

SRTC Procedure: Threats Management

Purpose

The purpose of this procedure is to protect Southern Regional Technical College (SRTC) employees and property, to the extent possible, from harm and to ensure all threats and incidents of criminal activity on College property are promptly and effectively addressed.

Procedure

Southern Regional Technical College is committed to provide a campus free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also Southern Regional Technical College's policy to maintain a Safety Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats.

Possible Types of Threats or Violence

- Violent acts (by an employee, student or outsider)
- Sabotage
- Vandalism
- Arson
- Bombings
- Kidnapping
- Hijacking

Acts of Aggression and Risk Indicators

- Disorderly Conduct, Such As Shouting, Pushing or Throwing Objects, Punching Walls, or Slamming Doors
- Fascination With Guns or Other Weapons, Demonstrated by Discussions or Bringing Weapons to Campus
- Verbal Threats to Inflict Bodily Harm Including Vague or Overt Threats
- Obscene Phone Calls
- Intimidating Presence
- Harassment of Any Nature

Five Components of Prevention

- Management Commitment
- Employee/ Student involvement
- Campus Analysis
- Hazard Prevention and Control Plan
- Training and Education

Management Commitment

- Southern Regional Technical College will take all reports of threats and violence seriously and will investigate all such reports.
- Southern Regional Technical College will act promptly to address all situations that (in the Presidents Leadership Cabinet opinion) pose a risk to the well-being of employees and/or students.

- Southern Regional Technical College will maintain a Safety Committee to ensure that the provisions of this procedure are followed.

SRTC Location Analysis

On a regular basis, the Safety Committee will conduct a SRTC Location Analysis to assess the College's facilities potential for threats and violence, make appropriate recommendations about facility security, assist with training, and respond to reports of threats or violence.

Hazard Prevention and Control Plan

In order to ensure that hazards are minimized, the Safety Committee will conduct regular safety audits. In addition, input will be requested from faculty, staff and students about existing hazards. Finally, a systematic corrective action plan will be followed in order to either eliminate or correct identified hazards.

Training and Education

Southern Regional Technical College will train employees during new employee orientation and students during new student orientation on acceptable standards of behavior on the various SRTC locations and will tell employees and students what their responsibilities are regarding the reporting of violent, threatening or criminal acts on College property.

SRTC Safety Committee

The SRTC Safety Committee is responsible for determining and communicating policies and procedures pertinent to all SRTC facilities; for appropriate training; and for acting as a clearinghouse for best practices.

Team Objectives

The SRTC Safety Committee's charge is to:

- Gauge the potential for various threats at SRTC locations,
- Assess the severity of these potential threats,
- Develop plans and procedures to tighten local security to guard against high-probability or high-severity threats,
- Arrange for employee and student communication and training, as necessary, to support implementation of security procedures,
- Follow up to ensure recommended security precautions are in place and effective, and
- Provide leadership and expertise in case of an actual emergency.

Procedures – Employee Responsibilities

All employees or students who have (1) witnessed, (2) knowledge of, or (3) been subjected to prejudice, threats, harassment, intimidation, violence, or a criminal act are required to immediately verbally report the incident to their Supervisors, Instructors, or a member of the Safety Committee.

All reporting or witnessing employees or students must complete a written incident report detailing their knowledge or observations as soon as possible after their verbal report but not later than 24 hours following the incident. This incident report must be submitted to the Vice President for Operations with copies to the appropriate Dean, Vice President, and to the President. The Vice President for Operations will then advise the Safety Committee of the incident in the next meeting or in a meeting specifically called to discuss the incident.

All employees and students are empowered to contact 911 without first informing his/her Supervisor, Instructor, or a member of the Safety Committee if a life-threatening situation exists which warrants immediate intervention by the authorities.

Procedures – Involving Armed Intruder, Hostages, and Secure in Place:

It is of utmost importance to have all offices, classrooms, safe areas, etc. locking mechanisms to be in locked position at all times doors can be open, but will be locked when shut.

It is extremely important that an immediate call to 9-911 be made as soon as an armed intruder or hostage situation are observed:

- Contact 9-911 or have someone contact 9-911.
- Give as much information about the intruder and the situation as possible, including exact location where the intruder was observed.
- Contact the President's office. The President's office will also call 9-911.

SECURE IN PLACE PROCEDURES:

1. **Secure in place PROCEDURES** will be initiated by the College intercom as follows: **This is a Secure in place alert. Please move to your classroom or office, lock the door, and follow secure in place procedures. This is not a drill. This is not a drill.**
2. As soon as the situation dictates a member of the Safety Committee and PLC will send an email to Faculty/ Staff at the college with subject:!!!!**Immediately initiate PROCEDURES!!!**
3. Once the alert code has been received, faculty and staff must immediately implement procedures.
4. If students are not in class when the procedures are announced, students should proceed to a safe place.
5. Doors should be in the locked position at all times.
6. Once the teachers have secured/locked the room they should immediately advise students to move away from doors and windows and to get on the floor and behind desk.
7. Teachers should brief students to turn cell phone off and lights out in the classroom.
8. Teachers should then begin calmly and quietly reviewing emergency evacuation procedures with students to prepare them for possible evacuation.
9. Students should not be allowed to leave classrooms unless the teacher receives instructions from the main office or the building administrator/department head.
10. Teachers should not open the door to the classroom unless they are instructed to do so by a staff member that they recognize by sight or voice. Public safety responders may enter the room using a master key.

