



Southeast Hospital College of Nursing and Health Sciences

Staying Safe on Campus

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Southeast Hospital College of Nursing and Health Sciences  
573.334.6825  
2001 William St.  
Cape Girardeau, MO 63701

Dear College Community,

The safety and security of everyone at the College of Nursing and Health Sciences is a priority and responsibility of all at the College. It is important that the College of Nursing provide a safe living and learning environment for students, faculty, staff and visitors. If an emergency would happen, the College's priority is safety for everyone while maintaining essential College operations.

To help ensure the safety of the College campus, the College has developed an emergency communication and response plan. The plan is evaluated and updated regularly. A component of the plan is the use of SONISWEB as an emergency text message system.

This booklet provides you with emergency preparedness and safety information. Please take the time to read the information and keep the booklet readily available. The process for notification of emergencies is outlined in the booklet. We ask that you please register your cell phone in SONISWEB.

All of us have a responsibility to make the College campus a safe environment to work, learn, study and play. We ask that you call for assistance if you see something unusual or feel unsafe. Please program emergency numbers from the booklet into your cell phone.

Please read this booklet. Keep the important telephone numbers and web sites available and easily accessible. This information will be very useful to you in case of an emergency.

The information in this booklet and materials online at [www.sehcollege.edu](http://www.sehcollege.edu) tell you what to expect and how to respond in an emergency. It also provides information on how we can make the Southeast Hospital College of Nursing and Health Sciences campus a safe and secure environment.

Sincerely,

Tonya Buttry, RN, PhD  
President of the College

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All of us have a responsibility to make  
the College campus a safe environment  
to work, learn, study and play.

## **Safety Information**

### Campus Security Department

Security is provided by Southeast Hospital Security Department, during the late afternoon and evening hours. Security can be reached by dialing the main hospital number: (573) 334.4822 or you may call 911 for assistance from the Cape Girardeau Police Department.

The hospital security department is available to students by calling (573) 334.4822

### College Closure for Severe Weather

Weather conditions sometimes develop which require the College to consider the status of operations. These considerations involve the weather forecast, status of snow removal, class cancellations, and the maintenance of essential College services. Decisions concerning class cancellations are undertaken by the President. The possible decisions are:

1. Full College operations including scheduled classes with campus offices and facilities operational.
2. Classes are cancelled with campus offices and facilities remaining operational. Employees should exercise judgment in terms of travel conditions.
3. Designated essential College staff is required to report for duty as possible.
4. An emergency closure of the College is authorized due to a severe weather emergency.
5. Classes are cancelled and all offices and facilities are closed.

Among the options outlined above, condition 1 will apply in most circumstances. As a general rule, the College is always open. Employees and students need to decide whether travel from their location to the College will be hazardous.

It is the personal responsibility of all faculty, staff, and students to make their own decisions and judgments concerning travel conditions and the danger in attending classes or coming to work under conditions which they personally believe to be unsafe.

The College administration will endeavor to make the best decision possible concerning general conditions and the overall needs of the College. A student deciding not to attend class due to severe weather when the College has not cancelled classes needs to notify the appropriate faculty or clinical unit that they will not be attending.

For students, absences for severe weather conditions where policy is followed with the proper notification are deemed excused and work may be made up at the discretion of the faculty.

Information concerning the operational status of the College during severe weather conditions will be made available on the College's Facebook Page, College Website, and KFVS 12 television station and local radio stations.

The safety and security of everyone at the College is a priority.

### Emergency Preparedness

#### Alert Notifications

1. When feasible, an alert will be made by College employee or other designated individual.

### **Fire**

Faculty, students, residents and staff shall follow the fire safety policy.

During clinical experiences, faculty & students shall follow the medical center policy specific to that assigned clinical facility in regards to safety.

Student and employees must be aware of specific policies governing assigned clinical areas and the evacuation procedures.

Know where fire extinguishers, pull-boxes, stair ways, and fire doors are located in the building.

