Administrative Responsibilities
It is the joint responsibility of the Facilities Management Director and Public Safety Director to review and revise this procedure.

Procedure

A. Reporting Threats
When a threatening situation or incident occurs that could affect the safety and/or security of the College and/or its occupants, immediately contact

1. Lex Walters Campus-Greenwood
   Public Safety Office @ 941-8000 or the Receptionist @ 941-8324 or “0”

2. County Campuses
   Directors of the County Campus notify the Law Enforcement Agency for their area and Public Safety.

B. Response to Notification of Threats at the Lex Walters Campus-Greenwood

1. A Public Safety Officer/Premise Security will immediately contact areas listed below by means of telephone or use of the Emergency Alert System:
   a. President of the College or designee (Phone and Alert System)
b. County Communication, will be notified by telephone or radio, if the event is of such magnitude to require outside assistance

c. Receptionist

d. Facilities Management Office/Director (Phone and Alert System)

e. Divisional Administrative Specialists

f. Environmental Services and Facilities Management Physical Plant Eng. II, and Administrative Coordinator I (Phone and Alert System)

g. Occupants of the College utilizing the Public Address capabilities to direct occupants when evacuation/re-location or shelter-in-place requirements are dictated.

NOTE: During Evening Classes, the receptionist and/or Public Safety/Premise Security will notify:
   1) Evening Employees
   2) Environmental Services

2. The Public Safety Officer /Premise Security immediately reports to the affected area of the College.
   a. Provides safety and in the event of violent acts initiates appropriate action to eliminate the threat.

   b. Secures the crime scene, preserve evidence and to administer first aid as needed.

   c. If the threat is from an incident in the vicinity of the College, Public Safety Officer/Premise Security initiates patrols of the Campus and remains in contact with Greenwood County Communications.

C. Lock down

1. Public Safety Officer/Premise Security and other staff members, Facilities Management Personnel, Environmental Services, and the Divisional Administrative Assistants, begin locking down of unaffected buildings, thus rendering a buffer zone from the event.
2. Occupants are notified to **remain inside** the locked buildings unless directed to evacuate.

### D. Response to Notification of Threats at the County Campuses

1. If the event or incident occurs at or inside one of the County Campuses, the Director notifies the appropriate Law Enforcement Agency for their area, have instructors secure the classrooms if possible and or evacuate affected areas.

   **Note:** *If the event occurs at a multi-building center, any of the buildings not affected by the incident is secured as a buffer zone.*

2. If the threat arises from an incident in the **vicinity** of a County Campus, the Campus Director or appropriate staff secures all doors, alerts the occupants to stay indoors and keeps aware of the incident by contacting the appropriate authorities.

### E. Resolution of Threat

When the event or incident is resolved, the **all-clear status** is given and the buildings re-opened.