only have the authority to evict unauthorized persons from the campus. Security officers also notify the Virginia Beach Police Department of all actual or suspected criminal conduct.

Individuals employed as security personnel on campus are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that all security needs are being met. Security personnel on campus report directly to the President.

Security officers are on duty on the campus during all hours that students are on campus. They are responsible for ensuring that individuals on campus are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals upon request. They have the authority to evict unauthorized persons from the campus. Students are advised to carry their Student ID card at all times and to present them upon request. Security personnel are instructed to contact Seth Saunders, the President, or other designated university officials if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

South University is located in Virginia Beach where all university/school facilities are located. South University maintains a close working relationship with the Virginia Beach Police Department with periodic contact initiated by the President and Dean of Student Affairs or designee to ensure that South University is aware of criminal offenses and arrests occurring on or near campus so that they can be properly reported, and if necessary, provide for timely warning reports of crimes that represent a continuing threat. Timely warning reports are provided via email, letters, flyers, and notices placed in faculty and staff mailboxes. Students are notified by announcements read in class, flyers and notices on classroom bulletin boards.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new South university employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans on campus and procedures for reporting any criminal activity or emergency. Students and employees are also given a safety brochure which gives safety tips for the home, while driving a car, while walking and while on campus. The safety brochure also includes a list of emergency telephone numbers. Students and employees are provided with instructions to register with Alert Find, the University Emergency Notification System. The university has a policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis to the Dean of Student Affairs for inclusion in the annual disclosure of crime statistics. Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

South University also provides educational safety programs to the student body. These programs are designed to heighten awareness of crime and its prevention. These educational safety programs are conducted by local law enforcement officials at least two times per year. Topics included in these informational programs are personal safety, safety while walking, safety while driving, safety at home, and safety on campus. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event South University, working with local police and/or campus security personnel, determines that a particular criminal offense becomes a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review South University's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety may be found.

EMERGENCY NOTIFICATION

All students, faculty and staff are strongly encouraged to subscribe to EDMC's electronic emergency notification system, known as *Alert Find*. In an emergency, *Alert Find* will enable authorized college officials to reach members of the campus community through mechanisms other than regular college email and telephones.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone.

The information in the emergency notification system will be used primarily to contact students in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of your campus community.

The President, Dean of Student Affairs and Dean of Academic Affairs, and the campus Crisis Management Team, determines that an emergency has occurred and sends a message to the campus community using the Alert Find system. In case of a crisis situation, the telephone alert will be activated to include the President, and the Dean of Students. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff or faculty, Alert Find is activated. The system will be tested annually, and students are provided instructions for Alert Find registration in the New Student Orientation Session as well as in the student handbook. Sign in and registration is available to students on the South University Student Portal, and to employees on the Message One website. Students and employees may obtain a copy of Emergency Evacuation Procedures upon request from the President.

EVACUATION POLICY

The Crisis Response Plan is very detailed and Annex B provides for the evacuation of all buildings in the event of a fire or other incident requiring evacuation. This annex also assigns assembly areas and responsibilities of area marshals and other individuals during an evacuation.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all students, faculty and staff of South University annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. South university prohibits underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by educational safety programs twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are

attacked. Brochures on sexual assault issues are available in the office of the Dean of Student Affairs. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, security, the President, the Dean of Student Affairs, and the Dean of Academic Affairs or other designated university official will assist in notifying the proper authorities.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and could provide valuable evidence should you decide to prosecute.)

- Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (540) 371-1212 or (800)-656-HOPE (4673). It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim makes a request, South University will assist in identifying off-campus counseling or mental health services. After any campus sexual assault is reported, the victim of such crimes has the right to request that South University personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with an alleged assailant to include transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: Safe Shelter Hotline 540-965-3237; Victim Witness Assistance- 1-888-887-3418.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the South University published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the South University final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Virginia Beach Police Department

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime

Control and Law Enforcement Act of 1994 is available on-line at:

<http://sexoffender.vsp.virginia.gov/sor/>

On-campus computers with internet access are available for you to view the above website at the campus library: Monday - Thursday 8:00 a.m. - 8:00 p.m.; Fridays 8:00 a.m. - 5:00 p.m and Saturdays 8:00am-1:00pm.

CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act requires that we report crime statistics for your information. The reporting period for this year's statistics are for 2008, 2009, and 2010. South University – Virginia Beach began offering its first classes in 2010 therefore, there are no crime statistics to report. However, local police agencies are contacted by the campus President to maintain a working relationship and formulate statistics for the annual crime statistics report going forward.



