BAPTIST HEALTH SCIENCES UNIVERSITY
SECURITY MANAGEMENT PLAN

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Plan Information	
Plan: Department Plan	Reviewed Date(s): 2/22
Date Created: 01/18	Revised Date(s): 10/21
Responsible University Administrator: Director of Safety and Organizational Compliance	Approved Date: 6/1/2018

Record of Changes

Each update or change to the plan will be detailed in the table below.

Date	Change Summary	Page Number(s)	Entered by:
10/9/2021	Name change update	All	J. Knox

SCOPE:

The Security Management Plan describes the programs used to design, implement, monitor and manage the security risks that may be presented to students, residents, faculty and staff, as well as visitors here at Baptist Health Sciences University. The program is further designed to assure identification of general and high security risks, minimize the risk of personal injury or property loss, and develop effective response procedures.

FUNDAMENTALS:

A. A visible security presence at the University helps reduce crime and increase feelings of security by students, visitors, and staff.

B. The assessment of risks to identify potential problems is central to reducing crime, injury, and other incidents.

C. Analysis of security incidents provides information to train, predict, and prevent crime, injury, and other incidents.

D. Training staff is critical to their performance. Staff are trained to recognize and report either potential or actual incidents to ensure a timely response.

E. Violence in the workplace is a growing problem in colleges and universities. It is necessary to develop a program to address workplace violence to include active shooter response.

OBJECTIVES:

The objectives for the Security Management Plan are developed from information gathered during routine and special risk assessment activities, annual evaluation of the previous year's program activities, performance measures, and safety walks.

It is the intent of the Security Management Plan to meet the following objectives:

- Manage the physical and personal security of students, student residents, staff, and individuals occupying the campus.
- Manage security of the established environment, equipment, supplies, and information as appropriate.
- Provide adequate security rounds on all shifts including patrolling all parking lots.
- Conduct an annual security risk assessment to identify areas of concern.
- Continue to provide input into new construction and renovation projects for enhanced security.
- Respond to emergencies within the campus in a timely fashion.
- Control vehicle movement on campus grounds during emergencies.

- Secure personnel valuables, at their request and return of lost and found items.
- Control receiving and disbursement of mail/packages
- Assist in training on workplace violence as well as mitigation strategies to prevent and reduce the risk of workplace violence
- Provide crime preventative and campus safety training and literature

ORGANIZATION & RESPONSIBILITY:

A. The Safety Committee receives regular reports of the activities of the Security Management Program. They review reports and, as appropriate, communicate concerns about identified issues and regulatory compliance. They provide support to facilitate the ongoing activities of the Security Program.

B. The Director of Safety and Organizational Compliance in collaboration with the Vice President of Administrative Services, department leadership and Safety Committee, establish and oversee all aspects of the Security Program. The Captain of Campus Security advises the Safety Committee regarding security issues that may necessitate changes to policies, orientation or education, or purchase of equipment.

C. Employees and contractors are responsible for learning and following University and departmental procedures for security. Where necessary, the Security Captain assists department heads in developing department security programs or policies as well as supporting in all areas related to campus public safety.

CAMPUS SECURITY PROGRAM

The Baptist Health Sciences University Campus Security Department is organized under the Director of Safety and Organizational Compliance. The security department consists of the Captain, Lieutenant, and 10 uniformed security officers. The department strives to provide high quality security, safety, and crime prevention services that meet the needs and standards of a progressive academic institution. The department is responsible for providing security and safety for the entire University community. Security officers provide security services consisting of limited access control, vehicular patrol, and foot patrol. These security officers do not carry firearms, but they do have powers of citizen arrest.

Campus Security has close and highly effective working relationships with Tennessee state and Memphis city police, who can provide additional services to the campus in a timely fashion, if required. Incidents are reported to the Memphis Police Department when appropriate and in keeping with reporting requirements. Security officers are on duty 24/7 and make frequent driving and/or foot patrol of all campus property. The security officers are certified as private protective security officers by the state of Tennessee.

As previously noted, maintaining a safe and secure campus is not the sole responsibility of Campus Security. We encourage all individuals on this campus to be conscious of their

surroundings and assist in making security and safety a matter of routine in their activities. It is the responsibility of each student and employee to report actions which are or appear to be suspicious, threatening, or have the potential for violence. This information is to be reported immediately to Security through the Information Center (572-2468). In case of emergency please dial (572-2911). Baptist University encourages accurate and prompt reporting of all crimes to campus security, when the victim of a crime elects to, or is unable to, make such a report. In the event a situation poses immediate danger, individuals are to call 911. Security personnel are available at designated times for escorts to campus buildings and automobiles.

CAMPUS PHYSICAL SECURITY

Students and employees are issued identification badges, these badges are required to access all campus buildings and parking lots. The identification badge is to be worn on the upper torso where it can be easily seen. Hours of building and parking lot access have been defined.

