NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Campus Safety and Security

Policy Statement

Noorda-COM is committed to creating a safe and secure environment for all members of the College community (administrators, faculty, credentialed instructional staff, staff, students, visitors and all other persons that participate in the College's educational programs and activities) including those at off-site clinical educational experiences.

In compliance with accreditation requirements and federal and Utah State law, the College has developed a campus safety plan; and a campus safety training curriculum; provides requirements for what a campus safety plan and campus safety training curriculum addresses; and outlines reporting and other requirements related to campus safety.

Teaching in times of extended emergency requires careful preparation and flexibility. The following steps will help instructors continue teaching even in the event of an emergency.

Employees, Faculty, Credentialed Instructional Staff, students with safety concerns should refer to the specific policies below. If assistance is needed, Employees, Faculty, and Credentialed Instructional Staff can contact the Manager of Human Resources, Campus Security or the Facilities Manager for further information.

Entities Affected by the Policy

- Faculty
- Administrators
- Credentialed Instructional Staff
- Staff
- Students
- Third Parties

Policy Procedures

Security and Safety On-Campus
Noorda-COM has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, to keep personal items out of sight and to keep their vehicles locked.

Noorda College of Osteopathic Medicine has security guards to maintain and monitor security on campus. Security personnel are carefully screened before being assigned to Noorda College of Osteopathic Medicine and supervised to ensure quality assurance.

Noorda-COM campus security operates 24 hours a day, seven days a week. Security officers patrol both the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies and to render assistance in motorist assists and escorts. The department also enforces parking regulations and serves as the repository for lost and found items.

Security Officers may detain, but not arrest, individuals who engage in illegal and criminal actions until Provo City Police Officers arrive and/or Local Law Enforcement agencies arrive. They are empowered to enforce Noorda-COM's regulations, to investigate incidents, and to apprehend those who violate Noorda-COM regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the Provo Police Department and/or Local Law Enforcement.

The Security Supervisor meets regularly with local police and community organizations to help ensure the safest environment for the campus community.

Security and Safety Off-Campus

Reporting Clerkship Problems
At times, safety and security concerns/issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, DME/ DIO or Noorda-COM Regional Assistant Dean (RAD), when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact their Noorda-COM Clinical Clerkship Coordinator.

Immediate concerns (harassment, student and patient safety, etc.) should be reported directly to the Department of Clinical Education. (See Non-Discrimination and Anti-Harassment Policy for further details)

In Case of Emergency
Students should follow emergency procedures and protocols at their specific clinical site at all times. In the event that a clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, the Department of Clinical Education should be notified as soon as possible.

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as year 1 and 2 medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.

In the case of an emergent situation outside normal business hours that requires students to evacuate a location, relocate for a period of time, or any other emergency, a student should contact the Noorda-COM Campus Security office at 385-375-8724.

Law Enforcement Relationships
While there are no written agreements with local law enforcement agencies as it relates to the investigation of alleged criminal activity, it is Noorda-COM's Campus Security policy to work in conjunction with all state and federal law enforcement agencies, local police agencies, and emergency management organizations when applicable. In the event that a serious crime or death was to occur, Noorda-COM Security is mandated to notify the proper law enforcement agencies. The county in which the crime took place would then either assume responsibility or delegate its authority to another agency to investigate the criminal matter or prescribe action to be taken.

In addition, Noorda-COM works closely with the City of Provo City Police Department. All individuals, whether they belong to the College community or not, are subject to all federal, state, and local laws while on the Noorda-COM campus and may be subject to criminal charges when applicable, even for first offenses.