SOUTH UNIVERSITY
(Virginia Beach CAMPUS)
CRISIS RESPONSE PLAN
July 12, 2011

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INTRODUCTION

The South University Emergency Plan is written for use by the staff and faculty at South University to facilitate appropriate actions in the event of various emergencies.

- **Section I:** Contains a short telephone alert list to be used by university administrators in notifying key staff of emergencies that occur after regular working hours.
- **Section II:** Outlines appropriate actions that should occur in the event of emergencies such as hurricanes, severe weather, tornadoes, winter storms, floods, bomb threats, and fires.
- **Section III:** Outlines actions to be taken in the event of manmade disasters.
- **Annex A:** Bomb Threat Checklist.
- **Annex B:** Evacuation Plan
 - **Appendix 1-**Evacuation Procedures
 - **Appendix 2-**Specific Assignments
- **Annex C:** Emergency Communications System.
 - State of Emergency Declaration
 - Initial Notification System
 - Notification on Campus
 - Emergency Operations Center
 - Media Communications
 - General Emergency Procedures

It is the responsibility of members of the administrative staff that play roles in each of these plans to ascertain their responsibilities and stay apprised of changes that may occur in the plan. The Campus President and Security will keep the plan current in accordance with the regulations of the state of Virginia and in compliance with the policies of the Virginia Beach Emergency Management Director.

The plan will be reviewed annually for correctness and amended as needed. Please address questions to the Campus President

SECTION I

SOUTH UNIVERSITY TELEPHONE ALERT LIST

Virginia Department of Emergency Management
<http://www.vdem.state.va.us/>

Headquarters:

10501 Trade Court
Richmond, VA 23236
(804) 897-6500 (voice)
(804) 897-6506 (fax)

Region 5: Tidewater

P.O. Box 1239
Mathews, VA 23109

Seth Saunders

Campus President
757-493-6901 (w)
757-742-2670 (c)

Heather Askew

Director of Communications
912-414-2458 (c)

Ashley Thompson*

Executive Assistant
757-493-6902 (w)
757-556-7726 (c)

Bill Gasser*

Facilities Manager
757-493-6900 (w)
757-383-1634 (c)

Dr. Maureen Nixon*

Dean of Academic Affairs & Operations
757-493-6960 (w)
757-434-1040 (c)

Richard Kriofsky

Senior Director of Admissions
757-493-6909 (w)
757-556-7411 (c)

Ellen Hartman

Dean of Student Affairs
757-493-6941(w)

Security*

757-493-6949

Those in bold are considered "Campus Sheriffs" and are identified in crisis with Orange Vests.
Those names with an * have 2-way radios.

SECTION II

RESPONSE TO NATURAL DISASTERS

A. HURRICANES- <http://www.vaemergency.com/threats/hurricane/index.cfm>

Because South University is located in close proximity to the Atlantic Ocean, the following plan is made operational in cooperation with the Virginia Department of Emergency Management (VDEM). University personnel will follow the direction of the local VDEM office in making decisions that affect the safety of students and staff. Hurricanes are tracked for long periods of time before coming ashore so the immediacy of the situation should not be as critical on campus as some other emergencies. Hurricane season is considered to be June 1 through November 30. During those months, additional care is taken to ensure that students and staff are aware of safe routes inland, know the dangers of the storm surge, and know the location of official shelters nearest to their homes.

A Hurricane WATCH is announced by the National Weather Service when they believe a hurricane will affect the area. College officials will have 36 hours or less to take precautions for the safety of students and staff and to secure the campus. Radio stations will broadcast official bulletins from the Virginia Beach County emergency operations center. Hurricane WARNINGS give notice that a hurricane is expected in 24 hours or less. Evacuations will be announced on all major media.

When a hurricane threatens the area, the VDEM Director together with local government officials will decide if general citizen evacuation is necessary for safety. Students, faculty and staff should follow the instructions of the VDEM Director and use shelters assigned for their home addresses if the storm is a category 1 or 2 hurricane. In the event that a hurricane is classified as a level 3, 4, or 5, total citizen evacuation from the county will be required. Stay tuned to local media for instructions on evacuation routes.

Hurricane Response

When a hurricane or other disaster is imminent, the President will assemble the Crisis Response Team that includes the Dean of Academic Affairs & Operations, Senior Director of Admissions, Custodian and the Director of Communication, and others as deemed appropriate will meet to review action plans and discuss dissemination of information. When the decision is made by the President to declare a **State of Emergency** and close the campus, all personnel should vacate the campus after securing equipment. See Annex C, Emergency Communications System for further details on emergency notifications and the operation of the Emergency Operations Center.

