



POLICY TITLE

Personal Security Policy

PURPOSE AND SCOPE

The purpose of this policy is to clearly articulate the policy and procedures addressing personal security while enrolled in the program.

ARC-PA STANDARD ADDRESSED

A1.02g: The sponsoring institution is responsible for documenting appropriate security and personal safety measures for PA students and faculty in all locations where instruction occurs

RESPONSIBLE PARTY AND REVIEW CYCLE

This policy will be reviewed even-numbered years as needed by the Program Faculty elevating any policy amendments to the Program Director for approval.

DEFINITIONS

Security Officers: University of North Carolina Chapel Hill has well-vetted and trained officers and dispatchers to maintain the safety and security of persons and property. Dispatchers receive calls for service and coordinate responses. Officers evaluate situations, provide assistance, and investigate incidents.

POLICY

Personal safety is a primary concern of University of North Carolina Chapel Hill, University of North Carolina School of Medicine, Department of Allied Health Sciences, and the University of North Carolina Physician Assistant Program. The University of North Carolina Chapel Hill Security supports the University Core Mission and addresses public safety needs with professionalism and integrity, providing outstanding customer service while protecting North Carolina's Future. Campus safety and security are enhanced by a professional security force and supplemented by officers with the Chapel Hill Police Department and UNC Hospital Police on a well-lit campus. Technological enhancements include Emergency Call Box points (blue security towers), expansive video system and a robust access control system.

During pre-clinical and clinical phase orientation, UNC-CH MHSAPS are provided active shooter and critical incident response instructional training by UNC Chapel Hill Campus Police as part of Carolina's ongoing campus safety efforts. UNC-CH MHSPAS students are also provided an instructional overview of Campus Safety by UNC Chapel Hill Campus Police.

The UNC School of Medicine, Department of Allied Health Sciences requires each clinical site (on-site/off-site) provide reasonably safe working environment, including reasonably safe equipment, tools, and premises through its signed affiliation agreement. The facility at which the Supervised Clinical Practice Experience (SCPE) takes place shall provide to UNC-CH MHSPAS students access to the facility's rules, regulations, policies and procedures with which the UNC-CH MHSPAS students are expected to comply, including, the Facility's OSHA, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all UNC-CH MHSPAS students and any UNC MHSPAS instructors on site. It is the preceptor's responsibility to take reasonable steps to ensure personal safety and security of students during the supervised clinical practice experience.



The UNC-CH MHSPAS Program assesses each clinical site personal and workplace security and personal safety policies and procedures prior to approving the site for clinical rotations. During each rotation students are required to evaluate the clinical site regarding the safety of the work environment. The UNC-CH MHSPAS Program also conducts continual clinical site visit to monitor and assess the safety of the work environment.

Each student is provided a code card with UNC Campus phone numbers of point of contacts for personal safety and adverse weather on the first day of pre-clinical orientation. The code card must be displayed behind the UNC student ID badge to be readily accessible for emergency contact numbers and emergency codes.

PROCEDURES

Annual Security Report

The University of North Carolina Chapel Hill Police Department and the Office of University Counsel publish and distribute an annual security and fire safety report that accurately discloses campus crime statistics and other information as required by the [Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act](#). Faculty, staff and students can access the report via the link that is included in the annual email from UNC Chapel Hill, Carolina Ready App under Support Resources/Police/Annual Security Report, or may obtain a paper copy of the report upon request by contacting the UNC Police Department (919) 962-3951 or visiting the Department in person in the Public Safety Building on the UNC-Chapel Hill campus.

The Annual Security Reports (ASR) includes statistics concerning reported crimes that occurred on campus, on certain properties owned or controlled by the University, and on public property adjacent to the campus. The report also includes institutional policies concerning campus security, include crime reporting procedures, emergency response and notification, sexual assault response procedures, and other matters. In the reports, faculty, staff and students will also find information about the University's drug and alcohol policies, and associated disciplinary proceedings; information about the health risks of certain drugs and alcohol; and available substance abuse treatment options.

Emergency Call Box (Blue Call Boxes) points are located throughout campus ([Emergency Call Box](#)) and may be used for Security assistance. You should become familiar with their locations across campus.

Crime Stoppers: Chapel Hill-Carrboro-UNC maintains a Crime Stoppers site for anonymously reporting suspicious activity on campus. To offer suggestions or comments visit our Crime Stoppers website (<http://www.crimestoppers-chcunc.org>) or call (919) 942-7515 OR 226-CRIM(E). For crimes or suspicious activity in progress, please call 911.