Safety and Security Committee
To further enhance security at Noorda-COM, a Safety and Security Committee has been established. The committee is comprised of members of the student body, faculty, and administrative staff. The mission of the Committee shall be to develop, recommend, review, and monitor security measures at Noorda-COM, including but not limited to:
- Development and maintenance of a Security Plan for Noorda-COM that includes physical and electronic security measures
- Development and maintenance of an Emergency Response Plan
- Development and maintenance of policies for an Emergency Communications Plan

- Coordination with community Emergency Response organizations and plans

Reporting Criminal Activity and Other Campus Emergencies
All members of the Noorda-COM community and guests are encouraged to report any criminal activity, suspicion of criminal activity, accidents, and other emergencies to the Noorda-COM Security Department and the local Police Department as soon as possible, when the victim of a crime elects to report or is unable to make such a report. Reports should be made promptly and accurately. While the institution does not have a policy on victims or witnesses being able to report a crime in a voluntary confidential manner, whenever possible, the identity of the complainant will be kept confidential, if requested.

Pastoral and or professional counselors are not able offer a voluntary confidential reporting option of a crime to students that they meet with one on one.

Anyone may report any of the above-named instances, in person, to any Security Officer, the Security Supervisor, and/or the Administration Office.

Noorda-COM Security informs complainants of all the options available to them through the College, as well as with local, state, and federal agencies for dealing with offenses committed against them.

If assistance is required in completing and/or reporting an incident/occurrence to local law enforcement agencies, Noorda-COM Security will be glad to render any assistance needed.

Fire exits and fire extinguishers are located throughout all buildings. If evacuation of a building becomes necessary, please use the stairways. Elevators should not be used under any circumstances. Tampering with fire alarms or fire prevention equipment is forbidden and may result in dismissal.

Automated External Defibrillators (AED) are strategically placed on campus and include mobile devices carried by security officers. The Security Department is charged with maintenance and care of the defibrillators.

AED Locations
   a. Building One Hallway Near Student Lounge

   2. Building Three
       a. First Floor – Outside Lecture Hall A
       b. Second Floor – Outside Clinical Lab 210
   3. Building 5
       a. First Floor – Near Dean's Office Space

Emergency Plan

Procedures for emergencies are detailed on both the eNCOMpass and the College's external website.

Noorda-COM has partnered with DialMyCalls to provide an emergency alert system capable of delivering messages to College emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger the College population, Noorda-COM Security will send communication through one or more of the mechanisms identified above.

All emergencies on the Noorda-COM campus should be reported immediately by dialing 385-375-8724 for Security. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the Manager of Facilities or the Chief Financial Officer.

Emergency Communications
The Security campus dispatcher may be reached from any phone, on or off campus by dialing 385-375-8724. Students are asked to preprogram or "speed dial" this number into cell phones for quick dialing.

Timely Warnings/Crime Alerts
Timely Warnings are issued whenever there is an ongoing threat of crime or danger to the Noorda-COM College community on and around campus. If circumstances warrant, Timely Warnings/Crime Alerts are prepared and sent throughout the College via DialMyCalls mass texting notifications, campus wide emails, and posted notices in campus buildings.

Security Escorts
The Security Department provides an on-campus escort service for faculty, staff and students all year round, 24/7. Patrol officers will walk escort requests to buildings and/or vehicles parked in and around College lots. If at clinical site, facility security of office manager should be contacted for an appropriate escort to buildings and/or vehicles.

Those interested in an on-campus escort or having challenges off site with identifying an escort, should contact the Noorda-COM Security desk at 385-375-8724.

Annual Security Report
In compliance with regulations of the Department of Education's Clery Act, Noorda-COM's Security Department publishes an Annual Security Report and distributes the document to all students, faculty and staff. The Campus Security Act requires all colleges and universities to:
- Publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms
- The statistics must be gathered from campus security, local law enforcement and other College officials who have "significant responsibility for students and campus activities"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees"
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of College security and is reported to College security."

Noorda-COM Security Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction.

The daily crime log is available for public inspection at the Security Office. The crime log includes the nature of the crime, the date, the time and the general location in which each crime was reported to the department, as well as the disposition of the complaint (if known). The department is obliged to post new incidents into the daily crime log within two business days of receiving the report unless in doing so it will hinder an open investigation in which case that incident will get posted once the investigation has been deemed closed.