Computers and other electrical equipment should be unplugged, elevated from the floor, covered, and moved away from windows. Staff and faculty should assume responsibility for the work stations they use. Computer laboratories will be secured by the designee on campus. Personnel should take the precaution of backing up computer data on discs which then can be stored in the vault. Any critical records should be moved to the vault for safekeeping.

VDEM officials recommend canceling classes 4-5 hours after a hurricane watch begins. If the hurricane is classified as a category 1 or 2, the decision can be delayed somewhat. Care must be taken to consider driving conditions for students and staff from outlying areas. In the event of a voluntary evacuation, all staff should be released to secure home and property and make

preparations to leave the county. Once a warning is issued, the eye of the hurricane could hit within 24 hours. Even essential personnel should be released before a hurricane warning begins.

In the event the school is closed and a hurricane hits the area, students should tune to local radio channels to determine when classes will resume. In case an actual hurricane strikes, staff should call the campus at 493-6900 to receive information on when they should report back to the college.

B. SEVERE WEATHER/TORNADOES

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed several hundred miles per hour. These storms are the most violent of all atmospheric phenomena. Often severe summer thunderstorms also bring high winds and extensive damage.

The National Weather Service issues two types of tornado alerts:

1. Tornado Watch - Weather conditions are conducive for a tornado to develop.
2. Tornado Warning - A tornado has been sighted in the area and protective measures should be taken immediately.

Tornado Response

WATCH - Once a watch is announced, the severe weather alert monitor will be monitored by the bookstore clerk. Staff located at other buildings will be notified if conditions worsen.

***WARNING* - When the tornado warning is received, the President will notify the custodian, security and staff who have a 2-way radio on campus of the warning. He will also send a copy of the email from VDEM on the tornado alert (also the all clear for the alert) to all personnel via campus email. All personnel should be notified in this email to take the following precautions:**

- a. Evacuate all classrooms, offices, and other areas with an exterior window.
 - a. Safe areas on the First Floor:
 - Office 113 (Registrars Office and 119 A the Vault Room)
 - Testing Center-Rm 105
 - Supply Closet-Rm 123
 - Bookstore-Rm 121
 - Offices 102, 106
 - Restrooms
 - Conference Room 127
 - b. Safe areas for the Health Professions Building:
 - PTA Storage-Rm 224
 - Restrooms
 - Janitor's Closet-209
 - Faculty Office-221
 - Counseling Lab 207

We will also post a Tweet at our Twitter page

b. Instructors should make certain that all class members have evacuated the classrooms with outside windows. Special care should be taken in assisting any students with physical disabilities.

c. If conditions worsen (such as a greenish sky, a wall cloud, or a loud roar), students and staff should take the position for greatest safety by crouching on knees, head down with hands locked at back of neck to protect the head.

d. Under no circumstances should persons go outside. In the event that a person is outside and cannot get inside, that individual should look for the closest ditch or low area and lie flat.

C. FLOODING

South University is located in an area subject to flooding. Flooding in the coastal area may be caused by heavy rain and/or from tidal surge caused by tropical storms or hurricanes.

Except in the case of flash flooding, the onset of most floods is a relatively slow process with buildup taking place. The National Weather Service makes timely reports to keep the public informed. Reports on the buildup of flood waters will be monitored by the President will be informed accordingly. If local officials recommend that evacuation occur, the college will do so. Otherwise, the responsibility lies with the President who will make the decision based on circumstances at the time. In the absence of the President, the Dean of Academic Affairs & Operations will make a determination.

Flood Response

Flash flood warnings are issued by the National Weather Service over the local television and radio stations. In the event that students and staff are unable to leave campus because of flash flooding or rising water, all personnel will move to the highest ground. The Dean of Student Affairs or designee will monitor the situation and keep the President informed accordingly.

D. WINTER STORMS AND FOG

The major dangers of local winter storms are ice and the breakdown of transportation due to poor visibility and road conditions. With little or no emergency winter equipment in this mild climate, even a light snow may incapacitate an entire area. An additional problem in the coastal region during the winter months is the thick ground fog that can develop rapidly. Although fog is not usually a problem on campus, the fact that some South University students commute from over 30 miles away creates a need for cancellation of classes and timely notification. The President or designee and the Director of Communications will monitor local media in the event of deteriorating conditions.

