



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 4-8-1010.3

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TITLE: Comprehensive Emergency Operational Plan

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

**DIVISION OF
RESPONSIBILITY:** Administrative

June 26, 2013

November 18, 2015

November 18, 2015

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 handicapped 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:

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

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



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B. County Campuses

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

Campuses:

1. Director of the County Campus
2. Vice President, Academic Affairs
3. Associate Vice President, 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](#)