When the fire alarm sounds, all persons are required under state law to exit the building immediately. Proceed DOWN & OUT and avoid using the elevators unless you are physically unable to transit the stairways safely.

### Immediate Action

Rescue any patients who may be immediately affected (during a clinical experience)

Call 911.

Pull fire alarm.

Close fire doors as appropriate or possible

Extinguish

Yell "FIRE, FIRE, FIRE" & evacuate the building.

Attempt to extinguish fire only if you can do it safely.

Leave area of fire and close doors.

Evacuate the building.

Do not use elevators.

Do not re-enter the building until an “ALL CLEAR” message has been given by security.

Report any information about fire to Security, Police and Fire Department.

### If You Are on Fire

STOP where you are,

DROP to the floor or ground and

ROLL your body to smother the fire.

### If Unable to Evacuate

Call Police: 9-911 or 911 or appropriate hospital security department at the clinical facility and give them your location.

A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.

If smoke enters room, stay low as heat and gases tend to rise.

Place a towel or some garment at the bottom of the door to prevent the entry of smoke

Signal your position at a window.

### Rules & Regulations

Smoking is NOT ALLOWED on the campus.

Stop using and report immediately any electrical equipment that is not operating properly.

Burning of candles and incense is prohibited.

Do not prop doors open with wedges or other items.

Hallways are to be kept clear.

Exits are to be kept unobstructed.

Violations of fire policies are subject to disciplinary action.

Remember PASS

Remember to RACEE

Operating a Fire Extinguisher During a Red Alert

“P” – Pull the pin

“A” – Aim

“S” – Squeeze

“S” – Sweep

“R” – Rescue

“A” – Alarm

“C” – Contain

“E” – Extinguish

“E” – Evacuate

**Tornado**

**Tornado WATCH:**

Be ready to act. Anticipate a move away from windows if conditions indicate to the more protected, central area of the college building. Restroom facilities on the 2<sup>nd</sup> and 3<sup>rd</sup> floors as well as the kitchen are appropriate locations if necessary.

**Tornado WARNING:**

Move to protected central areas of the building immediately, the most secure room in the college is the radiography lab located inside Room # 207 on the 2<sup>nd</sup> floor. You may close and latch that door from the inside and still escape once the event has concluded.

**Bomb Threat**

Code Black

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller.

Call Security ASAP!

Write down exact words

Check for caller ID

Ask:

- When will the bomb explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Notice:

- Voice – male or female
- Approximate age
- Voice patterns, accents, distinctive voice sound
- Tone or attitude of voice
- Did it sound recorded?
- Were there background noises or clues about location?

### **IF YOU ARE TOLD TO EVACUATE, TAKE YOUR NOTES WITH YOU**

If the threat came in a form other than a call, such as a note:

- Call 911 and notify College staff as well as Security immediately
- Report the time, location and content of the threat message as well as your location and phone number
- Stay on the line until you are told to hang up

Any items, such as backpacks and purses, are subject to search.  
Be prepared to assist law enforcement in a building search.

### **IF YOU ARE TOLD TO EVACUATE, TAKE YOUR NOTES WITH YOU**

## **Earthquake**

Earthquakes may occur suddenly and with little or no warning.

What to do during the shaking occurrence

- Don't panic. The motion is frightening but, unless it shakes something down on top of you, it is harmless.
- If **INDOORS**, stay indoors. Take cover under desk, tables, in doorways, halls and against wall. Stay away from glass.
- Do **NOT** use candles, matches or any open flame, either during or after a tremor. Put out **ALL** fires.
- If **OUTSIDE**, move away from buildings and utility wires. Once in the open, stay there until shaking stops.
- Do not attempt to remain standing.
- Do not run through, to, or near buildings.
- The greatest danger from falling debris is just outside doorways and close to outer walls.
- **NEVER** use elevators.
- Keep residents, students, visitors, and other employees out of stairwells & elevators.