Winter Storms Response

1. If severe weather warnings are issued during regular working hours, the President will decide whether or not the university should be closed in accordance to Annex C, Emergency Communications System. If the decision is made to close the college, students will be dismissed immediately and staff will be dismissed as quickly as emergency duties are completed. If the serious weather develops during the night,

the President will make a decision about canceling classes as soon as possible. In the event that classes are canceled or college schedules are modified, the President will provide for the notification of students, faculty and staff and the media as appropriate

2. In the event the President out of town, the Dean of Academic Affairs & Operations will call a meeting with the available members of the Executive Council to make a decision.

E. FIRES

Fire is an ever -present danger that may originate within the building or threaten from the outside. It is important that all students and staff be educated as to prompt action to minimize danger and risk of injury. As required by Virginia law, all buildings on campus have an approved alarm system. Evacuation plans are posted in classrooms. Drills will be carried out so that all persons can become familiar with evacuation procedures. Drills will be announced in advance so that instructions may be given to staff and faculty.

Fire - Response

1. When fire is discovered, the alarm should be sounded and fire authorities contacted immediately.
2. Evacuate buildings in accordance with the Evacuation Plan (See Annex B) and Annex C Emergency Notifications System.

SECTION III

RESPONSE TO MANMADE DISASTERS

A. BOMB THREATS

A bomb threat may be received at any time. Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action must be taken in each case to provide for the safety of students, faculty, and staff. The President will meet with the Executive Committee and the Director of Communications to decide whether to evacuate the building(s) in accordance with **Annex C**, Emergency Communications System. Law enforcement officials should be contacted to help evaluate the situation

Bomb Threat Response

Upon receipt of a bomb threat:

1. Obtain as much information from and about the caller as possible.
 - a. Listen - do not interrupt.
 - b. Try to take down the entire message and keep the caller talking. Get as many details (type of device, time of detonation, reason for bomb, etc.) as possible.
2. Notify law enforcement agencies immediately by calling 911.
3. The President will quickly make a careful evaluation of all information including:
 - a. An evaluation of the call.
 - b. The consideration of other bomb threats or related problems.
 - c. Student unrest or local disturbance.
4. From the evaluation performed, the President will decide if the threat is real or a hoax:
 - A. If a determination is made that the threat is real:
 1. Evacuate the building immediately using fire drill procedures.
 2. Determine with the law enforcement authorities what media information should be given publicly.
 3. Determine with law enforcement authorities when normal operations can resume.
 - B. If the threat is judged to be a hoax, the President will have security conduct a quiet search of facilities without evacuating the premises
5. The Bomb Threat Checklist is attached in **Annex A**.

B. SUSPICIOUS PACKAGES

Suspicious packages may be received in the mail, by hand delivery or may be found on the campus. Upon identification of a suspicious package, the recipient should not handle it but should isolate individuals from the immediate area and immediately notify the police by dialing 911.

Indicators that a package may contain an explosive device include:

- Lumps, bulges or protrusions
- Lopsided or heavy-sided appearance
- Handwritten addresses or labels from companies with incorrect information or address components. Check to see if the company exists and if they have sent a package or letter to your facility.
- Excess postage on a small package or letter indicates that the object was not weighed by the Post Office.
- No postage or postage that has not been cancelled
- Handwritten notes, such as; "To be opened in the privacy of."
- Improper spelling of common names, places or titles
- Generic or incorrect titles
- Leaks, stains or protruding wires, tape , etc.

Suspect letter and package indicators are:

- No return address
- Mailed from a foreign country
- Restrictive markings such as "Personal."
- Strange odor
- Protruding wires
- Oil stains on wrapper
- Lopsided packages
- Packages marked "Special Delivery."
- Rigid or bulky envelope
- Address that is badly written, typed or misspelled. Also addresses with title and no name or wrong title with no name

C. WORKPLACE VIOLENCE (Gunman/Barricaded Gunman/Hostage Situation) (See Annex C, Emergency Communications System.)

In the event of workplace violence such as a gunman or barricaded gunman or a hostage situation, the following actions should be taken:

- Call 911 and report the incident to police authorities immediately.
- Notify Security, Campus President, Dean of Academic Affairs & Operations, evening administrator, and other campus officials as required
- Request that the SWAT team be dispatched immediately
- Evacuate as much of the building as feasible where the gunman is located and insure that a safe area is designated for students and faculty to evacuate to
- Lock downs (prevent individuals from entering or leaving) classrooms in the building, if the situation requires, to keep students and faculty out of the line of fire. (**Lockdowns may only be approved by the President**)
- Meet with the police and SWAT team personnel and brief them accordingly
- Notify students and faculty not on campus of emergency measures to be taken via email, television, radio, campus switchboard message or university website not to report to campus until informed to do so by the same media. The Emergency Notification Plan is outlined in **Annex C**.
- Provide medical care as practical

