

Safety & Security Guidelines

Guidelines for Off-Campus Learning Experiences

Safety & Security Guidelines for Daemen College students who participate in service learning, internships, clinical rotations, field experiences, student teaching, volunteering or any other experiential learning opportunity.

Students who study abroad or participate in international service learning, internships, clinical rotations, field experiences, research, student teaching, or volunteering, must see the Global Programs office for separate Safety and Security Guidelines required for international experiences conducted under the auspices of Daemen College. Students traveling abroad are required to attend a mandatory pre-departure meeting conducted by the Global Programs Office.

To help ensure that your external learning experience is a comfortable, safe, rewarding, and a reflective experience, please acquaint yourself with the following requirements and safety guidelines. You will need to sign and keep a copy of these guidelines to acknowledge that you have received them and that you understand possible risks associated with your academic related experience.

The "College Site Coordinator" referred to hereafter will be, depending on students' experiences: the Director or Assistant Director for the Saffrin Center for Sustainability and Civic Engagement, Career Services Advisor, the Coordinator of Student Teacher Placement, Director or Assistant Director of Clinical Education for Physical Therapy, Clinical Coordinator for Physician Assistant, Clinical Coordinator for Athletic Training, Field Placement Coordinator for Social Work, Clinical Nursing Instructor, the Director of Health Promotion or faculty member responsible for class participation in off-site field experiences. The Associate Vice President for Community Engagement is also available for any general advice or answers to questions you may have about your off-campus learning experience.

Insurance Information

Daemen College does not assume responsibility for healthcare-related costs arising from the illness or injury of a student. The College recommends that all students have health insurance. All residential students, international students, student-athletes and students in health-related fields of study while participating in clinical internships/clerkships/external learning experiences must be covered by health insurance and provide proof of that coverage to the Health & Insurance Services office. Both full and part-time students, taking six credits or more, are eligible to purchase the Daemen College Student Health Insurance Plan which provides health insurance coverage to students in compliance with the Affordable Care Act. Students may contact Susan Girard in the *Office of Health & Insurance Services* to arrange for coverage or to get more information concerning the plan.

The College has an Educators General Liability Insurance Policy which provides coverage to authorized student volunteers and the College in the event a claim for damages is made against either party as a result of an accident or negligence while performing duties in a College sponsored activity.

Any incident which is determined to have occurred outside the scope of a Daemen College sponsored activity **may** be covered under students' individual homeowners' policy, parents' homeowners' policy or professional liability insurance. Professional liability insurance is available through various professional organizations e.g., American Counseling Association, National Association of Social Work, among others. For clinical affiliations and similar external learning experiences, your department will advise you of the requirements.

Safety and Security Issues

Awareness of your surroundings

Attend any training or orientation sessions provided by your site. These may include specific and general information about the organization, neighborhood, or community. Know the organization's policies and reporting structures, and follow them. Know how your site supervisor will interface with your Daemen College site coordinator. Follow any guidelines provided to ensure your own well-being. Always ask questions of your site supervisor to clarify any issues. Complete any paperwork required by your site. Be sure that your status is duly recognized by the agency – that is, that you are authorized to be on the premises and in what capacity. Visit the website of the agency to learn about the organization's mission, location, and opportunities, so you will have realistic expectations of what your academic learning experience may entail.

Pay attention to health risks and requirements. You may be required to take/show proof of having TB tests, flu shots, rubella tests and/or various vaccinations/immunizations required by the agency, state, or country. If you are required by your site to complete any health screenings or preventive routines such as vaccinations, you are required to use your own insurance if these costs are not covered by the site.

Take an active role in your safety and well-being. Be aware of your environment and possible risks. Violence, drugs, and personal safety issues may be factors at your location. Be aware of potential unpredictable behavior of clients and learn strategies for handling such behaviors. If a situation does not seem safe, leave and get help as needed. Educate yourself about your site by asking the college's coordinator and your site supervisor about possible risks.

If home visits are a part of your experience, perform these in pairs, do not go alone. Do not park your car in the driveway of the home you visit; in the home, sit facing the front door and have access to an exit.

Follow the guidelines or protocols you have been given about client and employee safety and ensure that any irregularities are reported immediately to your site supervisor. If you feel uncomfortable with any person or situation, inform your site supervisor and the college coordinator. If you feel that your site supervisor is not the suitable person, contact higher management. Crimes, e.g. suspected child abuse, should also be reported to the appropriate law enforcement agency.