Alert Carolina:

In the event of an alert on campus, the Alert Carolina Emergency Notification System communicates in multiple ways with students, faculty and staff, as well as visitors, local residents, parents and the news media in the event of an emergency or dangerous system. Students, faculty and staff should register their cell phone number in the campus directory to receive emergency text messages from the University.

The following instructions to register/update Alert Carolina number are:

- A. Visit the [Onyen Services](#) page and select the Update Alert Carolina Number link from the menu
- B. OR register your cell number whenever you update your Onyen password

- C. Your number will be treated as confidential information and will not be made public

The Alert Carolina System Protocols direct the University to inform the campus community using four different types of notifications:

- **Emergency Warning** – this is issued after confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety on campus. Safety officials will sound the emergency sirens, which are intended to be heard by people who are outdoors.
- **Crime Alert** – this alert is issued to notify the campus community of any Clery Act crime that poses a continuing danger to the campus community.
- **Adverse Conditions** – a message is issued for a tornado watch or severe thunderstorm warning from the National Weather Service for Orange County or for approaching snow, ice, or hurricanes.
- **Informational** – the message is issued when a non-emergency or non-threatening situation is of significant interest to campus.

The Alert Carolina will provide updates as new information comes in. Students, faculty and staff can also visit the Alert Carolina website for updated information and protocols: <https://alertcarolina.unc.edu>

Carolina Ready Safety App:

The Carolina Ready Safety app is comprehensive mobile tool that connects members of the UNC CH community with safety resources and helps their families stay connected with them. UNC-CH MHSPAS students are encouraged to download the app on the first day of pre-clinical orientation.

Carolina Ready features include:

- **Mobile BlueLight** – Activating this alert on campus places an emergency call to UNC 9-1-1 Dispatch and identifies your location.
- **Friend Walk** – Ask a family member or friend to remotely monitor your location on a map while you walk to your destination and know that you arrive safely.
- **WorkAlone** – This feature will send you a push notification while you are working or studying alone and will call your emergency contact if you fail to acknowledge the notification.
- **Report a Tip** – Share information with UNC Police through a phone call or the app including options to remain anonymous.
- **Take Action Guides** – Access tips and guidance on what to do in various situations so you can be prepared before an emergency occurs.
- **Carolina Together** – Find Roadmap for Fall 2020 information, including maps with food truck locations, outdoor seating areas and student mask distribution locations.
- **Alert Carolina** – Receive important Alert Carolina notifications.
- **News Feed** – Read the latest updates posted on UNC's Twitter account.

The app also includes links to key health and wellness resources and parking and transit information.

Hostile Intruder:

- The UNC-CH MHSPAS Program Policy and Procedures for Hostile Intruder during the pre-clinical and clinical phase of the program are located on the programs website or click on the following link: <https://www.med.unc.edu/ahs/unc-pa/files/2020/05/UNCPAP-Hostile-Intruder-Policy-and-Procedures-for-Clinical-Sites.pdf>

Adverse Event:

- The UNC-CH MHSPAS Program Policy and Procedures for Adverse Events during the pre-clinical and clinical phase of the program are located on the program website or click on the following link: <https://www.med.unc.edu/ahs/unc-pa/files/2020/05/UNCPAP-Adverse-Event-Policy.pdf>

On Demand/After Dark Service:

Point-to-Point (P2P) provides After-Dark rides for students and employees. Pick-up and drop-off points are limited to on-campus locations or specific off-campus owned or operated by the University, including on-campus parking lots.

- Hours of Service: <https://move.unc.edu/p2p/on-demand/>
- Use the TransLoc Rider app to schedule a pick up and drop of location (<https://move.unc.edu/files/2019/06/employee-transloc-steps.pdf>)

UNC PA Program Suite/Classroom:

The personal safety and security of all Physician Assistant students, faculty and staff are very important. Please observe the following policies regarding activities in the Department of Physician Assistant Studies:

- Routine hours of the Department of Physician Assistant Studies are 8:00am to 5:00pm Monday through Friday. Some areas in Bondurant Hall will not be accessible outside of these hours.
- The UNC-CH MHSPAS Program will ensure that appropriate Violence Awareness and Active Shooter, Verbal De-Escalation, Emergency Preparedness, and Incident Reporting, Hazard Communication and Safety training are completed prior to matriculation.
- As ongoing safety efforts, UNC-CH MHSPAS Program will ensure UNC-CH MHSPAS students receive Active Shooter and Critical Incident Response Instructional Training by UNC Chapel Hill Campus Police as part of pre-clinical phase/program orientation.
- Certain doors to the building will be locked at all times. **Do not prop doors open for anyone!**
- When leaving any area, turn off the lights as well as any appliances, computers or other audiovisual equipment that has been used.
- Following use, restore the area to original order, ready for routine business use the next day, including proper disposal of trash.
- **Failure to follow these rules may result in referral to the Academic Excellence Committee (ACE) for disciplinary action and may also result in revocation of after-hours access privileges to the department area.**