## What to do after the shaking occurrence

- STAY CALM
- Assemble personnel at predetermined location which is the center of the parking lot immediately adjacent to the rear of the College.
- Take a head count of employees, residents, students, and known visitors.
- Shut off/conserve all unnecessary utilities, equipment and hazardous material supply lines.
- Put out or contain fires as required.
- If you smell gas, open windows and notify Security.
- Leave rooms and areas with heavy gas leakage.
- Do not use telephones except to report emergencies.
- Assess damage, supplies needed, functioning capability, etc.
- Notify President, Dean or College Staff of assessed status.
- Give aid to others in your area as it is available.
- Check for injuries.
- Do not move injured persons unless in immediate danger of further injury.

## **Active Shooter**

Students are strongly encouraged to view an active shooter education presentation, “[Run, Hide, Fight.](#)” Click on the title to view video.

### Code Silver

In a hostile situation, or one that is perceived as threatening violence, it is recommended that you follow these guidelines: “Run, Hide or Fight”

Remember, these guidelines cannot cover every situation.

**RUN:** if it is safe, evacuate the building immediately and find a place of cover outside. Leave your possessions, assist others as necessary and call 911 as soon as you have safely exited the building. Stop others from entering the building if possible to limit the number of targets available for the shooter.

**HIDE:** remain calm and quiet; lock yourself in the current room that you are in if possible. Barricade the door with large objects if possible and cover the windows in the door to limit visibility from the outside. Silence your cell phone. Turn off lights and hide behind any large objects if available. Remain in place until the situation has ended.

Stay out of the vision of the violent individual.

If communication is available, call 911.

When communicating with the police, be prepared to provide the following information:

1. Location
2. Situation
3. Involved parties
4. Weapons involved
5. Your name

Do not stay in the hallways or common areas.

Do not sound fire alarm. (People will attempt to evacuate, and leave the safe rooms to go to the hallway.)

Stay away from the windows.

Keep the windows locked and blinds or drapes pulled shut.

Turn off all lights and equipment.

**FIGHT:** As a last resort, and only if your life is in danger. Incapacitate the intruder, act with physical aggression, improvise weapons and commit to your actions.

#### Warning Signs of a Potential Hostile Intruder

- Physically or verbally assaults others.
- Threatens harm.
- Talks about killing others.
- Starts fights and confrontations.
- Loses temper easily.
- Constantly angry or agitated.
- Swears.
- Enjoys or draws artwork of death and dying.
- Carries weapons.
- Uncontrollable behavior.

## **Methods of Emergency Warnings**

Whenever emergency situations may occur, the College will use several tools to communicate the incident to its students and employees.

- Emails
- Text messages will be sent if the student has signed up to receive them.
  - Student will need to sign up via their Sonis. Biographic Information.

If an event arises, which in the judgment of the College administration and/or the Security Department constitutes an ongoing threat, a campus wide warning will be issued.

The use of text messaging is restricted to life-threatening or potentially life-threatening incidents.

Students and employees are encouraged to register for emergency text messaging by updating their biographical information on Sonisweb (College's administrative software).

The following information is required:

1. Cell phone number,
2. Cell phone provider name, &
3. A check mark in the "Text Me Flag" box.

## **Timely Warning**

In the event that an on-campus or off-campus situation arises, that in the judgment of the College Administration or the SE Health Director of Security constitutes an on-going or continuing threat to the safety of the campus, a "timely warning" will be issued.

Timely warnings may include campus e-mails, text messaging, public address announcements, posted notices on the College website, as well as on bulletin boards within the College building.

## **Alcohol & Drug Abuse Prevention**

Southeast Hospital College of Nursing and Health Sciences (SEHC) seeks to inform all students, faculty, and staff about the potential negative effects of drugs and alcohol.

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on College or SE Health property, at any College or SE Health sponsored student activity, or at Southeast Hospital College of Nursing and Health Sciences (SEHC) approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college or SE Health approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. Missouri under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the local police department.