D. OTHER MANMADE THREATS

In the event of the threat of man-made emergencies such as chemical agents, biological agents, nuclear threats, radiation threats or hazardous materials, the President will:

- Insure that students, faculty and staff go about their normal business routine but should report any suspicious activity to campus security and/or the Virginia Beach Police Department
- Insure that all campus emergency procedures have been reviewed
- Provide for these security guidelines to be disseminated to all students, faculty and staff.
- Monitor the radio/television/computer for current information and instructions
- Provide the latest information to students, faculty and staff as appropriate
- Evacuate campus buildings if required or recommended by the appropriate authority
- Lock all building doors to provide a secure environment for students, faculty and staff if the situation dictates such action.
- Provide assistance to students, faculty and staff as appropriate

1. Homeland Security Advisory System (HSAS) The HSAS was established to disseminate information regarding the risks of terrorist attacks to all levels of government and to the American people. The advisory system characterizes appropriate levels of vigilance, preparedness, and readiness of graduated threat conditions. The protective measures that correspond to each threat condition will help to decide what actions citizens may take to counter and respond to terrorist activity. The levels of risk to terrorism are:

- a. **RED** *Severe risk of terrorist activity*
- b. **ORANGE** *High risk of terrorist activity*
- c. **YELLOW** *Significant risk of terrorist attack*
- d. **BLUE** *Guarded risk of terrorist attack*
- e. **Green** *Low risk of terrorist attack*

2. Personal Security Guidelines. This system recognizes that each individual must take personal responsibility for his or her own safety. The steps outlined in these guidelines not only protect from the threat of terrorist activity but also from the perils of everyday life. Disasters may be created either by nature or man. Steps taken in natural disasters may be the same steps that should be taken in the event of terrorist activity. Listed below are actions that students, faculty, and staff alike should be prepared to take in the event of a terrorist incident.

- Establish a method for making contact with family and friends in the event of disaster. This may include locations to meet, phones to use, a common check-in location or other means of communication.
- Be aware of your surroundings. Identify exits, life safety equipment, designated shelter areas, and emergency telephones.

- Have emergency supplies available including automobile first aid kits, non-perishable food and water.
- Keep your automobile fuel tank full or nearly so.
- Be prepared, at home or office, for either an evacuation or to take shelter where you are. Shelter in place may include closing off ventilation sources. Ensure that home smoke detectors and other warning devices are in good working condition. Avoid unsafe conditions due to overcrowding, poor lighting, limited emergency exits.
- Keep your doors locked, in your car and in your home. Take normal precautions to protect your property by maintaining possession or locking items away.
- Report suspicious activity, packages or conditions to your local law enforcement.
- Be patient and be prepared for delays caused by security measures. This may include travel, attendance at public events or conducting normal business.
- Be aware of the rules. Find out ahead of time what items are prohibited during travel, for entrance to events, or upon entry to public or private buildings.

3. Pertinent Websites that may be perused for valuable information on Homeland Security are:

- Virginia Department of Emergency Management- <http://www.vaemergency.com/index.cfm>
- U S Department of homeland Security- www.ready.gov
- [WWW.NOAA.GOV](http://www.noaa.gov) –Weather radio that can be streamed online

Annex A

BOMB THREAT CHECKLIST

Exact time of Call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLERS VOICE (Circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Is the voice familiar, who does it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number where call was received: _____

Date: _____

Report call immediately to Security Officer/President and call 911 immediately. Do not delay calling 911 to notify a university official.

Annex B

South University- Virginia Beach Campus Fire and Evacuation Procedures

INTRODUCTION

Due to unforeseen reasons, it may become necessary to evacuate the building on the Virginia Beach campus. The most common event which would require an evacuation is the activation of a fire or smoke alarm. These can be activated several ways such as manually pulling an alarm, smoke detector, fire and heat detectors, a change in water pressure in pipes for the sprinkler system, etc. Evacuations must be conducted safely, calmly, orderly and quickly. Our students, faculty and staff depend upon the campus leadership to provide a safe and protective environment. It is our responsibility to plan and practice in the event of an actual emergency situation.

