

Requirement 3.11.2

Physical Resources: Institutional environment

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Judgment

Compliant Partial Compliance Non-Compliant Not Applicable

Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.11.2.

Haywood Community College works diligently to provide a healthy, safe, and secure environment for students, faculty, staff, and community. The College provides a secure and healthy environment by complying with federal, state, and outside accrediting body standards that apply to health and safety. Regular safety inspections include campus safety inspections, backflow sprinkler system inspections, elevator inspections, and boiler safety inspections.

These efforts are fully supported by the College's administration and are implemented and maintained through a number of policies and procedures:

- **HCC Policies**
 - [Use of Facilities and Access to Buildings](#)
 - [Weapons on Campus](#)
 - [Sexual Harassment](#)
 - [Drug and Alcohol Use](#)
 - [Communicable Diseases](#)
 - [Parking and Traffic](#)
 - [Tobacco Use](#)
 - [Inclement Weather](#)
 - [Emergency Response Procedures](#)
 - [Risk Management](#)
 - [Hazard Communication](#)
 - [Fire](#)
 - [Bomb Threat](#)
 - [Act of Providence](#)
- [HCC Catalog/Student Handbook](#)
- [Emergency Response Plan](#)
- [Faculty and Staff Handbook](#)

Information is disseminated to faculty and staff through the [Faculty and Staff Handbook](#) and, which includes the policies listed above along with other policies. HCC policies and procedures are published on the HCC Human Resources Web site ([HR Web site Screen Shot](#)).

Information is disseminated to students via the [HCC Catalog/Handbook 07-08](#), which contains policies and procedures governing the following areas in which health, safety, and security issues are relevant:

- use of facilities and access to buildings
- weapons on campus
- sexual harassment
- drug and alcohol use
- communicable diseases
- parking and traffic
- tobacco use
- inclement weather
- emergency response procedures

HCC Emergency Response Plan

The [HCC Emergency Response Plan](#) contains detailed instruction about emergency procedures, which should be followed. These procedures include actions to be taken relative to bomb threats, fires, and other evacuation emergencies. Methods of communication during emergencies or other situations include email, telephones, cell phones, walkie-talkie radios, and pagers. Emergency call boxes with direct contact to security are located in heavy traffic areas.

The College has an [evacuation plan](#) for emergency events such as fires, bomb threats, and other life-threatening occurrences. All faculty, staff, and students are made aware of this plan and building evacuation signs are prominently posted in every building to aid students, faculty, and staff in locating the nearest exits in case of an emergency. The Safety Committee Chairperson and the Facilities Maintenance Team leader work together to provide support, consultation, and guidance for safety services for the entire campus. The College's [Emergency Response Plan](#) (ERP) contains specific instructions on how to handle emergency situations

Monitoring and Reporting of Incidents

It is the responsibility of each faculty and staff member to monitor and report any instance which might be a potential safety concern. Faculty, staff, and students are provided with identification badges which must be worn/displayed at all times when on campus. College personnel are aware of their surroundings and notify security of anyone in the area not associated with the College.

The campus is monitored 24 hours a day, seven days a week by contracted security provided by Wackenhutt, Inc. ([Contract of Services](#)) ([Schedule of Security Personnel](#)) ([HCC Security Web site Screen Shot](#)). Information and safety reports are published on the Security Web site. The purpose statement of the department reflects their commitment and responsibility:

The mission of Haywood Community College Security Department is to enhance the quality of learning and life opportunity for the campus community through dedicated and professional service. The department serves with integrity, discretion and in a fair, proper, and thorough manner. The conduct of each member of the department will be professional and honorable. We work with other organizations to create a campus environment that is socially rich, diverse and supports the college mission of excellence and learning.

Surveillance of Facilities

The College utilizes several surveillance video cameras and has plans to install more in the future; activities are recorded and kept for thirty days before automatic deletion from the security computer hard drive. Buildings without video surveillance are closely monitored 24 hours a day, seven days a week by the professional security staff. Security personnel are equipped with cell phones, pagers, two walkie-talkies (one of which has a direct link to the local sheriff and 911 emergency system). Automated burglar alarms are installed in several buildings and panic buttons are provided in areas dealing with monetary transactions.

In addition to the safety and security measures that are employed by the College to maintain a safe and healthy learning and working environment, the College maintains an excellent working relationship with the Haywood County Sheriff's Department, the Clyde Fire Department, and Haywood Regional Medical Center. The College has no cause for concern about the support of these agencies in emergency situations.

Supporting Documents

-  [Campus Safety Evacuation Teams](#)
-  [HCC_Emergency_Ops_Plan_Dec2007](#)
-  [HCC_POLICY_ACCESS_COLLEGE_FACILITIES](#)
-  [HCC_POLICY_COMMUNICABLE_DISEASES](#)
-  [HCC_POLICY_DRUG_AND_ALCOHOL_USE](#)
-  [HCC_POLICY_EMERGENCY_SITUATIONS](#)
-  [HCC_POLICY_FACILITY_USE_POLICY](#)
-  [HCC_POLICY_HAZARD_COMMUNICATION](#)
-  [HCC_POLICY_INCLEMENT_WEATHER](#)
-  [HCC_POLICY_IN_CASE_OF_AN_ACT_OF_PROVIDENCE](#)
-  [HCC_POLICY_IN_CASE_OF_A_BOMB_THREAT](#)
-  [HCC_POLICY_IN_CASE_OF_FIRE](#)
-  [HCC_POLICY_PARKING_AND_TRAFFIC](#)
-  [HCC_POLICY_RISK_MANAGEMENT](#)
-  [HCC_POLICY_SEXUAL_HARASSMENT](#)
-  [HCC_POLICY_TOBACCO_FREE_CAMPUS](#)
-  [HCC_POLICY_WEAPONS_ON_CAMPUS](#)
-  [human_resources_website](#)
-  [Security_Schedule02-11-08-02-17-08](#)
-  [security_website](#)
-  [Wackenhut Services Contract 1](#)
-  [Faculty_Staff_Handbook_2007](#)
-  [HCC_0708_Catalog](#)
-  [Student_Handbook_Section_2007-08](#)