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.

Entities Affected by the Policy

Administrators
Faculty
Employees
Credentialed Instructional Staff
Students
Visitors
All other persons that participate in the College's educational programs and activities

Policy Procedures

Building Services and Hours
Noorda-COM Building: 2162 South 180 East, Provo, Utah-
Building 3: – Lab space.

Building 1: Suite 100 – lecture hall and study pods.
Buildings are accessible via keycard 24 hours per day seven (7) days per week.

Mailing address 2162 South 180 East
 Provo, Utah 84606

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 whenrequested 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 badge must be reported promptly to the Security Department at 801-230-8272 for deactivation. Students must pay a $10 replacement fee for all lost, stolen, or misplaced ID badges/access cards.

Facility Maintenance/Safety Reporting and/or Requests
For any work requests that need to come into our facilities department (burnt out lamp, outlet not working, plumbing issue, etc.) please email facilities@noordacom.org for any non-emergency issues.

If there is something that requires immediate attention, please call 801-230-8272.

Email addresses
security@noordacom.org
info@noordacom.org
Facilties@noordacom.org

Inclement Weather
In any weather-related event that affects the closure of the school or presents any potential safety risks, students, facility and staff will be notified through the DialMyCalls app. The message will contain the type of event present, and what instructions to follow based on the circumstances. Updates will continue to be sent via the app until the event has passedand it is safe to return to the campus for normal operations.

Weather-related events will be taken on a case-by-case basis and determinations made depending on the severity of thesituation. This includes snowstorms, windstorms, and/or other major weather warnings.

Students on clerkships do not follow the same attendance requirement as OMS 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.

Motor Vehicles and Parking

Parking passes (hang tag) will be issued to the student during orientation and must be displayed in their vehicle at all times. There is a $10 replacement fee. Please contact Facilities at facilities@noordacom.org if you need a replacement tag. There will be one tag issued per student. The hang tag must be displayed in any vehicle driven to the campus. Multiple tags will not be issued for multiple vehicles. Please adhere to the designated parking spaces located throughout the lot.

To ensure the safety of our visitors and proper use of our parking, please adhere to the following guidelines:

- Phone the Facilities Office if you observe any hazards in the parking areas.
- Remember to always lock your vehicle and remove any valuables including cellular phones. CBRE, Timpanogos Tech Center, and Noorda-COM are not responsible for any damage to or theft from your vehicle.
- Please be considerate and ask your guests to be considerate of short-term parking restrictions.
- Please observe all directional, speed limit and stop signs throughout the parking area.
- Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
- Overnight parking is not normally permitted. Please notify the Facilities Office if it is necessary to park your car overnight.
- Trailers are not permitted in the parking areas.
- Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
- All vehicles must be parked in designated permit parking areas and in parking stalls and may occupy only one space.
- Handicap Parking Spaces – Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license or tag displayed.

Smoking and Tobacco Use

Noorda-COM is a tobacco free campus.

Animals on Campus
Service Animals

Under ADA, Title I, only those students who meet the definition of "reasonable accommodations" due to a disability are eligible to have a service animal. As with all requests for a reasonable accommodation, an interactive process would be undertaken to determine which accommodations, if any, would be appropriate and not cause undue hardship. Therefore, a student with a disability does not have an automatic right to have a service animal.

A service animal is defined as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service

animal must be directly related to the individual's disability." (Society for Human Resource Management (SHRM) https://www.shrm.org).

ADA requires that the Service Animals:
- Be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the serviceanimal's safe, effective performance of work or tasks, the service animal must be under the handler's control by some other means, such as voice control.
- Must be housebroken.
- Be vaccinated in accordance with state and local laws.

Emotional Support Animals
In reference to requests for an emotional support animal, students should refer to the previous policy regarding serviceanimals. Unless the animal meets the definition of a "service animal" as described by the ADA in Title I, they are not permitted.

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

Your name, phone number and email address will be uploaded into the DialMyCalls software when you enroll with the Registrar's Office. This will be passed along to the Operations department who will enter your information into the system and send you a test page and email. Noorda-COM will conduct annual test pages to ensure proper functionality of the system. If you have any updates or changes to your information, please inform the Registrar's Office immediately.