Identification/Building Access Cards
For safety, Noorda-COM utilizes a card access system on all building entrances. Access cards are issued by the Security Department to first-year students free of charge during orientation week. Access cards also serve as student identification badges and, in accordance with the Dress Code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of Noorda-COM administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards, or granting access to non-Noorda-COM personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the College but must return it to the Security Department upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to the Security Department at 385-375-8724 for deactivation. Students must pay a $10 replacement fee for all lost, stolen or misplaced ID badges/access cards.

Emergency Disaster Plan
Noorda-COM has partnered with DialMyCalls to provide an emergency alert system capable of delivering messages to College emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger

the College population, the Security Department will send communications through one or more of these mechanisms.

All emergencies on the Noorda-COM campus should be reported immediately by dialing 911 and then dialing 385-375-8724 for a security officer. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. A follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer, as soon as practical, will contact the Facilities Manager or the Chief Financial Officer.

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the College community, Noorda-COM Security Department, in conjunction with the College Security Committee, will issue campus safety alert messages via the College's mass notification system, mass e-mail, bulletin boards, and on its main webpage (www.noordacom.org) advising of the situation and what actions should be taken. Noorda-COM will follow its emergency notification procedures. Depending upon the circumstances of these events and its relativity to a crime and/or threat, the College will then issue a timely warning notice, in a manner which withholds as confidential the names and other identifying information of any victims.

Members of the College community who are aware of a crime and/or a potential threat to the College itself or other members of the College community should report the incident immediately to Noorda-COM Security or any other College official, so that a Campus Safety Alert can be issued if warranted. If College community members report crimes and/or potential threats to other College administrators, those administrators should immediately notify Noorda-COM Security so that they can once again determine if an alert is warranted.

Emergency Confirmation
Noorda-COM's Crisis Response Team in conjunction with its Senior Leadership and other appropriate personal and officials, will confirm significant emergencies and dangerous situations that may impact the campus community. These situations include immediate threats to the health and safety of the students or employees.

Emergency Communications
Noorda-COM has a mass notification system, DialMyCalls, that will provide an easy and effective way to send text and email messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Emergency Response plan helps the Crisis Management Team and Noorda-COM's Senior Leadership determine the recipients of any and all emergency notifications. The content of an emergency notification is dependent on the

circumstances of the specific event. The institution has developed a series of templates that can be adapted for any emergency situation. The Crisis Management Team will determine the content of the emergency notification and when the notification will be initiated. The individuals that make up this team include the following:

- President
- Dean
- Chief Financial Officer
- Associate Dean for Student Affairs
- Executive Director for Communications
- Operations Director/ Security Supervisor

The Crisis Management Team will direct the Communication Team to disseminate information per the Emergency Response plan. Once the nature and severity of an incident is determined, the College's Facilities' Manager is notified and authorized to begin the notification process. The type of message and content of notification is based upon emergency templates which are part of the College's Emergency Response Plan.

The institution will, without delay, taking into account the safety of the community, determine the content of the notification and initiative the notification system, unless issuing a notification will, in the professional judgment of the Crisis Management Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The procedures the Communications Team will utilize for distributing emergency information include:

- Coordinate message management
  - Script incoming inquiry messages that are both audience and event specific
    - Text messages
    - Voicemail messages
    - Press releases
    - Emergency notification message
    - Third party vendor message
    - Neighboring business message
    - Website message
  - Get all messages approved by Crisis Management Team
  - Distribute messages
    - Text and emergency notification messages go to Data Recovery Team
    - Approved messages go out through Emergency Notification System

In the event of an emergency, the Noorda-COM community relies on several vehicles for disseminating information:

Noorda-COM Alerts: Noorda-COM provides voice, email, and text messaging capabilities to notify students and employees of critical incidents. The system uses a variety of telecommunications partners to ensure connectivity to cell phones, landlines, email accounts, and TTY/TDD devices.

