

POLICY NUMBER: DCOM 130.4

POLICY TITLE: SAFETY AND SECURITY

I. PURPOSE

To establish policies for defining the safety and security rules and measures, which include trainings, emergency and disaster preparedness, and methods of communication for students, faculty, and staff, to be followed by LMU-DCOM.

II. POLICY STATEMENT

In accordance with the Commission on Osteopathic College Accreditation (COCA) Element 4.2, LMU-DCOM follows the safety and security policies, procedures, trainings, and communications published by the university campus police and security department in, including but not limited to, the following documents and locations:

- LMU Annual Security and Fire Safety Report
- LMU Employee Handbook
- Employee and Student Announcements
- LiveSafe App/Messaging Service

Specific sections from these documents and sources with relevance to operations at LMU-DCOM should be reproduced or referenced in manuals or other correspondence with students, faculty, and/or staff when applicable.

Students on Clinical Rotations

1. The health and safety of our students, faculty and staff are the primary concern of LMU-DCOM and are the guiding principles behind our management of catastrophic events.

2. In the event of an emergency, natural disaster, or severe weather, the student is expected to follow the policies and procedures outlined at his/her specific Core Site or the facility where he/she is located.

3. In the event of such an emergency, the student should notify the Clinical Education Department at LMU-DCOM as soon as is feasible as to his/her location, updated contact information, and status.

III. DEFINITIONS

N/A

IV. AUDIENCE

This policy applies to all stakeholders (faculty, staff, students, administration, and community members) including medical students participating in clinical rotations.

V. COMPLIANCE

COCA Standard 4, Element 2:

“A COM must ensure that adequate security systems are in place and publish and follow policies and procedures for security; faculty, staff, and student safety; and emergency and disaster preparedness at all COM-operated teaching and training locations. The COM’s policy must include methods of communication with students, faculty, and staff at all teaching and training locations.”

VI. ROLES AND RESPONSIBILITIES

Responsible Office: LMU Campus Police and Security; LMU-DCOM Office of Clinical Education; LMU-DCOM Office of Student Services

Responsible University Officer: Chief of Police; Assistant/ Associate Dean of Clinical Affairs; Assistant/ Associate Dean of Clinical Medicine; Assistant/ Associate Dean of Student Services

Policy Oversight Committee: LMU-DCOM Policy Process Committee

VII. STANDARDS

N/A

VIII. PROCEDURE

Refer to links under XI. Forms.

IX. CONTACT INFORMATION

For more information regarding this policy, please contact LMU Campus Police and Security, 423-869-6911, LMU-DCOM Office of Student Services 865-338-5688, LMU-DCOM Office of Clinical Education, 423-869-6605

X. DOCUMENT HISTORY

Approved by LMU-DCOM Dean’s Council:	5/11/22
Approved by LMU Office of General Counsel:	5/19/22
Version S23.1:	
Editorial, URLs updated	6/23/23
Version S24.1:	
Editorial, Policy Number and URLs updated	5/7/24

XI. FORMS

LMU Annual Security and Fire Safety Report

<https://www.lmunet.edu/campus-police-and-security/documents/ASR2023.pdf>

LMU Employee Handbook (requires LMU Login credentials)

<https://mylmu.lmunet.edu/info/employee-services/human-resources/Shared%20Documents/LMU%20Employee%20Handbook%202023-2024.pdf#page=47>

Clinical Rotations Manual, Personal Safety and Security

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/ClinicalRotationsManual.pdf#page=23>

LMU-DCOM Student Handbook, Campus Police and Security

<https://www.lmunet.edu/debusk-college-of-osteopathic-medicine/documents/DCOMStudentHandbook.pdf#page=48>