

A. SECURITY AND SAFETY

General Safety

Vermont Law School strives to provide a safe, secure place in which to learn and work. All individuals are encouraged to sustain a continuous concern for safety and security. Maintaining a safe and secure environment requires careful planning and teamwork among all of us. To prevent accidents, employees should be alert to the surroundings, and make safety consciousness a priority.

To reduce the risk of injury, work and study areas should be clear of any obstacles such as open file drawers, objects on the floor, telephone cords or other wires lying in travel paths, etc. Electronic equipment, such as computers and copy machines, represent a considerable investment and require careful handling. Safety hazards or minor repair requests such as loose floor covering, faulty wiring, etc. should be directed to the attention of the Buildings and Grounds Department (extension 1285).

Knowing the proper exit route for an emergency evacuation is crucial. All emergency exits are appropriately marked. Employees working alone before or after normal business hours, should ensure that all entrances to the area are properly secured.

Vermont Law School is not responsible for any loss of personal property on Vermont Law School premises, or for automobiles or the content of automobiles parked at Vermont Law School. Valuables should be kept in a locked drawer or on the person at all times.

While Vermont Law School cannot be responsible for any loss of personal property, any theft on Law School premises should be reported immediately to the Office of Physical Plant. Loss of any Vermont Law School property should be reported to the Royalton Police Department and the Vice President of Finance and Administration.

2. Public Safety Policy & Security Information

Vermont Law School assigns a Buildings and Grounds maintenance staff member to monitor the campus between 2:30 p.m. and 12:00 midnight seven days a week when school is in session. With the exception of the Cornell Library, Chase Community Center, and the Classroom Buildings, Vermont Law School facilities are normally locked on weekends and after 5:00 P.M. on weekdays. Access to locked buildings is restricted to authorized individuals. The last employee leaving a building should check to be sure that windows and doors are closed and locked and the lights are extinguished. After regular business hours, the Law School maintenance staff are authorized to request identification from individuals in locked buildings. From the hours of 5:00 p.m. until midnight, a maintenance staff member will normally be available to escort individuals to their automobiles. An escort may be arranged by calling the Circulation Desk in the Library at extension 1441 or B&G at extension 1100. Individuals should not take their security on and near the campus for granted, especially at night. It is advisable to avoid unlit areas and to walk with a companion. Individuals are encouraged to report security problems or potential sources of security problems (such as malfunctioning lights, windows or door locks) to the Director of Physical Plant (extension 1285).

a. VLS Safety Committee

This committee consists of students, faculty, and staff. The committee's primary mission is to assist the administration with developing programs, policies and

procedures to promote safety at Vermont Law School. Questions about joining the committee can be addressed to the Director of Human Resources.

b. Disseminating Safety Information

Information on public safety is provided regularly through campus bulletin boards, Chase Community Center, Cornell Library, Oakes Hall, campus e-mail, written notes, posters, brochures, memos, and other campus media. An Emergency Plan is posted in each building. Staff should take a few moments to become familiar with the plan and evacuation routes.

All members of the Vermont Law School Community are personally responsible for adhering to the practices set forth in the Vermont Law School safety program. In accordance with the Federal Crime Awareness and Campus Security Act of 1990, the Vermont Law School administration will provide crime statistics to all new students and employees and to any individual on request. Questions can be directed to the Vice President for Finance and Administration.

c. Campus Safety Tips

FOR YOUR SAFETY:

While you are in the office or empty rooms on campus, create a safety plan with your colleagues. Be aware of your environment. You are the best judge of who “belongs” in your workplace. Trust your instinct. Unusual or suspicious circumstances should be reported to the Bethel Barracks of the State Police at 234-9933. You may also dial **911** from any campus phone; you must be prepared to identify your location for the dispatcher. If you must work alone before or after normal business hours, lock your work area, re-secure propped doors. Report defective lighting, locks, or phones to the Director of Physical Plant (E-mail or phone ext. 1601). Check elevators (Oakes Hall) before entering. Before or after hours consider using the stairs rather than the elevator. You can also report a problem or concern by completing the forms attached to the Safety Bulletin Board in Chase Center or at the front entrance of Oakes Hall.

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WHEN YOU PARK:

Park in an area that will be lit when you return. Lock your car. Lock any valuables in the trunk or hide them from view. Don't get in your car until you have checked the inside, especially the back seat. Before driving, lock your doors and put on your seatbelt.

