

Columbus State Community College
Policy and Procedures Manual

CAMPUS SAFETY
Policy No. 13-11
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Effective: December 1, 2007

- (A) *Purpose:* A secure and safe environment on the college's campuses and sites is a shared responsibility between the college's safety department and all employees. Within available resources, the college shall provide programs, systems and processes that help employees, students and visitors create and maintain a safe and secure environment while balancing the need to provide a quality, convenient and affordable higher education in a public setting.
- (B) Employees are responsible for understanding safety-related policies, procedures and practices, and for reporting unsafe situations to the college's safety department. Employees shall participate in required training sessions, and behave in such a manner that promotes a safe environment for themselves, co-workers, students and visitors.

Employees who fail to follow established safety procedures and practices or who conduct themselves in an unsafe manner or create unsafe circumstances will be subject to disciplinary action up to and including discharge.

- (C) Children fourteen years of age and under must be accompanied and attended by an adult while on campus. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.
- (D) The college shall abide by all relevant federal, state and local laws in administering its safety programs.
- (E) The President shall establish procedures to administer this policy.

***Last Effective Date: Rescind Policy 13-11, (Titled - Employee Safety),
Effective November 1, 1995***