Southeast Hospital College of Nursing and Health Sciences (SEHC) will impose sanctions, consistent with local, State, and Federal law, for violations of SEHC alcohol and drug policies. Sanctions may include a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from facilities and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

## Sexual Harassment/Assault

We are committed to provide an environment treating all with courtesy, respect, and dignity. The College will not tolerate or condone any actions by any persons which constitute sexual harassment.

Students are encouraged to report any incident of sexual assault to the appropriate campus personnel such as the President, Dean, any faculty OR staff. All complaints will be fully investigated.

Students are encouraged to view a sexual assault prevention video, "[Sexual Assault: Prevention Tips](#)." Click on title to view video.

### Tips for Preventing Sexual Assault

Rape or sexual assault can happen to anyone, woman or man, and it's never the victim's fault. It's important to know that...

- Alcohol is a factor in almost all sexual assaults on college campuses.
- Many perpetrators of sexual assault are someone the victim knows.
- Sexual assaults can happen on a date or at a party.

There's no absolute way to prevent sexual assault, but it helps to think about how you can stay safe.

### Tips for Partying Smart

1. Stick with your friends.
2. Make a plan before you go out. Set up checkpoints or code words to make it easy for you and your friends to stay connected.
3. Hold on to your drink—even when you go to the bathroom.
4. If your drink is out of your sight, even for a few seconds, get a new one. Spiking a drink with a date rape drug can happen quickly.
5. Don't accept a drink from anyone—unless you can watch the bartender pour it.
6. Don't share drinks.
7. Don't drink from punch bowls or open containers.
8. Don't drink anything that tastes strange.
9. Avoid clubs or parties that charge men but let women enter and drink for free.
10. Always keep your cell phone charged and on you. You never know when you'll need it.
11. Make sure you always have a ride home or a plan to walk home with a friend or roommate.
12. Trust your instincts. If something doesn't feel right to you, leave and get to a safe place immediately.

## Tips for Dating Smart

1. Know your limits—and let your date know them right from the start.
2. Be clear about what's okay for you. Don't expect your date to read your mind.
3. Trust your gut. If you feel uncomfortable, leave.
4. Don't get in over your head. If someone pushes you to do something you don't want to do, you have the right to leave.
5. Stay in control. Alcohol is the most common date-rape drug. In fact, alcohol is involved in 75 percent of all sexual assaults reported.
6. Tell a friend where you are going, especially if you're going out on a first date or a blind date.
7. Avoid secluded places until you know your date better.
8. Always charge your cell phone and keep it on you.
9. Always carry enough money to take a taxi home.
10. Pay attention to what you hear. A person may have a bad reputation for a reason.

## Avoidance Strategies

You can't always avoid date rape. However, there are things you can do to minimize the risk of sexual assault.

1. Be aware of controlling behavior in your date or relationship. Rape is a crime of power and control. Most rape survivors recall feeling "uncomfortable" about some of their partner's behaviors including:
  - \* Intimidating stares.
  - \* Degrading jokes or language.
  - \* Refusal to respond to stated physical limits.
  - \* Refusal to accept "no" as an answer, whether in a sexual context or otherwise.
  - \* Insistence on making all of the "important" decisions about the relationship or date.
  - \* An unwillingness to interact with you as a person rather than a sexual object.
  - \* Extreme jealousy, possessiveness.
  - \* Strong belief in sex role stereotypes.
  - \* A history of violent behavior.
2. Define yourself and your sexual limits. Your sexual limits are yours alone to define. The first step in preventing abuse is to define your limits clearly to yourself and then to act quickly when a date or partner intentionally or unintentionally crosses your stated boundaries.
3. Set clear limits and be firm. It is your body, and no one has the right to force you to do anything you don't want to do. Many people have difficulty confronting coercive behavior because they have been socialized to be "polite". If you do not want to be touched, you can say, "Don't touch me," or

“Stop it, I’m not enjoying this.” Tell your partner, “If you do not respect my wishes right now, I’m leaving” and then do it if your partner won’t listen.