Student safety during SCPEs:

- The UNC-CH MHSPAS Program will ensure that appropriate Violence Awareness and Active Shooter, Verbal De-Escalation, Emergency Preparedness, and Incident Reporting, Hazard Communication and Safety annual trainings are completed prior to starting the clinical phase of the program.
- As ongoing safety efforts, UNC-CH MHSPAS Program will ensure UNC-CH MHSPAS students receive annual/refresher Active Shooter and Critical Incident Response Instructional Training by UNC Chapel Hill Campus Police as part of clinical phase orientation.
- Additional clinical site-specific safety or security training requirements will be completed prior to the first day of the SCPE. It will be the clinical instructor's (preceptor's) responsibility to take

reasonable steps to ensure personal safety and security of students during the SCPE. This is clearly communicated to clinical sites and agreed upon in a signed affiliation agreement prior to the UNC

PA program approving the clinical site for SCPE's. If a student has any safety concerns during the SCPE, the student should notify the UNC-CH MHSPAS Director of Clinical Education as soon as possible so an alternative plan will be developed.

A. UNC Medical Center and UNC Hospitals Hillsborough Security:

Students rotating at UNC Medical Center and UNC Hospitals Hillsborough, the Hospital Police Department is dedicated to ensuring the safest environment for everyone that walks through the door. UNC Medical Center and UNC Hospitals Hillsborough is a well-lit campus. Officers provide

24-hour patrols, 7 days a week. In addition to physical patrols, a computerized surveillance system of cameras and alarms aids the Department. All entrances and exits, as well as the perimeter of the Hospitals, are covered by closed circuit television equipment. In addition, specialized alarms systems are utilized to prevent, deter and intervene in unauthorized activity when appropriate.

Contacting Security on UNC CH Campus:

If you require emergency assistance:

- Dial extension 911 from any campus phone or cell phone; do not attempt to send a text to 911
- Push the emergency call button on any Blue Emergency Call Box

B. Off-Site SCPE Security:

The UNC-CH MHSPAS Program Director of Clinical Education has evaluated the clinical sites security and safety prior to approving it for clinical rotations. Students rotating at off-site clinical rotations are required to follow the workplace security and personal safety policies and procedures of the clinical site. Students are orientated to these policies and procedures and provided phone numbers of point of contacts for personal safety and adverse events on or before the first day of rotation in accordance to the affiliation agreement signed between the UNC SOM, UNC DAHS, and the clinical site. If the student does not receive this orientation, the student should contact the UNC-CH MHSPAS Program Director and Director of Clinical Education as soon as possible to ensure appropriate security and safety measures are met.

C. Safety During the Psychiatry/Behavioral Health SCPE:

Inpatient experiences may be on locked units with some patients who have the potential for violent behavior. Students shall conduct interactions with such patients by placing themselves so that they are always in clear view of staff. Students are encouraged to never allow themselves to be in a situation that they think could become unsafe. Students are encouraged to discuss concerns

about safety with their preceptor and other medical personnel prior to any patient interaction. Students will learn about red flags in the history and clinical presentation. The UNC-CH MHSPAS Program emphasize that the role as a student is not to become directly involved but rather to distance yourself. Students can be helpful, for example, in gathering medication data, or relaying important historical information to physicians who are called to the situation.

D. Safety in the Emergency Department:

1. Safe practices for dealing with dangerous and agitated patients shall be reviewed at the beginning of the rotation.
2. Students are instructed not to become directly involved with management of violent patients. As with the psychiatry rotation, students shall distance yourself from a confrontation
3. Students can be helpful in gathering medication data or relaying important historical information to physicians who are called to the situation.
4. Police are stationed in the emergency department and are available to deal with agitated or violent patients. Students are instructed to be aware of potentially dangerous situations. If a student thinks that a situation could become unsafe, students are to notify ED staff, faculty, hospital security.

PUBLISHED

- UNC-CH MHSPAS Program Policies and Procedures web page:
<https://www.med.unc.edu/ahs/unc-pa/students/policies-proceedures/>
- UNC PA Program Student Handbook

HISTORY OF APPROVAL AND UPDATES

Initially approved by Program Director, December 15, 2020