Authorized staff within the institution or at an off-site location can initiate critical incident communications. Noorda-COM tests the system annually to ensure timely notification of critical events. Noorda-COM Alerts provide real-time updates; instructions on where to go, what to do (or not to do), who to contact and other essential information such as which evacuation routes are available, the nearest emergency shelter, its available bed space or hours of operation.

Mass e-mail: Messages are sent to all Noorda-COM email accounts and provides students, faculty, and staff with information and updates regarding potential threats to the safety and security of the campus community. Noorda-COM's Office of Information Technology manages the data and updates for the mass notifications.

Web Page: The College community will be directed to check Noorda-COM's main website (www.noordacom.org) for notification and updates regarding emergency situations.

Local media: Noorda-COM's Communications Office provides essential information to the media when the College closes because of inclement weather or other emergencies.

In the event of an emergency, Noorda-COM will work with local media outlets, as well as, including information on its social media pages such as Facebook, Twitter, etc. to inform the larger community of the situation.

All students must provide their cellular phone number to the Office of the Registrar. This can be done via eNCOMpass. These phone numbers must be kept current at all times for emergency contact.

Disruption of Essential Functions:
The disruption the essential functions due to an outbreak of a significant illness within the Noorda-COM community, the local, regional or national community, or in the event of a natural disaster impacting the campus, the following precautions and actions will be initiated. Our intent is to minimize risk to employees, students and visitors. As such, we continue to maintain procedures, staffing, equipment and training to assure preparedness to respond to an emergency at any of our facilities.

- **Command Center:** Establish a cross functional, Command Center response team led by Operations Director and several teams focused on faculty, staff, students, communications, strategic suppliers, financial impact.

- **Protect Faculty, Staff and Students:** Follow the most conservative guidelines among leading global and local health authorities (e.g., CDC, WHO, FEMA, Homeland Security). Communicate with faculty, staff and students frequently on decisions made, support any impacted faculty, staff and students per health and safety guidance. Consider limitations on non-essential staff travel. IT infrastructure preparedness for potential remote workforce and educational needs.
- **Demonstrate Purpose and Communicate:** Support epidemic, safety and wellness prevention efforts and communicate our interest in protecting faculty, staff, students and stakeholders.

Essential Functions of the Noorda-COM Operations that may be affected by significant illnesses or a natural disaster

- Students and/or Faculty
    - 10-20 percent of students affected
        - Heighted awareness
        - Notify
            - President's Council
            - Dean's Council
    - 20-30 percent of students and/or faculty affected
        - Initiate Command Center
        - Identify and form focus teams as deemed necessary
    - 40 percent of students and/or faculty affected
        - Execute interventions as designated by
            - Department
            - Focus Team

Essential Functions of the Academic Affairs Department that may be affected by significant illnesses or a natural disaster

- Students
    - 10-20 percent of students affected
        - No change in curriculum delivery is expected
        - Students will be reminded of proper precautions
        - Students may access lectures and assignments via Canvas
        - Make up labs and exams will be scheduled individually
    - 20-30 percent of students affected
        - Initiate plans for make-ups for large numbers of students
            - Labs may be cancelled for the section at the request of the faculty-in-charge of the lab
            - Labs may be scheduled on weekends
    - 40 percent of students affected
        - Recommendation that students access lectures from off-campus

- Labs may be cancelled for the section at the request of the faculty-in charge of the lab
- Examinations will be re-scheduled with dates and times posted to Canvas and sent by email to the Classes
  - o Students may be required to stay away from classes for several days or more depending upon the emergency. This will be determined by Noorda-COM and students will be notified.

