

INSTITUTIONAL DIRECTIVE 4-7

September 11, 2006

Title: Piedmont Technical College Lockdown Policy

I. Purpose

To establish a program of lockdown providing for the security and safety of the occupants of the college when a threat has been identified that places them in a position of possible danger and to define the actions that the Public Safety Office and other college personnel will take to implement the plan. The lockdown procedure will call for buildings or areas inside a building not considered under threat to be secured thus preventing any potential violence from spreading to them.

II. Policy

It is the policy of Piedmont Technical College to take the appropriate measures to provide for the safety and security of the college's occupants.

III. Applicability

All faculty, staff, students and visitors of Piedmont Technical College

IV. Responsibility

- A. Overall responsibility: The Director of the Physical Plant
- B. Direct implementation and supervisory responsibility: The Director of Public Safety
- C. Areas of coordination responsibility: Public Safety and Premise Personnel, Receptionists, Administration Specialists at division levels, Environmental Technicians, Maintenance Employees, the Evening Director, the County Center Coordinators and/or Assistants.
- D. The Public Safety Training Officer will coordinate training to ensure a proper response is initiated during a threatening event or incident.

V. Procedure

- A. Anyone with knowledge of a threatening situation or incident that could effect the safety and security of the college and/or its occupants should contact the Public Safety Office @ 941-8000 or the Receptionist @941-8324 or "O" immediately when actions occur that will affect the Lex Walters Campus.

Office of Responsibility: Senior Vice President

- B. Notification will begin immediately with phone calls. The Receptionist or other reporting party would call Public Safety /Premise Security (*if the event is of the magnitude to require outside assistance Public Safety/Premise Security will notify County Communications via the telephone or radio*), the Physical Plant Office, and the Divisional Administrative Assistants. The Physical Plant Personnel and/or Public Safety will notify Environmental Services and Maintenance via radio or telephone. College Administration, beginning with the President's Office and/or the next responsible party, will be notified as soon as the implementing parties are alerted by the Receptionist or the Physical Plant. Note: *During evening classes the receptionist and/or Public Safety Department /Premise Security will contact Environmental Services via radio and the Evening Director will be called or paged. In the event that Public Safety/Premise Security is notified first, they would have to initiate a call to the Receptionist to ensure the other persons were notified.* Vocal directions shall be initiated by Public Safety /Premise Security utilizing the system's PA capabilities to direct occupants when evacuation/re-location/or lock down requirements are dictated.
- C. The Public Safety Office/Premise Security must respond to the affected area of the college. Their initial responsibility would be to provide safety and in the event of violent acts to initiate appropriate action to eliminate the threat. Their secondary responsibilities would be to secure the crime scene, preserve evidence and to administer first aid to any injured victims. If the event were of the nature of a threat from an incident in the vicinity of the college, Public Safety/Premise Security would initiate constant patrols of the Campus perimeter and utilize an extra radio to monitor Greenwood County Communications.
- D. Public Safety, Premise Security and other staff members, Maintenance Personnel, Environmental Services, and the Divisional Administrative Assistants, would begin locking down unaffected buildings, thus rendering a buffer zone from the event. As they are securing the areas, they should notify occupants to remain inside the building. Persons should remain inside the buildings unless they are directed to evacuate.
- E. If the event or incident occurs at or inside one of the County Centers, the Coordinator should notify 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 should be secured as a buffer zone.*
- F. If the event or incident is a community related one that would affect one of the County Centers if it expanded into its buildings, then the county center coordinator or assistant should secure all doors, alert the occupants and keep aware of the incident by contacting the appropriate authorities.
- G. When the event or incident is resolved, notification should be given by the involved personnel as they re-open each building alerting the occupants of an all-clear status.

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