WHEN YOU'RE WALKING:

Body language counts. Walk with confidence. Show that you are aware and in control. Whenever possible, walk with at least one other person. Use well lit, well traveled routes. Consider calling a friend to drive you home or car pool after dark. When approaching your car or your door, get your keys out in advance. Don't fumble for keys at the door. Consider carrying a small, readily available, high-intensity flashlight. If you feel that you are being followed, look directly at the person, awareness is often a deterrent. If a follower persists, head toward a well lit occupied area and call the Bethel Barracks of the State Police at 234-9933 or 911.

IF YOU ARE VICTIMIZED:

When faced with robbery, surrender your valuables. Don't risk your life for your property. If you are assaulted, be realistic about your response. Only you can decide whether or not to resist! As soon as safety permits, you are encouraged to report any crime to the State Police at 234-9933. You may also dial 911 if there is an emergency.

d. Emergency Contacts.

When calling **911**, please use the following building numbers and street address to allow the police to arrive at the proper on-campus location.

Building # Street Name

| | |
|-------------------------|--------------------------|
| Abbott House | 168 Chelsea Street |
| Anderson House | 38 North Windsor Street |
| Chase Center | 250 Chelsea Street |
| Clinic 159 | Chelsea Street |
| Computer Center | 56 North Windsor Street |
| Cornell Library | 68 North Windsor Street |
| Curtis House | 40 North Windsor Street |
| Deering House | 182 Chelsea Street |
| Eaton House | 153 Chelsea Street |
| Fay House | 180 North Windsor Street |
| Jacobs House | 150 Chelsea Street |
| Kirsch House | 118 Chelsea Street |
| Magic Mountain Day Care | 114 North Windsor Street |
| Oakes Hall | 162 Chelsea Street |
| Debevoise Hall | 164 Chelsea Street |
| Rogers House | 66 North Windsor Street |
| South Royalton House | 53 Park Street |
| Whitcomb House | 158 Chelsea Street |

Please remember that VLS is our community and we can all help make the campus a safe place to study and work. If you have concerns or questions, feel free to contact the Vice President for Administration and Finance.

3. Fire

In case of fire, exit routes must be kept clear at all times for firefighting and fire evacuation. Do not block exits, fire alarms, aisles, or sprinklers. Vermont Law School is equipped with fire alarms, and exits are marked. Be sure to recognize the alarm sound and respond to the emergency. Never waste time debating whether a situation is a real emergency; it could get out of hand quickly. Should an alarm sound:

- React immediately.
- Stay calm, move quickly. Do not run or panic.
- Take the stairs, never use elevators.
- Immediately leave the building via the closest exit door, making note of other exits in case fire or other emergency makes the closest exit impassable.
- Once outside the building, avoid standing in a place that blocks access for emergency teams or vehicles.
- Stay in an area close to your building so that others will not place themselves at risk looking for you.

Fire extinguishers are kept in all Vermont Law School buildings. Directions can be found on the fire extinguisher. Employees should be familiar with their location and use.

4. Precautions Against Infection By Blood Borne Pathogens:

Infectious diseases such as HIV and Hepatitis B can be transmitted by pathogens existing in body fluids. To prevent exposure, injuries involving the release of body fluids require that all body fluid must be treated as infectious. In the event of potential exposure to body fluids:

- Wear gloves if there is a risk of direct contact with body fluids or with possibly contaminated items or surfaces, first bandaging any cuts or broken skin on yourself before putting on gloves.
- Wear eye and face protection if there is a risk of fluid splashing or spraying.
- Remove contaminated protective equipment carefully so that contamination does not touch your skin.
- Properly dispose of all contaminated protective equipment.

5. Precautions for Suspect Substances

Although most envelopes or packages should not be a cause for concern, if an envelope or package raises suspicion of biological or chemical hazard due to a threatening message on the exterior, discoloration or strange odor, oily stains, or lack of postage, the following procedures should be followed:

- Do not open a suspicious envelope or package.
- Notify your supervisor.
- Contact Emergency Management at 1-800-347-0488.

If you opened a letter or package and it contains a powder:

- Call 911 and describe the situation.
- Do not allow others near the package.
- Place the letter/package in a plastic bag.
- Wash hands thoroughly with soap and water.

Similar precautions should be taken if any such substance appears in the workplace in any manner.