- MSIII and MSIV students
  - o Students unable to attend scheduled clerkships due to emergency should contact the Noorda-COM clerkship coordinator and the site Preceptor.
    - Students may be required to remain away from the clerkship site for several days or more depending upon the emergency. This will be determined by Noorda-COM and the Preceptor.
    - Students unable to complete the required minimum of 20 days will have to complete or repeat the clerkship at a later date as arranged by the Noorda-COM clerkship coordinator.
      - ❖ Days may be made up on weekends during the scheduled month at the discretion of the Preceptor but these cannot extend past the scheduled time.
      - ❖ A clerkship cannot be extended if another clerkship is assigned.

- Faculty – the following consider the total faculty rather than individual departments
  - o 10-20 percent of faculty affected
    - No change in curriculum delivery
  - o 20-30 percent of faculty affected
    - Curriculum Director and Associate Dean for Academic Affairs revise the schedule as needed
    - Labs may be cancelled for the section at the request of the faculty-in charge of the lab
      - ❖ Labs may be scheduled on weekends
  - o 40 percent of faculty affected
    - Associate Dean for Academic Affairs revises the schedule as needed
    - Labs may be cancelled for the section at the request of the faculty-in charge of the lab
      - ❖ Labs may be scheduled on weekends
    - Provide delayed testing for section.
      - ❖ Utilize weekends to get back on schedule
  - o Clinical faculty teaching responsibilities may require adjustments if the community is affected. Flexibility with teaching assignments will be required.

Essential Functions of the Simulation Center that may be affected by significant illnesses or natural disasters

The Director for Simulation and the Associate Dean for Academic Affairs will meet to determine the best course of action for any particular activity. For possible missing faculty involved with the delivery of Sim Center content, a decision will be made, as outlined in the succession plan below, on an event-by-event basis. Sim Center Department members who are present will assist if needed, or run sessions, depending on session needs.

- HPS Sessions:
  - HPS Director will adjust room assignments for students who do present for session, and then meet with Curriculum Coordinator to determine best time for make-up session.

- SP Interview Sessions:
  - SP Director will adjust student interview sessions for students/SP's who do present for interviews, and then meet with Director for Simulation to determine make up session time.

- Interview Review Sessions:
  - Director for Simulation will work with the Associate Dean for Academic Affairs, to reschedule review sessions with faculty.

The HPS and SP Programs will operate with the limits of available personnel, including personnel recruited from off-campus who play a critical function in the program.

- Director for Simulation is affected:
  - Directors of HPS and SP program will seek guidance from the Associate Dean for Academic Affairs, for operational and curriculum questions.
- Associate Dean for Academic Affairs is affected:
  - Directors will seek guidance from Assistant Dean for Academic Affairs.
- Assistant Dean for Academic Affairs is affected:
  - Directors will seek guidance from the Associate Dean for Clinical Affairs

Students should follow emergency procedures and protocols at the specific clinical site at all times. In the event that a clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, a student should notify the assigned Noorda-COM clerkship coordinator as soon as possible.

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as Year I and II medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-

opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.

In the case of an emergent situation outside normal business hours that requires a student to evacuate a location, relocate for a period of time, or any other emergency, a student should contact the Noorda-COM Campus Security office at 385-375-8724.

Security Considerations in the Maintenance of Campus Facilities
Noorda-COM is committed to campus safety and security. Exterior lighting and landscape control are a critical part of that commitment. All members of the College community are encouraged to report any lighting concerns. Security Officers, during patrols, focus on such items and report their findings to the Security Supervisor who in turn generates a work order, which is acted upon by a member of the Facilities Staff.

Facilities Staff is available to respond to calls for service regarding unsafe facility conditions. These conditions may include but are not limited to unsafe steps, handrails, trip hazards, defective locks or unsecured equipment.

Fire Safety Systems
The facilities are equipped with smoke detectors, duct detectors, fire smoke dampers, and a fire sprinkler system, all of which are connected to the fire alarm panels. Noorda-COM personnel will follow the rules and regulations specified in the site Fire Plan at all times.