Security and Safety On-Campus
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 theCollege'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 safetyplan curriculum; provides requirements for what a campus safety plan and 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.

Security Escorts
The Security Department provides an on-campus escort service for faculty, staff, and students all year round. Patrolofficers will escort requests to buildings and/or vehicles parked in and around Noorda-COM lots. If at clinical site, facilitysecurity 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 theTimpanogos Tech Center Security at 385-471-2990 or campus Security Office at 801-367-2379

Security
Noorda-COM has instituted certain security measures for student safety, including the utilization of a card access system forall 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-COM's property management company, CBRE, has security guards to maintain and monitor security on the Timpanogos Tech campus. Security personnel are carefully screened before being assigned to the Campus and supervisedto ensure quality assurance.

Campus security is available. Security officers patrol campus to prevent and deter crime. They are 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 and/or Local Law Enforcement agencies arrive. Criminal violators that are apprehended are turned over tothe Provo Police Department and/or Local Law Enforcement.

The Landlord, and Noorda-COM Operations meets regularly with local police and community organizations to help ensurethe safest environment for the campus community.

In the case of an emergency 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 CBRE Campus Security office at 385-285-6258 or Security at 801-367-2379.

Reporting Clerkship Problems
At times, safety and security concerns/issues may arise during a clerkship. General concerns should be addressed directlyto the preceptor, core site coordinator, DME/ DIO or Assistant Dean for Clinical Education, 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 ClinicalEducation.

In Case of Emergency at a Clerkship Site
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 ofClinical 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 isclosing 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.

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 enforcement agencies, local police agencies, and emergency management organizations when applicable. In the event that a serious crime or death was to occur, 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, CBRE and Noorda-COM work closely with the 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 Timpanogos Tech and 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 the new Noorda-COM campus, a Safety and Security Committee has been established. The committee is comprised of members of the faculty, student body, 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 Timpanogos Tech Security Department, Noorda-COM Security, 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 to 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.

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. The Security Department is charged with maintenance and care of the defibrillators.

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 Administration will send communication through one or more of the mechanisms identified above.

All emergencies on the Timpanogos Tech Campus should be reported immediately by dialing 385-471-2990 during normal business hours (Monday – Friday, 8:00 am – 5:00 pm) or 385-285-6258 outside of these hours for Security. All emergencies on the academic campus should be reported immediately by dialing 801-367-2379. 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.

Emergency Communications
The Security campus dispatcher may be reached from any phone, on or off campus by dialing 385-471-2990 or 801-367-2379. 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.

Annual Security Report
In compliance with regulations of the Department of Education's Clery Act, Noorda-COM's Administration 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 Administration Department maintains a daily crime log that records, by the date the incident that 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 Director of Operations' 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 (2) 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.

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 385-471-2990 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 Director or the Chief Financial Officer.

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the College community, the Operations' 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 the Facilities Office or any other College official, so that a Campus Safety Alert can be issued if warranted.

Emergency Confirmation
Noorda-COM's Crisis Response Team in conjunction with its Senior Leadership and other appropriate personnel 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
Vice President of Institutional Advancement
Director for Facility Operations / 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 Director of Facilities 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 initiate 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.

In the event of an emergency, the Noorda-COM community relies on several vehicles for disseminating information. Noorda-COM Alerts 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 provide 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 MIT Media and 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 Sonis. 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.

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 their assigned Noorda-COM Clerkship Coordinator as soon as possible.

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:
Building One
First Floor – Hallway outside Student Lounge
First Floor – Inside Skills Lab
First Floor – Outside Classroom One
Building Four
First Floor – Near all exits
Second Floor – Near all stairway exits

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

Automated External Defibrillator (AED) Locations
Building One
Hallway Near Student Lounge
Building Four
First Floor – Outside elevator
Second Floor – Facilities office

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-personcommunication, 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, inthe 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 topicsincluding, 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, and stalking. Strategies include providing students and employees 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.

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
An event that affects a large portion of Noorda-COM and that affects the function of some areas of the College program or an event that affects the entire campus and may require College operational decisions.

Responsibilities

Director of Campus Facilities
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 complain may be subject to discipline up to immediate dismissal.

Interpreting Authority

Statutory or Regulatory References

Relevant Links

Policy Adoption Review and Approval

President's Council