

**MIFFLIN COUNTY ACADEMY OF SCIENCE & TECHNOLOGY  
PRACTICAL NURSING PROGRAM**

**POLICY 2011**

**CAMPUS SECURITY AND SAFETY POLICY**

The Campus of the Mifflin County Academy of Science and Technology's Practical Nursing Program (PNP) includes The Academy building, annex and surrounding parking lot. The PNP is located within the main Academy building. The buildings are accessible to students during regular school hours only.

1. A copy of this policy is sent to prospective students with their acceptance letter to the program. It is also found in the Student Handbook, which is reviewed on the first day of class. A campus security report is also provided with the acceptance letter.
2. Criminal actions or other emergencies occurring on campus should be reported to any member of the school faculty, staff or administration. The school administration will decide on the appropriate response to police or other emergency agencies. The Academy maintains agreements with local law enforcement including access to building and building maps.
3. Information on personal safety and assault prevention is offered throughout the program. Students may find additional information on sexual assault prevention on the PA Coalition Against Rape website at [www.pcar.org](http://www.pcar.org). Students may find information on sex offenders and related issues on the PA Megan's Law website at [www.pa.meganslaw.state.pa.us](http://www.pa.meganslaw.state.pa.us). The Reported Criminal Offenses Form 2011A also includes instructions on where to obtain further information on sexual assault prevention and on locating sexual offenders. The program will make information on drug and alcohol abuse prevention available throughout the year.
4. Students are encouraged to keep money and other valuables on campus to a minimum. Any money or valuables brought to the school should be kept in the student's possession or locked in their locker.
5. Students will be issued a student identification card, parking pass and clinical identification tag after the start of school. Cost of replacement is \$5.00 per card. The parking pass is to be displayed on the rear-view mirror during school hours. Failure to comply with this rule may result in the student having his/her parking privilege revoked.
6. Weapons of any nature are banned from the school, school grounds, and any affiliating agency where the student represents the Practical Nursing Program.
7. All visitors are required to report to the school's main office to receive a visitor's identification tag. Persons who need to visit with students during school hours may only do so during designated break and lunch times. Students are not permitted to have visitors at any clinical site.
8. The Practical Nursing Program will adhere to the Academy Emergency Plan. Each faculty member will receive a copy of the Plan. The Plan will be reviewed in a faculty meeting annually.
9. In the event of a lockdown situation, the front and back doors to the nursing department will be kept locked until the school's director announces a stand down or all clear situation. Students will be restricted to the nursing program's designated area throughout the lockdown. Students may be asked to provide identification upon entering and/or leaving the school grounds during a lockdown situation.
10. Fire drills will be held periodically during the secondary program's school year. As soon as the alarm is heard, all persons are to leave the building quietly and walk quickly to either the front lawn (if in classroom with the department) or out the side entrance (if in the Jr classroom). All persons are to stand and remain standing at a distance of not less than 75 feet from the building. The driveway must be kept clear in order to provide easy access for any emergency vehicles that may respond in an actual fire. Students may not leave school grounds during a fire

drill. Faculty will count students present and indicate all present (or not) with the colored card system provided by the Academy administration. (Located in the Academy Emergency Plan notebook found in each classroom)

A fire extinguisher is located in the front lobby of the Practical Nursing Program to contain a fire within the department.

11. Students will be provided a swipe card for access to the front hallway doors of The Academy building. Students are to return the swipe cards upon completion of the program or in the event the student leaves the program before completion. The hallway doors are locked for safety of all students.

**DOCUMENTATION:**

1. An incident report (Form 2011C) will be completed regarding any crime related issue and a copy placed in the student's record.
2. School administration will record and compile statistics of the following reported criminal offenses occurring on campus:
  - a. Rape/Sexual Assault/Domestic Violence/Stalking
  - b. Murder
  - c. Robbery
  - d. Aggravated assault
  - e. Burglary
  - f. Motor vehicle theft
  - g. Hate crime
3. School administration will record and compile statistics concerning the number of arrests for the following crimes occurring on campus:
  - a. Liquor law violations
  - b. Drug abuse violations
  - c. Weapons possession
4. The information accumulated regarding campus crime statistics are disclosed to prospective and current students and employees.
5. A copy of the school's Drug Policy is found in the Student Handbook and is reviewed on the first day of class.
6. New faculty members are provided with a copy of this policy during their orientation. The policy is found in the Policy Manual and is reviewed yearly.
7. Members of the public may review the policy and statistics in the PN Coordinator's office upon request.
8. Students who have a Protection from Abuse (PFA) order will be asked to provide the name of the person against whom the PFA was issued. This name will be given to PNP and main office staff to screen visitors and phone calls for the student's protection.