Building Access:

A. Campus Hub
        M–F   6:00 am – 10:30 pm
        Sat   6:00 am – 10:30 pm
        Sun   1:00 pm – 10:30 pm
        Residents have 24 hour access

B. Health Sciences Building
        M–F   6:00 am – 10:30 pm
        Sat   6:00 am – 6:00 pm
        Sun   CLOSED

C. Annex
    Student Center
        M-Sun   Students have 24 hour access
    Education Area
        M–F   6:00 am – 10:30 pm—Annex Classrooms
        Sat   6:00 am – 6:00 pm
        Sun   CLOSED

D. Nursing Building
        M–Fri   6:00 am – 10:30 pm
        Sat   6:00 am – 6:00 pm
        Sunday   Closed

E. Library Access
        M–Th   7:30 am – 10:30 pm
        F-Sat   7:30 am – 6:00 pm
        Sun   1:00 pm – 6:00 pm

F. Collaboration Building
        M–Fri   6:00 am – 10:30 pm
        Sat   6:00 am – 6:00 pm
        Sunday   Closed

G. Parking Access

Lots East, Court, Camilla, Union, and Parking Garage   6:00 am – 10:30 pm
Lot Monroe   24/7 Access for:
                                Resident Students
                                Executive Council
                                Designated Staff

Vendors and guests must sign in and are given a temporary identification badge if visiting campus buildings. Upon completion of the visit, the badge is returned.   Guests are to be escorted at all times while on campus.

Closed-circuit television monitors are in place at the Information Center and the security office allow viewing the interior and the exterior of all buildings as well as parking lots. Emergency Phones (Code Blue) are located at the corner of Madison and Pauline and at the entrance of the nursing building.

PERFORMANCE ACTIVITIES:

The performance measurement process is one part of the evaluation of the effectiveness of the Security Management program. Performance measures have been established to measure at least one important aspect of the Security program.

The performance measures for the Security Management Program are:

1. Improve staff knowledge of how to contact Security during an emergency by dialing 2-2911. Staff queried during Safety Walks will be able to properly identify the number to call – as reflected in a tallied questioned score of % or better on the Safety Inspection Checklist.

2. Improvement in returns and disposal of lost and found items of students: Decrease number of lost and found items stored in security; Baseline to be determined and 10% decrease.

3. Wearing of identification badges for staff, students & visitors (if applicable)→ Goal of 100%

4. Report crime i.e. larceny, vandalism, violent crime, etc. for documentation and trending recognition.

5. Managing parking area hazards and policy violations.

SECURITY MANAGEMENT PLAN ELEMENTS:

   1. Management Commitment and Employee Involvement.

      The manager or management team leads the way by setting up the policy, assigning and supporting responsibility, setting a positive example, and involving employees.

      Internal department supportive activities include:

- Department Meetings
- Performance Evaluation
- Management leadership training

2. Worksite Analysis.

The worksite is continually analyzed to identify all existing and potential hazards.

Internal department supportive activities include:

- Officer feedback
- Safety Walks
- Daily Shift Handover
- Communication boards

3. Hazard Prevention and Control.

Methods to prevent or control existing or potential hazards are administered and maintained.

Internal department supportive activities include:

- Risk Assessments – Job Safety Analysis
- Annual Assessments – Officer Proficiency
- ID Badge Program
- Emergency Management Plans
- Department policies and procedures

Risk Assessment

Campus Security, in conjunction with the Safety Officer and the Risk Manager as appropriate, conducts proactive risk assessments to evaluate the potential for adverse impact on the security of students, staff, and other individuals coming to the organization's facilities. Among the elements that are evaluated is the potential for workplace violence (to include active shooter events). The Risk Assessment is used to evaluate current programs, and help identify new programs and activities to better protect the students, staff, and the organization.

The risk assessment process for security is both proactive and reactive, and, as such, is designed to identify and address security risks associated that could affect students, staff, and other people coming to the campus facilities. From a proactive standpoint, activities to include, but not limited to, training post-tests, education interviews, periodic administrative rounds, security rounds, safety walks, routine hazard surveillance, risk-assessment activity, ongoing monitoring activities, results of root cause

analyses, results of proactive risk assessments of high-risk processes, and the annual evaluation of the Plan are utilized as part of the overall identification and evaluation process. These activities assist in evaluating the potential adverse impact of the external environment and the services provided on the security of students, staff, and other people coming to the organization's facilities.

If an incident does occur, the same process for reporting, action, monitoring, and evaluation occurs retrospectively to ensure that proposed solutions have been implemented and are effective.

Risk Assessment to Implement Procedures

Campus Security uses the information from the risk assessment and other sources to select, develop and implement procedures, activities, and access controls to reduce the probability of serious security risks. Security risks identified are utilized to select and implement procedures and controls to achieve the lowest potential for adverse impact on security. Risks are initially identified, evaluated, prioritized, and addressed by the Security Captain, the Safety Officer, and/or the Risk Manager, with the assistance of other individuals/activities as appropriate. In addition, Safety Committee composed of appropriate representatives from administration, and support services, meets as a minimum monthly to examine and assess identified risks and to develop or approve recommendations for resolving them. The Committee discusses identified risks, draws conclusions, makes recommendations, takes action, and evaluates outcomes for effectiveness. This involves the prioritization of activities, and the establishment of measurement guidelines as appropriate.

