TITLE:	**Shelter in Place**
PROCEDURE NUMBER:	**4-8-1010.4**
RELATED POLICY AND PROCEDURES:	**4-8-1010 Comprehensive Emergency Operational Plan**
DIVISION OF RESPONSIBILITY:	**Business and Finance**
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June 26, 2013	**November 15, 2022**	**October 30, 2019**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the joint responsibility of the Facilities Management Director and Campus Police and Security 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
   Campus Police and Security @ 941-8000 or 911

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

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

1. A Campus Police and Security Officer will **immediately** contact areas listed below by means of the Emergency Alert System or when more practical, by telephone**:**

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

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

2. The Campus Police and Security Officer **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, Campus Police and Security Officer initiates patrols of the Campus and remains in contact with Greenwood County Communications.

C. Lock down

1. Campus Police and Security Officers and other staff members, Facilities Management Personnel, Building Coordinators and Assistant Building Coordinators 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. **Once in lock down do not allow anyone to enter the building or room**

D. Response to Notification of Threats at the County Campuses

1. If the event of incident occurs at or inside one of the County Campuses, the director notifies the appropriate Law Enforcement Agency for his/her 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 reopened.