TITLE: **Comprehensive Emergency Operational Plan**

PROCEDURE NUMBER: **4-8-1010.3**

RELATED POLICY AND PROCEDURES: **4-8-1010 Campus Security and Safety**

DIVISION OF RESPONSIBILITY: **Administration**

PAGE: **1 of 2**

June 26, 2013	**October 29, 2024**	**October 24, 2018**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the overall responsibility of the President of the College with the assistance of the Director, Facilities Management and the Director, Campus Police and Security to review and revise this procedure.

IMPORTANT INFORMATION

During an emergency all employees are responsible for the safety of students and visitors. Instructors must ensure that students evacuate the spaces and buildings, in accordance with the guidelines in this plan and account for each student. All employees will ensure that any disabled persons in their charge are promptly notified and evacuated, as required during emergencies.

Administrator in Charge to Make Decisions (Chain of Command)

A. Greenwood Campus

President of Piedmont Technical College; in the absence of the President, the following administrative sequence should be used for decisions affecting the Greenwood Campus:

1. Vice President for Business and Finance
2. Director, Campus Police and Security or other campus police personnel
3. Vice President for Academic Affairs
4. Vice President for Student Affairs and Communications
5. Director, Facilities Management

In the absence of all of the above, call another administrator.

B. County Campuses

In the absence of the President or Vice President, Business and Finance, the following administrative sequence should be used for decisions affecting the County Campuses:

1. Director of the County Campus
2. Vice President for Academic Affairs
3. Associate Vice President for Academic Affairs and Off Campus

Procedure

The Campus Police and Security Department plays a key role in protecting the campus and its occupants during emergency or crisis situations. Such situations include natural acts and those which may be created by the actions of persons. A Comprehensive Emergency Operational Plan articulates specific procedures to be observed, as circumstances require. This plan is a part of the Campus Safety and Security system and establishes guidance to the faculty/staff, students and visitors in the event of an emergency.

Click a link below to download the plan:

- Abbeville
- Edgefield
- Greenwood
- Laurens
- Newberry
- McCormick
- Saluda
- Center for Advanced Manufacturing