All,

With the semester well underway, the Department of Public Safety would like to remind you that *safety is everyone's business*! Your observations of daily life and engagement with our students, in both virtual and in-person formats, are at the core of campus safety. While Public Safety Officers patrol our campus on a daily basis and respond to calls for assistance, information critical to our success starts with you. As a team, we keep this campus safe.

Public Safety Tools
It is critically important that our faculty and staff familiarize themselves with these important safety tools:
- **Evacuation routes**
- **Classroom telephone buttons programmed to dial Public Safety for assistance. For an emergency dial 9-1-1.**
- **Alertus desktop panic button**
- **Fire extinguisher locations**
- **Automated External Defibrillator (AED) locations**
- **The CCM Emergency Response Guide**
- **Emergency Evacuation Policy (attached)**
- **Virtual Meeting Room Security**

Alertus – New Panic Button System
The college moved away from the ePanic computer desktop panic button feature, to a new system called **Alertus**. Alertus gives us two-way notification with desktop computers. Users can activate the panic button feature when assistance is needed and Public Safety can send pop-up alerts to desktop computers during campus emergencies.

Emergency Response Guide
Our Emergency Response Guide can be found at https://www.ccm.edu/wp-content/uploads/pdf/safety/EmergencyResponseGuide.pdf   Printed copies of the guide are available by contacting the Public Safety office.

Emergency Evacuation Drills
Emergency evacuation drills occur throughout the semester, with the purpose of preparing our community to execute an organized evacuation in case of an actual emergency. At CCM, evacuation drills serve as a way to train the campus community as well as test our procedures. Evacuation drills are typically scheduled during the early start of the fall & spring semesters. This semester drills will occur after the Thanksgiving break.

Visitor Registration
A new Public Safety feature is our visitor registration system. When visitors arrive at Public Safety they are matched against your entry and checked in, which sends an automated email message to the address you entered in our system. A visitor tag printer creates an adhesive temporary ID. Visitors are screened for COVID symptoms and directed to your location. Please register your visitors at https://www.ccm.edu/public-safety/visitor-registration/

Web Conferencing Security
Our virtual security is just as important as our physical security. The Department of Information Services offers resources for Securing Your Virtual Meeting Rooms. They are available at https://www.ccm.edu/solution-center/faculty-staff-self-service-portal/securing-your-virtual-meeting-rooms/

Please review the attached Emergency Evacuation Procedure, which provides more detailed information. We have also attached a guide to other campus safety resources. We look forward to another safe and positive experience on our campus this semester. Please feel free to contact our office if you have any questions or concerns.

Stay safe!
Steve.
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