

CENTRA COLLEGE

CATALOG & STUDENT HANDBOOK

Fall 2020 ADDENDUM:

Code Silver

Primary Location:

Centra College
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.5239
www.centracollege.edu

Branch Location:

Centra College (Nurse Aide Education Program)
Bedford Memorial Hospital
1613 Oakwood Street
Bedford, VA 24523
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

CODE SILVER POLICY

SCOPE: This policy is applicable to all students, faculty and staff participating in activities at Centra College

PURPOSE: The purpose of this policy is to provide a quick response to an incident in the immediate vicinity or on the property of Centra College involving an active shooter, fugitive, or any other person who might represent a threat to the students, faculty or staff. The threat is considered serious enough to require a complete lockdown of the college to provide maximum safety to students, faculty, staff and others until the situation has been resolved. When an incident is occurring in the immediate vicinity or on the property of the hospital and is a serious threat to the safety of personnel, a Code Silver is initiated to lockdown the facility and to direct employees to seek safety.

DEFINITIONS:

1. Dangerous Person: An individual actively engaged in killing or attempting to kill or seriously harm people in a confined and populated area.
2. Civil Disturbance- Group acts of violence and disorder prejudicial to public law and order.
3. Gang Related – A group of adolescents, criminals, or hoodlums who band together for mutual protection and profit.

PROCEDURE:

Determine that a security threat involving a dangerous person or fugitive is actively underway in the immediate vicinity or on the property of the college. The security threat may be discovered by:

- Information received from the Lynchburg Police Department
 - Reports received by hospital security personnel
 - News Reports
 - Other employees/students/volunteers
- A. External Lockdown Procedures: This occurs when the threat is outside of the facility but in the vicinity.
1. Lock all outside doors.

2. All persons in the building must remain inside until the situation is cleared by Lynchburg Police Department or Centra Security.
3. Notify students via appropriate channels (see listed below) of threat warning students, faculty and staff not to enter premises until the situation is cleared by Lynchburg Police Department or Centra Security.

B. Internal Lockdown Procedures: This occurs when the threat is inside of the facility.

1. Call 911; report situation
2. Notify students, faculty and staff via appropriate channels (see listed below) of a Code Silver or Dangerous Person
3. Decide whether to **Run, Hide or Fight (last resort)**. If evacuating the building leave all personal items behind.
4. All cell phones will be placed on silent mode. No one is to use a cell phone for calls (only texts) until all is secure.
5. If police enter, **keep hands in plain view at all times**. Expect to be treated like a suspect.
6. Faculty members must provide an attendance roll and roster to the Director of the Simulation Center after the all clear to ensure everyone is accounted for.

Run:

- a. Keep hands raised and visible.
- b. Keep others from entering area.
- c. Don't point, scream or yell.
- d. Follow law enforcement instructions.
- e. Don't make sudden movements toward officers.
- f. Move a safe distance from the facility.
- g. Report the incident by calling 911 and Centra security 200-3255.
- h. Do not re-enter the building.

Hide:

- a. Get out of the shooters view.
- b. Look for protection from gunfire.
- c. If possible, choose a place to hide that does not trap you.
- d. Hide behind large objects.
- e. Stay quiet, and silence phones.
- f. Stay in place until "All Clear" is given by law enforcement.
- g. Plan for fight.

Fight:

- a. Last resort action.
- b. Act as a team.
- c. Use improvised weapons.
- d. Disrupt and Incapacitate.
- e. Act aggressively.

C. Notifying learners:

Students must be notified when an external or internal lockdown occurs. Follow the directions for each institution below. Only institutions whom are scheduled for activities within the facility during the day of the lockdown should be notified.

1. Centra College

- a. A Centra College employee will activate SENDWORD alert message to all students, faculty and staff (policy CENTRA COLLEGE 4.7).
- b. Call Centra Security at 200-3255.
- c. Page overhead announcement for Centra College and Virtual Learning Center:
 - Selecting the Page button on the Alcatel Phone System on office phone.
 - Press #4.
 - State your announcement and repeat at least once.