4. Do not give mixed messages. Say “yes” when you mean “yes” and “no” when you mean “no.” Be sure that your words do not conflict with other signals such as eye contact, voice tone, posture or gestures.
5. Be independent and aware on your dates. Do not be totally passive. Have opinions about where to go. Think about appropriate places to meet, (not necessarily your room or your date’s; these are the most likely places for acquaintance rapes to occur).
6. Examine attitudes about money and power in the relationship. If your partner pays for the date, does it affect your ability to say “no?” Does your date have a sense of sexual entitlement attached to spending money on your relationship? If so, then you may consider paying your own way, or suggesting dates that do not involve money.
7. Avoid secluded places where could be vulnerable. If you are unsure of a new person in your life or if this person has exhibited some of the controlling behaviors listed above, suggest a group or double date. Meet in public places, where there are other people and where you feel comfortable. This is especially important at the beginning of a relationship until you feel you know the person better.
8. Trust your gut feelings. If you feel you are in a dangerous situation, or that you are being pressured, you’re probably right, and you need to respond. Many rape survivors report having had a “bad feeling” about the situation that led to their victimization. If a situation feels bad or you start to get nervous about your date’s behavior, confront the person immediately or leave as soon as possible.
9. If you feel pressured, coerced or fearful: protest loudly, leave and, go for help. Make a scene! Your best defense is to attract attention to the situation if you feel you are in trouble. In an attempt to be nice or avoid embarrassment, you may be reluctant to yell or run away to escape being attacked. If you are worried about hurting the aggressors’ feelings, remember, the aggressor is attempting to hurt you physically and psychologically.
10. Be aware that alcohol and drugs are often related to acquaintance rape. They compromise your ability (and your partner’s ability) to make responsible decisions. If you choose to drink alcohol, drink responsibly. Be able to get yourself home, and do not rely on others to “take care” of you.

11. Be aware of inequalities in the relationship. Rape is a violent display of power. Does your partner perceive differences in terms of money, experience and age as entitling them to power over you in the relationship? Someone who rapes chooses to enforce such power imbalances in a sexual context.
12. Practice self-defense. Knowing in advance how you would respond to a physical threat greatly increases your chances of escape. Anyone can learn self-defense and classes are often available free or at a low cost through schools and community context.
13. Challenge sexist attitudes that make rape acceptable. People often deny the assailant's responsibility in a rape by blaming the victim. People may do this to convince themselves that only "bad" people are at risk for rape and that as long as they live their lives by certain moral standards, they are safe. The truth is that as long as one person is at risk for rape, everyone is a potential target of violence. People can resist rape by challenging the attitude that those who are raped "deserve" to be victimized, and by intervening on behalf of those in danger.

**REMEMBER:** If your prevention strategies do not work, it is not your fault if you are raped. At any point when you are in a vulnerable situation, your partner has a range of choices, if your partner chooses to rape, that choice is 100% your partners responsibility.

**NOTE:** If you were sexually assaulted, please seek medical attention. Go to the Emergency room at Southeast Hospital. Completely confidential services are provided.

### Walking

1. Avoid traveling alone at night.
2. Confine walking to well-lit, regular traveled walks and pathways. Avoid shortcuts and keep away from shrubbery, bushes, alleyways, or any other areas where an assailant might be lurking.
3. Avoid the athletic fields and tennis courts after dark.
4. Do not accept rides from casual acquaintances.
5. When walking to your vehicle or residence, have your keys ready in hand.
6. When being dropped off by taxi or private vehicle, ask the driver to wait until you get inside.
7. If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around in order to pursue you.
8. When getting out of a car, take a look around to make sure that you are not being followed.
9. If you think you are being followed, cross the street and, if necessary, keep crossing back and forth. If you are pursued, call for help and run to a business, residence, enlist the aid of a passerby, flag down a passing motorist, or as a last resort pull a fire alarm. Do anything that might attract attention or summon assistance. If you

- are walking alone and someone passes you, check to be sure that person has continued walking in the other direction.
10. If you find yourself confronted by an assailant you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances you may further antagonize the assailant and bring forth a more violent reaction. Above all you must keep your head and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life should be a determining factor in your decision. The key word in this type of situation is survival.