I. D. Program

The Security Department coordinates the identification program. All employees manage enforcement of the identification program.

Security Department maintains policies for identification of students, staff, visitors, and vendors. All employees, student, and visitors are required to display an identification badge on their upper body while on duty. Identification badges are to be displayed picture side out. Personnel who fail to display identification badges are counseled individually by their department head. Identification badges are removed from personnel upon termination.

All vendors working at Baptist University are required to sign in at the Information Center or Receptionist Desk. See Vendor/Visitor Policy. After normal working hours, all contractors and vendors must check in with the Information Center.

Emergency Response

Baptist University designs and implements security procedures that address actions taken in the event of an emergency incident as well as general response on campus.

These include responses for normal activities (such as door opening, and escorts), urgent activities (such as requests for assistance and stand-by, reports of theft, and other crimes), and emergency responses (such as immediate student or staff danger, fire alarms, disasters, and similar activities).

General procedures for these types of events provide guidance for security or University staff. Security Services and designated staff are trained to recognize and respond to specific emergencies as defined in these plans. Panic buttons are strategically placed to initiate response to immediate threat. The plans also provide processes to inform leadership, and as needed, implementation of campus wide emergency activity (e.g., campus-wide communication/notification (Omnilert) and/or implementing the emergency operations plans. Examples of areas addressed include, but are not limited to, the following:

- Bomb Threat
- Incident Reports;
- Restricted Areas;
- Theft;
- VIPs and/or Media;
- Visitor Control;
- Missing Student/Person
- Fire Response (CODE RED);
- Active Shooter
- Civil Disturbance;
- Tornado
- Workplace Violence
- Others (See Manual and/or Plan as Appropriate).

Any incident involving students, visitors, personnel, or property should be reported to the Security office or Information Center. A Security Officer will take all information regarding the incident and record it on the Security Incident Report. The reports will then be forwarded to Risk Management and the Safety Officer, who will perform/assign investigations.

Incident Reports are also submitted into the BMHCC OSCAR incident reporting database.

The Security Captain will present a summary of all incidents, corrective actions, as well as trends in crime and location to the Safety Committee.

Control and transportation of radioactive wastes

See procedure guided by Radiation Safety Program. Security supports in the safe transport to campus labs during deliveries.

4. Training for Employees, Supervisors, and Managers.

Managers, supervisors, and employees are trained to understand and deal with worksite hazards.

Internal department supportive activities include:

- Annual Mandatories
- Basic Community Emergency Response Training
- Fleet Safety
- Weapons training
- First Aid/CPR/AED
- Opioid Response Training
- QPR Suicide Prevention Training
- Spill Response Team
- System and Campus specific training

RECORDKEEPING AND ANNUAL EVALUATION

The objectives, scope, performance, and effectiveness of the Campus Security plan are evaluated annually. Questions to be answered during the annual evaluation will include:

Performance:
- Did the area / areas monitored and improved with by Performance Improvement Activities meet the expectations of the Safety Committee?
- If not, do you want to measure the same PI activity in the coming year?

Effectiveness:
Overall, how effective was the Plan? Support with facts, documentation, etc.

Recordkeeping:
All documents related to security files are kept electronically on the Security site on PawPrints.

SECURITY POLICIES/OPERATING PROCEDURES:

- Affirmation of Duty
- Annual Training
- Bias Based Profiling
- Bomb Threat Procedure
- Code of Ethics
- Collecting/Submitting Crime Data
- Command Protocol
- Crime Prevention and Community Involvement
- Detainment of Suspects
- Disturbance/No Trespass Procedure
- Earthquake Procedure
- Electronic Occurrence Report (EOR)

- Elevator Entrapment
- Emergency Contact Procedure
- Employee/Staff Parking
- Equipment Inspections
- Escort procedure
- Field Training
- Fire Alarms and Reports of Fire on Campus
- First Responder Access
- Geographical Boundaries
- Hostage Procedure
- ID Badge Activation/Deactivation Procedure
- Incident Reporting
- Initial Training
- Injury/Medical Emergency Procedure
- Less Than Lethal Weapons
- Lesson Plans
- Lockdown Procedures
- Lost and Found
- Mail Procedure
- Mental Illness Procedure
- Missing Persons
- Obeying Lawful Orders
- Opioid Naloxone Security Procedures
- Patrol Coverage
- Policy Creation, Update and Review
- Radio Communications
- Remedial Training
- Reports and Records Distribution Procedure
- Security Organizational Structure of Command
- Security Training Committee
- Security Student Worker Program
- Shift Scheduling, Change, Time Off Procedure
- Surveillance Monitoring Inspections
- Tornado Procedure
- Unlocking Doors Procedures
- Use of Force
- Visitor/Vendor Policy
- Video Surveillance