



Bureau of Postsecondary and Adult Education Division of Adult Education Policy

Subject: **Safety and Security**
Number: C.900
Issued: July 1, 2010
Expires: Indefinite
Status: Replaces C.900 issued November 1998

POLICY STATEMENT

All Bureau-funded agencies are responsible for maintaining a safe and secure environment that will protect students, staff, property, and sensitive information.

PURPOSE

Agencies should promote an environment that supports the educational process by creating a safe and secure setting for staff and students to work and learn.

GUIDANCE

Agency administrators have the responsibility to ensure that the appropriate resources are committed toward implementing safety and security procedures and communicating this information to all staff (paid and unpaid) and students. This guidance is applicable to all facilities where staff and/or students are located.

Agency administrators should consult with legal counsel to evaluate policies and procedures to ensure continued compliance with relevant Pennsylvania law. Agencies should establish a grievance committee to address safety and security concerns. It is important for agencies to develop a complaint process and keep adequate records of complaints filed.

Note: It is imperative that agencies comply with applicable law to avoid possible site closure or loss of funding.

SAFETY

Building Environment – All staff office spaces and student classrooms are required to meet the local health and safety standards as established by law. During site visits, if Division of Adult Education advisors observe unsafe or unhealthy situations that place staff and students at risk, the advisor may require immediate action or a corrective action plan. If the

unsafe or unhealthy situation is not rectified, the Division of Adult Education can require that the site be closed.

Personal Health – To enhance readiness for potential medical emergencies and other types of crisis scenarios, agencies should have a process for staff and students to access critical health and other pertinent information. Revised