



**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  
Approved by Area Commission

November 15, 2022  
Date of Last Review

October 30, 2019  
Date of Last Revised

### **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.