Respond, Assess, Isolate, Notify (RAIN)

Sadly, we know that in recent years, there has been a well-documented increase in workplace violence and shootings. While it is unlikely that one of these crises will occur at the worksite, it is important for students to be prepared in case it does. It is recommended that students remain observant and, as they would on campus, respond accordingly to protect themselves. Students at Daemen College are being trained using the RAIN approach- Respond, Assess, Isolate and Notify. Based on the nature of the situation, students will want to respond to what has occurred and take life-safety measures- run, hide or fight. They will want to assess the environment and see what resources are available and do their best to isolate the perpetrator to prevent him/her from causing more harm. Additionally, it is key that students notify proper authorities by calling 9-1-1 immediately. Note the physical address of the building so that it can be relayed quickly to police and first-responders.

Vehicle safety

When driving, pay attention to weather conditions; travel on well-lighted, populated streets. Keep your doors locked and windows rolled up. Park in well-lit and/or high traffic areas. Lock your vehicle and put all valuables (laptops, cell phones, electronics, handbags, any purchases, etc.) out of sight in the glove compartment or trunk or do not bring them with you.

Make sure your vehicle is in good working order and that you have at least a ½ tank of gas at all times. Even if you are familiar with the area in which you are traveling, it is a good idea to carry a map or have navigation software – especially in case of inclement weather and/or need to take an alternate route.

Do not use your personal vehicle to transport clients or people you do not know. Be aware of any personal vehicle insurance coverage limitations concerning passengers.

If you are using public transportation, make sure that you are aware of the routes, schedules, times, and have the correct fares.

If you plan to use campus transportation to and from off-campus sites, the use of seat belts by the driver and all passengers, at all times, is mandatory.

Personal safety

When possible, don't walk alone or at night. Don't isolate yourself. Be sure phones are charged and ready to use at all times.

Inform friends, relatives, and/or professors of your whereabouts. Make sure someone reliable knows where you're going, when you're leaving and returning. If plans change, notify them.

If you attend after-hours meetings, home visits or go to other sites that you are not familiar with, be aware of the location or neighborhood. If you are uncomfortable going to any such place, discuss the situation with your supervisor. Do not take unnecessary risks.

If you are injured on the site, promptly report your injury to your immediate supervisor, site coordinator and the college coordinator for documentation and action.

Always wash your hands or use hand sanitizer between caring for individual patients/clients, before entering and after leaving the agency, before and after eating, after coughing, sneezing or using the restroom. When possible, cough into the crook of your arm instead of your hand.

Try to take reasonable care and caution at your site as a means to enhance your experience and your margin of safety and the safety of others. Pay attention to details, ask questions and pay attention to supervisors' advice. For example, be aware of any food allergies (peanuts, nuts, milk) or other allergies (such as bee stings), that agency clients may have, especially young

children you may give snacks to and/or take outside. Make sure to have your own allergy medicines on hand at all times (such as EpiPens).

Confidentiality

You may come into contact with confidential information during your external learning experience – be sure you are clear about your site’s expectations of you in this regard. Confidential information should never be disclosed and serious problems or potential legal action can result if disclosed. In addition, one should not make disparaging or otherwise indiscreet remarks about the company or organization, its products, services, clients or personnel in conversation, on Facebook, Twitter, Snapchat, LinkedIn or other such social networking sites, or through email. Photos should not be taken unless expressly permitted by your supervisor. Note that some locations may not permit any photos to maintain confidentiality of clients and/or staff.

If something said or done at the site does make you uncomfortable and/or may be inappropriate or illegal, you should inform your site supervisor and/or your college site coordinator as soon as possible.

In Cases of Emergency or Concerns

If concerns of a serious nature arise (e.g., accident, harassment), immediately contact your site supervisor or higher management AND your College site coordinator.

Reviewed by Associate Vice President for Community Engagement

6/2017

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Acknowledgement for student to keep

I have read the above information provided by my coordinator and I am also responsible for reading any safety information provided by the site. I have discussed any potential concerns with the college’s coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of the site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Daemen College coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College, and all immunizations as required by New York State. **(Student Copy)**

Student Name (Print)

Student Signature

Date

Acknowledgement for Department to keep

I have read the above information provided by my coordinator and I am also responsible for reading any safety information provided by the site. I have discussed any potential concerns with the college’s coordinator and I understand that this experience may present some risks. I also understand that prudent choices and exercising caution can minimize these risks. I understand that it is my responsibility to become informed of the site policies and practices regarding the safety concerns above. I understand that it is my responsibility to notify my Daemen College coordinator and my on-site supervisor immediately of any incident or situation that may be a cause for concern under these guidelines. I verify that I have health insurance as required by the College, and all immunizations as required by New York State. **(Daemen College Copy)**

Student Name (Print)

Student Signature

Date