COMUNICATION

The evacuation plan needs to be communicated regularly in departmental meetings with campus staff and faculty. It should also be presented to new students during New Student Orientation and to new employees on their first day on campus or in New Employee Orientation.

DRILLS

Evacuation drills should be conducted at least once a quarter to ensure all students, faculty and members of the staff know the proper procedures.

- Fire drills should be conducted to insure that all city guidelines are met.
- Evacuation drills should be coordinated with the Fire Department and the Alarm Company.
- The campus President should determine when drills are carried out and plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Members of the staff should also be assigned specific duties and monitor the evacuation of the school.
- A representative from each department/facility floor should be selected to serve as a Floor/Areas Marshal in each department. The primary duties of these individuals should be to ensure that no one stays behind and to check that all lights are left on and all doors are shut.
- An alternate Marshal should be selected in the event of absence. Based on the size of the area to be covered, in some situations it may be prudent to have two individuals to insure the floor or area has been cleared.

EVALUATION

After each drill or actual emergency, the campus President along with the Executive Committee will meet to evaluate the evacuation and note any potential situations which may need improvement. Records must be kept by Security/Facilities as to when each drill was conducted along with any notations or comments.

EVACUATION PROCEDURES AND DESIGNATED ASSEMBLY AREAS

When a campus alarm is activated, faculty should quickly and calmly escort their class (no running) using their planned evacuation routes and gather at the designated assembly area outside and away from the building.

From North Stair Case: Once you have gone down the stairs, head out to the main lobby and exit the building via the main doors and out to the parking to the right. **The assigned assembly area is the second grass island to the right.**

From South Stair Case: Once you have gone down the stairs, take a left and exit the building out the doors passing the Student Lounge. Once outside, head left towards the light pole island in the parking lot. **The assigned assembly will be the first grass island to the left (same as those coming from the Main Entrance).**

From Internal Stair Case (Student Entry): Head down the stairs and out the Student Entry Doors. **The assigned assembly area is the first grass island straight out in the parking lot.**

From the Library Main Entrance: Exit the library and take a left. Exit the building and head towards the parking garage to the first floor stair landing (Smoking Area). **The assigned assembly area is the first grass island just to the right.**

From the Library Emergency Exit: Exit the library and turn right. Exit the building. Once outside, head left towards the light pole island in the parking lot. **The assigned assembly will be the first grass island to the left (same as those coming from the Main Entrance).**

Roll Call: Once faculty members have gathered their students, each faculty member will conduct a roll call to ensure that every student is accounted for and present. Any missing person needs to be brought to the attention of the President and Security or fire department upon their arrival so that a proper search may be conducted for the missing individual(s).

Staff: Procedures should be established for all staff to proceed to an assembly area where a roll call will be conducted of staff. If someone is missing it should be reported to the security officer, Facilities or the President.

Reentry into the Building: No one will be allowed to re-enter the building(s) until an "all clear" is given by the appropriate school official, in most cases the campus President. If emergency teams do respond to the alarm, they will inform the school contact person when it is safe to re-enter the building.

Visitors: Everyone MUST evacuate the building. It is important that someone ensure that visitors and anyone in the reception area(s) are escorted from the building. The receptionist is the only individual in the building who is exempt from evacuation during a fire drill.

RESPONSIBILITIES

President:

- Determine schedule for quarterly drills and coordinate with campus Director of Security/Facilities.
- Plan for drills that will include all sessions, day classes, evening classes and weekend classes.
- Ensure that all students, faculty and staff are briefed on fire evacuation procedures.

Dean of Academic Affairs & Operations and Dean of Student Affairs:

- Brief students on evacuation procedures at each new student orientation.
- Make recommendations to enhance the conduct of fire drills

Custodian and Security

- Maintain and update the campus fire alarm and evacuation procedures as needed.
- Notify the fire department and the fire alarm company as to the times when fire drills commence and have been completed.
- Ensure that alarms are reset.
- Organize floor/marshal/captain team.
- Ensure that all assignments for coordinating and conducting fire drill are made.
- Establish assembly areas and posting of fire evacuation routes.
- Assign special duties and assignments for security officers and custodians
- Insure a plan is in place to assist disabled persons (in wheel chairs, using a cane etc) during an evacuation.
- Insure that other situations are covered in evacuation procedures
- Maintain records as to when each drill was conducted along with any notations for improvement or other comments.

Faculty Members:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories assigned for teaching.
- During the first day of class for each term, faculty should instruct students where they will exit the building, what stairs they will use and the location of the assembly area where they are to gather outside the building.
- Escort their class to the assigned assembly area during drills and evacuations.
- Take attendance and report the names of individuals not present in the assembly area during evacuation to either the Director of Security and Facilities or the local fire department.

