



## **WRITTEN PLAN**

Health and Safety of the Institution's Employees, Students and  
Guests

*Approved by Accreditation Steering Committee: August 26, 2025*

*Approved by Safety, Security and Emergency Management Committee: pending*

## **Purpose of this plan**

The college health and safety plan outlines the policies, procedures, and resources used to protect college property, report incidents, and help provide a safe and secure environment for students, employees, and guests.

## **Policies**

College Policy 500.1 – College Safety, Response, and Reporting, outlines processes that provide compliance with accreditation requirements, state and federal statutes, requirements from the U.S. Department of Education, and the Utah Board of Higher Education. This policy was approved by the college’s board of trustees and is reviewed annually by the security manager and accreditation steering committee.

The policy is posted on the college’s website on the Policies page. It is listed in the “Student Policies” and “Employee Policies” sections of the webpage. This information is available to employees, students, and the public.

The policy contains the following sections:

- Purpose and Scope
- Policy Statement
- Definitions
- References to state and federal laws and other college policies
- General Guidelines
- Campus Security Department
- Reporting Criminal Activity or Incidents
- Annual Disclosure of Crime Statistics
- Emergency Procedures, Timely Warnings, and Response
- Medical Emergencies
- Health and Illness Mitigation
- Mental Health Mitigation
- On-campus Vehicle Accidents
- Drug/Alcohol Enforcement and K-9 Sweeps
- Education and Prevention Programs
- Sex Offender Registry

## **Health and safety resources**

### ***Campus Safety Page – College Website***

To support the college safety policy, additional resources are provided on the Campus Safety page of the college website. The safety policy directs individuals to this page for additional information and resources. This Campus Safety page includes the Annual Security Report and Campus Safety Plan, Accident/Injury Procedures, and Emergency Procedures Guide.

### ***LiveSafe and SafeUT Mobile Apps***

The college uses LiveSafe and SafeUT mobile apps to provide additional resources for students and employees. The LiveSafe App provides students and employees the ability to report an active emergency or contact campus security from their mobile phone. Students and employees can also use the app to report something suspicious or a safety concern. This feature allows the user to send photographs and additional information to campus security. The user can choose to send information anonymously.

The app also provides a direct link to the Campus Safety page on the college website, the Accident Reporting Procedure, Campus Resources for emergency procedures or campus closure, and Student Wellness Resources. The LiveSafe app also includes campus maps and SafeWalk. SafeWalk allows the user to invite a friend to “virtually” walk with them to their destination.

SafeUT was developed by the State of Utah and provided to K-12, college, and university students. This app provides users free access to licensed counselors who provide 24/7 crisis intervention and emotional support. The app can also be used as a tip line to provide real-time crisis intervention for someone who may pose a danger to themselves or others.

The college employs student support specialists to help support students experiencing health and life challenges. There are pathways for students to report concerns and incidents on campus. Under Student Resources on the college’s web page there are links for Leave of Absence, Complaints & Grievances, Sexual Harassment, Discrimination & Title IX, Student Wellness, and the LiveSafe app. The college has an active Behavioral Intervention Team (BIT) ~~called SAT~~ that along with campus security responds and investigates incidents affecting the health and safety of the institution’s constituents.

### **Responding to Emergencies**

To ensure readiness in responding to real, threatened, or imminent dangers, the College has established procedures designed to protect the health and safety of employees, students, and guests. These procedures are outlined in the *Emergency Procedures Guide* and the *College Emergency Operations Plan*.

### ***Emergency Procedures Guide***

The college Emergency Procedures Guide is located on the Campus Safety page of the college website. It can also be accessed via the LiveSafe app. The Emergency Procedures Guide includes information on how to respond to incidents such as hazardous materials, hostage situations, suspicious packages, fire, suspicious/dangerous persons, earthquake, and armed intruder/bomb threat.

***Mass Notifications – InformaCast***

The college uses InformaCast as a mass notification system to warn employees, students, and guests of any real, threatened, or impending danger. The mass notification system can simultaneously send information via text, phone call, email, and college internal speakers and external speakers. Emergencies could include evacuation, lock-down, shelter in place, and campus closure due to severe weather or power outage.

***Drills and Exercises***

The college conducts drills and exercises to test our emergency response procedures on a regular basis. These are designed to maintain our readiness to respond in an emergency and assess and evaluate our emergency plans and capabilities. The college publicizes the type of emergency and the appropriate response procedure in conjunction with this test.

**First Aid Supplies**

First aid cabinets are available in each building's breakroom and in instructional lab spaces where there is a potential increase for risk of injury. Each cabinet is inspected monthly by an outside vendor. Cabinet supplies are restocked at the time of the monthly inspection.

**Distribution of Health and Safety Plan to Students, Employees, and the Public**

The plan and additional resources are available to students, employees, and guests on the college website and LiveSafe app. Hard copy "Accident Procedures" flyers are posted in every building. Each building contains maps showing the location of first aid supplies and evacuation routes from that building.

**Evaluation of Health and Safety Plan**

The security manager evaluates the plan on an ongoing basis to ensure it remains in compliance with accreditation standards, state and federal laws, and Utah Board of Higher Education policies. On an annual basis, the plan is sent to all college employees for their review and feedback. Any updates to the plan are reviewed and approved on an annual basis by the college accreditation steering committee and the college safety, security, and emergency management committee.

**Budgetary Resources**

The health and safety plan activities are funded through direct state appropriations.