Fire extinguishers are located in the following locations:
1. Building One
   a) First Floor – Hallway outside Student Lounge
   b) First Floor – Inside Skills Lab
   c) First Floor – Outside Classroom One
2. Building Three
   a) First Floor – Outside Lecture Hall A Room 107
   b) First Floor – Near Men's Restrooms, located near Room 135
   c) First Floor – Hallway outside Room 153
   d) Second Floor – Outside Student Lounge Room 213
   e) Second Floor – Hallway Outside Clinical Lab Room 210
   f) Second Floor – Hallway Outside Lab Room 222
   g) Second Floor – Hallway Outside Room 244
   h) Second Floor – Hallway Room 254
3. Building Five
   a) First Floor – Outside Suite 101

Testing
Noorda-COM conducts annual fire drills, campus evacuations, as well as testing of the emergency notification system during the Fall term. Noorda-COM

documents each test with a description and notes the date, time, and whether the test was announced or unannounced. Prior to these tests new students and employees are provided with information on evacuation procedures. In addition, community members are periodically provided with Shelter in Place training and protocols.

Crime Prevention Education & Awareness
Noorda College of Osteopathic Medicine provides regular ongoing education and notifications to the campus community beginning with the moment a new student or employee begins her/his career at Noorda-COM. Strategies include in person communication, email communication, posted materials throughout the facility and emergency notification cards with general safety information are provided to everyone the day they receive their new student or employee identification badge.

Noorda-COM has posted its Emergency Response and Evacuation Plan on Noorda-COM's website and on Canvas. The Noorda-COM Safety and Security Committee reviews, updates, and communicates changes in the plan to the general campus community. In addition, safety practices and other security procedures are located on Noorda-COM's webpage, in the Annual Security Report, and in Noorda-COM's Administrative and Faculty Handbooks.

Noorda-COM provides various programs each semester in order to better educate students and employees on the topics including, but not limited to, personal safety and the prevention of crimes. Noorda-COM's Safety and Security Committee posts updates on steps individuals can take in order to create a safer community. These updates are designed to encourage students and employees to be responsible for their own security and the security of others.

Noorda-COM provides educational programs focused on safety, alcohol and drug use-abuse, security awareness, crime prevention, and issues around sexual assault, domestic violence, dating violence, and stalking. Noorda-COM is committed to increasing awareness of and preventing violence. All incoming students and new employees are provided with programming strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, staking before it occurs, that includes a clear statement that prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and policies and procedures for responding to these incidents. Specifically, new students will complete a required online program through eNCOMpass that covers these important topics. Ongoing prevention and awareness campaigns are also offered throughout the year as noted above.

Each employee at Noorda-COM is required to complete an online web-based program on preventing sexual assault, domestic violence, dating violence, sexual harassment, stalking. and bystander intervention. This is Noorda-COM's primary prevention program for all new employees.

Noorda-COM has partnered with Safe Colleges to provide and track student, faculty, and staff safety and security trainings.

The College also offers information and resources relating to preventing sexual violence and sexual harassment through the Title IX Coordinator's office and the Student Health Center.

Definitions

Emergencies:

A minor incident – no plan may be required.

An event that affects a large portion of Noorda-COM and that affects the function of some areas of the College program

An event that affects the entire campus and may require College operational decisions

Emergencies at any level require individuals and the College to:

Protect life safety
Secure critical infrastructure and facilities
Resume the teaching and research program as early as feasible

Responsibilities

- Director of Facility Operations
- Director of Technology Operations
- Safety and Security Committee
- Crisis Management Committee
- Data Recovery Committee

Policy Violations

While Noorda-COM encourages all good faith complaints the COM has the responsibility to balance the rights of all parties. Therefore, if the COM's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline up to immediate dismissal.

Interpreting Authority

- President
- President's Council
- Chief Financial Officer

Statutory or Regulatory References

20 U.S.C. § 1092(f)
34 C.F.R. 668.46.

Relevant Links

N/A

Policy Adoption Review and Approval

President's Council