

BAPTIST HEALTH COLLEGE LITTLE ROCK

CAMPUS AND ADMINISTRATION

SAFETY AND SECURITY CONSIDERATIONS

Policy Number: 262	Effective Date: December 2009
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PURPOSE: To maintain an optimally safe and secure teaching and learning environment.

POLICY: Baptist Health (BH) security officers are assigned to all BH facilities to safeguard employees, students, guests and property. Maintaining a safe working environment is the responsibility of each employee.

- PROCESS:**
1. Faculty and staff are to assist in this effort by:
 - Ensuring that all students and employees wear I.D. badges.
 - Being alert for any suspicious person or event.
 - Locking supply rooms and offices.
 - Returning equipment to proper storage areas.
 - Being alert when entering or leaving premises after school and office hours.
 - Looking in your own car before entering.
 - Being informed regarding safety codes.
 - Knowing the location of fire extinguishers and alarms.
 - Knowing school evacuation procedures.
 - Cleaning up spills and articles on floors.
 - Reporting defective equipment or hazardous conditions.
 - Not allowing visitors to follow behind you through the doors.
 2. Security will maintain a list of occurrences.