Program Directors & Staff:

- Communicate all pertinent evacuation information to staff on a regular basis.
- Become familiar with evacuation routes and assembly areas.
- Become familiar with all assigned additional duties for fire drills.

Students:

- Become familiar with evacuation routes and assembly areas for all rooms or laboratories that they will attend class or lab.
- Be escorted in a quick, but calm manner by their instructor to the assigned assembly area.
- Participate in the taking of attendance by the instructor.

- Report individuals to the instructor who are not present in the assembly area.

Floor/ Area Marshal/Captain will insure:

- All individuals evacuate and that no individual is left behind.
- All lights are left on.
- All doors are closed.

Evacuation Procedures Survey/Checklist is attached as **Appendix 1**.

Specific assignments for fire drills are noted in **Appendix 2**. In some instances, two individuals are listed to ensure that at least one individual is on campus.

Appendix 1

Evacuation Procedures Survey/Checklist

YES/NO

1. Our campus has a written policy concerning campus evacuation due to fire, smoke, bomb threats, power outage etc.
2. We conduct regular drills for evacuation.
3. The campus President and selected individuals review each incident afterwards.
4. We document each occurrence and keep them on file.
5. Evacuation procedures are reviewed with new students.
6. Evacuation procedures are reviewed with new employees.
7. Faculty conducts a roll call with students after evacuating the building.
8. Supervisors conduct a roll call with staff after evacuating the building.

ADDITIONAL COMMENTS

Appendix 2

Specific Assignments for Fire Drills, Tornadoes and Lockdowns

Fire Drills

During normal hours: The individuals listed below are designated as area marshals and will ensure that no one is left in the building.

Main Reception/Administrative Offices (Area Marshals have an *)

- **Lobby/Admissions/Financial Aid** – Admissions Receptionist
- **Student Entrance (Including Stairs)** – President*
- **President’s Suite** – Executive Admin.*
- **Roll Call Takers of faculty and staff** –Executive Admin. & Admissions Receptionist if needed

Second Floor

- **South Stairs** – Senior Director of Admissions*
- **North Stairs**-Dean of Academic Affairs & Operations*
- **Faculty Area and Faculty Lounge**- Program Director of Nursing
- **Classrooms** – Senior Director of Admissions*

Library –Librarian/Assistant Librarian

Security Officers/Facilities: Will provide directions for fire trucks on campus

During evening and weekend hours when classes are in session: All instructors, the Nights/Weekend Coordinator, the receptionist and the security officers will be responsible for ensuring that all students, faculty and staff evacuate all areas of the building in which they are located. The security officer is responsible for ensuring that all students leave the building(s) in which no classes are being held. Instructors are responsible for escorting students to their assigned assembly area and taking roll call.

Tornadoes

- All personnel who are assigned a radio including security officers, custodians, and designated administrative staff will go to **Channel 1** and are responsible for notifying faculty, staff and students in case of a tornado warning. Security officers, custodians, faculty and staff are responsible to require all personnel to proceed from classrooms and offices with exterior windows to inner classrooms, offices and restrooms.
- The President, Custodian and Security Guard will forward all emails received from VDEM concerning the tornado, including the initial notification and all subsequent status reports. As well as use Twitter.
- All individuals will remain in inner classrooms, offices etc. until the “all clear” signal is given.

Lockdowns (To be approved only by the president)

- All personnel who are assigned a radio including security officers, custodians, and designated administrative staff will go to channel 1 and are responsible for notifying faculty, staff and students in case of a lockdown
- Security officers and custodians will lock and man all exterior doors to prevent individuals from exiting the building until the “all clear” signal is given. Only individuals identified as faculty, students or faculty may enter the buildings during lockdowns.

Annex C

Emergency Communication System

State of Emergency Declaration

The authority to declare a State of Emergency rests with the President of South University. When a declaration of a State of Emergency is made, only registered students, staff and faculty are authorized to be present on campus. Those persons who cannot present proper ID, showing their legitimate business on campus, will be asked to leave the campus.

Certain portions of the Emergency Plan may be implemented at various times and this alone does not imply that a State of Emergency has been declared.

Initial Notification System

The president of South University has the authority to declare a State of Emergency or any portion of the Emergency Plan. The President will notify the Chancellor and the Executive Committee. The President will notify staff and the Dean will then notify all faculty under their jurisdiction through their emergency protocol.