### Driving

1. Do not pick up hitchhikers.
2. Whenever possible, limit traveling to well-lit, well-traveled roads.
3. Keep your windows closed and doors locked.
4. When stopped at traffic lights or stop signs, keep your vehicle in gear. If threatened, sound your horn and drive away as soon as possible.
5. Consider installing an alarm system with a panic switch.
6. Avoid stopping in poorly lit, out-of-the-way places.
7. If your vehicle breaks down, signal for assistance by raising the hood and by tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask that he/she call the police. If the person appears to be a threat, sound the horn and flash your lights.
8. If you think you are being followed, keep out of isolated areas. Look for a place where there are people, then stop and let the vehicle pass you.
9. If the vehicle continues to follow, drive to the nearest location where you can get assistance, i.e., gas stations, shopping centers, police or fire station, etc.
10. If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. If threatened, sound your horn until you attract attention or the vehicle leaves.
11. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.
12. Always remove your ignition keys. Lock the vehicle whenever it is unattended.
13. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

### Weapons Possession

The use, possession, or carrying of firearms, explosives, or other dangerous weapons is not permitted. The only exception is for authorized law enforcement officers or other persons specifically authorized by the College or Southeast Hospital.

Violation of this policy constitutes misconduct which is subject to disciplinary action including dismissal.

### SEHC Emergency Operations Plan

A plan was developed in order to provide a safe environment for students and employees of the College.

Campus Administrative Team (CAT) works in conjunction with the SE Health Security Department to promote violence prevention strategies.

### Reporting Criminal Actions or Emergencies

First: Remove yourself to a safe place. Call 911 if necessary.

Call the SE Health Security Department at (573) 334-4822.  
Security will respond promptly. Security personnel will call the police department and will notify appropriate College personnel.

911 should be called when urgent help is needed. By dialing 911, immediate and direct access is given to local police, fire, and ambulance services.

When appropriate, the College will publish information regarding any current danger or reported criminal activity.

The Higher Education Opportunity Act of 2008 requires institutions of higher education that provide on campus housing to establish a missing student notification policy. The College of Nursing and Health Sciences (SEHC) does not provide dorm rooms for its students. SEHC's policy is to notify a designated confidential emergency contact and the Cape Girardeau Police Department within twenty-four (24) hours after the time that the student is determined to be missing.

### Cell Phone Policy

In order to maintain compliance with federal laws regarding immediate notification of emergency events, students will be allowed to keep their cell phones with them during classroom instruction. The phones are to be kept on the vibrate mode and are to be used ONLY for emergency notification and not for other types of personal communication. The class instructor has the authority to remove the students' cell phone for the remainder of the learning period if the student is being disruptive or is abusing this policy. The cell phone would then be returned to the student at the end of the learning period.

## **Safety Recommendations**

### **Building**

- Lock your door even if you will be gone for only a few minutes.
- Do not leave your keys in the lock unattended.
- Do not loan your keys, ID card, or College Access Card to anyone.
- Do not offer to let someone use your access card.
- Do not “advertise” that you have items of value.
- Small items of value should be kept out of sight.
- Consider having your driver’s license number engraved on all valuables for identification purposes.
- Report thefts immediately to the appropriate person (faculty, staff or SE Hospital Security Department or police)
- Report the theft of checks or credit cards to you bank or credit card company immediately..
- All entrance doors to the college are locked and should NOT be propped open.
- Report any door, locks, or windows in need of repair to the college faculty or staff.
- Be alert to unknown persons loitering in or near SEHC buildings. Note their description and inform the faculty, staff, or Security immediately.
- Soliciting by door-to-door salespersons is prohibited by College regulations. No one is allowed in the building for the purpose of making sales