The President (or the Director of Facilities and Security in the absence of the president) will also provide for the following individuals to be notified:

- Financial Aid
- Librarian
- Custodian and Security
- Registrar
- Director of Communications

The Director of Communications (or the Dean of Students in the absence of the Director of Communications) will then notify:

- Senior Vice President of Academic Affairs
- Vice President of Human Resources
- Vice President of Technology

The Director of Communications (or the dean of Students in the Absence of the Director of Communications) will also notify the following individuals who will craft an appropriate email that would be sent to the online and PLUS students.

- Vice President, Online (EDMC OHE)
- Director of Marketing (EDMC OHE)
- Director of Web Strategies (EDMC OHE)

The individuals above then notify all the personnel under their jurisdiction. All individuals who are responsible for notifying others should maintain an up to date listing of all individual office numbers, home telephone numbers, cell phone numbers and home email addresses that they are responsible for.

Alert Find: Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff or faculty, Alert Find is activated. Alert Find

is a system that provides for the automatic notification of all students, staff and faculty of situations described above, to include students who are not present on campus. The notification procedures implemented in Alert Find will be publicized at student orientations, via emails and various web sites of the university. Alert Find will be tested at least twice annually.

The President may also direct that specific messages be placed on the campus switchboard voice mail to notify students when the campus facilities are closed. He may also requests that such announcements be made via radio and television.

Twitter will also be used to make updates as necessary at SouthUVirBeach.

Notifications on Campus

Notifications on campus regarding emergency measures to be taken may be made via office telephone, office email or personal contact.

Students on campus may be notified via staff and faculty personally notifying students in classrooms, laboratories, student lounges, library or other locations.

Security officers and custodians may also be utilized to relay instructions which would be relayed to them via issued campus portable radios. Instructions regarding evacuation, lock down or other matters may be delivered by custodian and security officers.

Supplemental methods may be used to issue warnings and increase campus awareness of emergency procedures being followed.

- Telephone Notification: Persons in various offices may be contacted to disseminate information.
- E-mail Notifications: When possible, email notices will give awareness information, weather warnings, etc.
- Fax Notices: Information may be faxed to various offices in a poster format so that notices can be displayed on bulletin boards, doors, etc.

Lack of Notification: Staff/Faculty Duty to Act

Power outages, downed telephone lines, and the rapid development of an emergency situation may severely hinder or totally disrupt communications. Employees must be prepared to act without direct order in an emergency situation. This may include directing the evacuation of an area of a building. Communication may be accomplished through non-traditional methods as required for the specific emergency. University employees must try to maintain an awareness of potentially hazardous conditions, such as severe weather, and react accordingly to the situation as it develops. This does not, however, give the employee responsibility for canceling classes, closing buildings, and making statements to the media.

Emergency Operations Center

The President's office will serve as the Emergency Operations Center. In the event that it is impossible to occupy that office, another office will be designated. In the event of an evacuation, the most important administrative functions in emergencies are the safety of those on campus, successful evacuation of the campus, Safety and security and emergency information dissemination.

Following an evacuation, the campus will be reopened for classes, work, and residential students only after the determination to re-open is made by the President.

Media Communications

The Director of Communications is responsible for coordinating all release of information and for contacting news media to initiate press releases, broadcasts, etc. This responsibility is under the direction of the President. Unless directed otherwise, all media contact will be referred to the Director of Communications.

University Emergency Response Procedures

South University has developed emergency response procedures for managing emergency events on campus. These procedures are activated by university administrators in notifying key staff of emergencies. During periods of campus emergency, affected departments and building personnel shall place in operation the appropriate procedures necessary to meet the emergency, safeguard human lives and property, and maintain educational facilities.

Additionally, all departments should develop area-specific plans and communication alert systems.

General Emergency Procedures

In any emergency situation, faculty and staff of the University may be called upon to provide assistance. All employees should be prepared in an emergency situation to offer assistance when asked. In addition, University faculty and staff are responsible for the following:

- Reporting any potentially dangerous conditions immediately to the University Police Department. Taking preventive steps may reduce the chances of personal injury and damage to property.
- Being alert to one's surroundings. Suspicious activity should be reported immediately to the Security Office by dialing 216049 or the Virginia Beach Police Department by dialing 911. Do not assume that someone else has reported it.
- Supervisors should be notified immediately if someone is suspected of criminal or potentially violent behavior.
- In any emergency situation, attempt to remain calm, be prepared to react without direction, and assist others when possible.