### **At Night**

- Avoid walking alone at night.
- Be conscious of your surroundings.
- Carry a whistle or personal alarm.
- It is your responsibility to carry readily available, non-lethal protective devices
- Notify another person of your destination when leaving the College.
- Maintain a tight grip on your personal property.

### **Walking, Jogging or Biking**

- Know your surroundings and neighborhood.
- Avoid vacant lots, alleys, constructions sites. Use well-lit busy streets.
- Never hitchhike.
- Face traffic when walking so you can see approaching vehicles.
- Have your key in your hand and ready as you get into your car or home.
- Wear comfortable shoes.
- Never walk, jog, or ride your bike alone or at night.

- If a purse or valuables must be carried, keep a firm grip on it. Hold it close to your body.
- Do not wear headphones.
- Use the buddy system in notifying each other of location.

### Car Safety Tips

- Do not leave valuables visible from the outside of the car.
- Make sure your car is in good working order.
- Check your battery, tires, lights, steering, and brakes regularly.
- Learn how to make simple repairs to your car.
- If you go on a trip, plan out what route you are going to take before you leave. Leave this route with a relative or close friend.
- Keep windows up and doors locked.
- Park in well-lit areas.
- Be alert in parking structures.
- Always have a spare set of keys hidden somewhere on the car.
- Never put your address or phone number on a key chain.
- Always look in the back seat before you get into the car.
- If you work late at night, do not walk to your car alone.
- If you have someone give you a ride home, have them wait until you get into your residence before they leave.
- If you think you are being followed go to the nearest open business, police station, or fire department.
- If your car breaks down put up the hood and turn on flashers. If someone stops, have them call a relative, repair service, or police.
- Do not get out of the car to talk to them.
- If you are pulled over by an unmarked police car, be sure of the officer's identity. If you feel something is not right, put your flashers on and go to the next open business, slowly.

### Campus & Community

- A keyless-entry system has been installed to allow students, faculty, and staff access to the building during times that are appropriate to their course, enrollment status, or work schedules.
- Loss of Access Cards must be reported immediately to the College Support Representative during day hours and the Security Office during evenings and weekends.
- Students, faculty, and staff have the responsibility to each other to maintain a safe and secure environment.
- Update your contact information in SONIS Web.
- Report suspicious activity by calling Security at 334-4822. Call 911 if necessary.
- Review Emergency Procedures in the Student Handbook.
- Seek help or refer a friend in crisis.

Remember to program emergency numbers into your cell phone!

- Important Phone Numbers
- Dial 9 from a college phone then the number to access an outside line from the College.

Emergency Numbers

Police, Fire, Ambulance

Off Campus .....911  
On Campus.....9-911

SE Health Security .....573-334-4822 (non-emergency)

Cape Girardeau Police: .....573-335-6621

Cape Girardeau County Sheriff: .....573-243-3551

Cape Girardeau Fire Department: .....573-339-6330

Southeast Hospital College of Nursing & Health Sciences

Second Floor: .....573-334-6825  
Administration: .....573-334-6825

Community Resources

Safe House for Women, Inc. (Domestic Violence)

P O Box 1167

Cape Girardeau MO 63702

Phone.....573-335-7745

Hotline/Crisis .....573-651-1614

Hotline/Crisis .....800-341-1830

Heartland Counseling Center

2909 Independence Street

Cape Girardeau MO 63703

Phone.....573-803-1246

Community Counseling Center

402 S. Silver Springs Road

Cape Girardeau MO 63703

Phone.....573-334-1100

<http://www.ccntr.com>

**Help make this campus a safe and secure environment!**