RETURN TO NORMAL OPERATIONS:

1. Once any danger has passed, and it has been determined that **EVACUATION** will not be required, **Secure in Place** will be terminated. Normal procedures will be initiated by the College emergency intercom, phone or other means as quickly as possible. In addition, mass broadcasts to all computers will be used to further notify faculty and staff.
2. The normal functions of the College or Department may resume at that time.

Threats – Approaching the Threatening Person:

No member of the Safety Committee, employee, or student should attempt to approach a threatening person. Employees or students are neither expected nor should they risk personal injury to themselves or others in order to resolve a threatening or potentially violent situation. These matters should be handled by the police.

Employees and students should react according to the following steps:

1. If a weapon has been seen, do not approach the person. Immediately, dial 911 and initiate the appropriate threat response plan and cooperate with law enforcement.
2. If no weapon is in evidence but the person appears to pose a threat, dial 911 and wait for the police to assist with approaching and removing the person.
3. If the person does not appear to pose a threat, the incident should be reported to a supervisor, instructor or a member of the Safety Committee. The response will be to tell the person that: Southern Regional Technical College has received a report that the person has made threats on College property and until an investigation into the matter has been completed; the person must not come on campus and may not contact anyone except the HR department.
4. If the person does not appear to pose a threat, either someone from security or the administration division will escort the person to the parking lot, tell the person to contact HR for a decision and make sure the person drives off the College's property.
5. Although every situation cannot be anticipated, the following **“THREATS/ VIOLENCE ACTION / RESPONSE GUIDE”** is provided to assist with most likely situations that could occur.

THREATS / VIOLENCE ACTION / RESPONSE GUIDES	
Action	Response
Gun/ Weapon Visible in Vehicle or Employee/ Student Reports Gun in Vehicle	If a gun or a weapon are seen, supervisor/ instructor must immediately meet with employee/ student. <ul style="list-style-type: none"> ▪ Message to employee/ student: Southern Regional Technical College does not tolerate weapons on College property. Next incident could result in termination/ suspension. Written warning in employee's/student's file.
Gun/ Weapon Brought into Facility	Immediate investigation, and discipline up through and including termination/ suspension.
Disorderly Conduct such as shouting, pushing, throwing object, punching walls, intimidating presence, or harassment.	Supervisor or instructors are responsible for immediately reporting these issues to a member of the Security or Administration so that a meeting can be arranged one-on-one with the person with a behavior problem. <ul style="list-style-type: none"> ▪ Message to the person with a behavior problem: Southern Regional Technical College does not tolerate Disorderly Conduct. Next Disorderly Conduct could result in termination/ suspension. Written warning in the person's file.

THREATS / VIOLENCE ACTION / RESPONSE GUIDES

<p>Passing / Idle Comment Example: "I'll get even with you."</p>	<p>Supervisor or instructors are responsible for immediately reporting these issues to a member of the Security or Administration so that a meeting can be arranged one-on-one with the threatened and the threatener.</p> <ul style="list-style-type: none"> ▪ Message to threatened person: Southern Regional Technical College is committed to a campus free of threats and violence. Action will be taken. ▪ Message to threatener: Southern Regional Technical College does not tolerate threats. Next threat could result in termination/ suspension. Written warning in threatener's file.
<p>Malicious (not in a joking manner) Threatening Comment but no obvious Intent to follow through. Examples: "I'm going to break your leg" or "I am going to mess her up" or "I am going to kill him."</p>	<p>Supervisor or instructors are responsible for immediately reporting these issues to a member of Security or Administration so that a meeting can be arranged one-on-one with the threatened and the threatener.</p> <ul style="list-style-type: none"> ▪ Message to threatened person: Southern Regional Technical College is committed to a campus free of threats and violence. Action will be taken. ▪ Message to threatener: Southern Regional Technical College does not tolerate threats. ▪ Suspension pending review by the President.
<p>Action</p>	<p>Response</p>
<p>Threatening with a Weapon, or Verbal Threat with obvious Intent to injure another person. Examples: "I'm going to kill you" or "I am going to beat you up!"</p>	<p><u>Immediate call to 911.</u></p>
<p>Act of Violence</p>	<p><u>Immediate call to 911.</u></p>

Other Procedures:

Precautions

Depending on the level of threat or violence, and at the President's discretion, additional steps may be taken to ensure the safety of the faculty, staff and students.

Threats and Violence -- Investigation

The Safety Committee is responsible for conducting a thorough and timely investigation.

1. Written, signed incident reports will be completed from all witnesses to the threat or violence and from any individuals who received the report of the threat or violence.
2. Where appropriate, the Safety Committee will contact the accused individual to determine his side of the story. For individuals who would not be suspended from the campus, this step is essential to the process as it will allow the accused individual to express his point

of view and help diffuse any lingering anger. Unless permanently suspended, this action would hopefully pave the way to an eventual peaceful and safe return of the person to the campus.

3. The Safety Committee will immediately report all gathered facts to the President.

Searches

Southern Regional Technical College reserves the right to conduct searches and inspections of College-provided materials, such as desks, personal computer files, cabinets, file drawers, lockers, or packages, without notice. Security or Administration staff members conducting searches should always be accompanied by another Security or Administration staff member.

Any illegal or unauthorized articles discovered may be taken into custody and may be turned over to law enforcement authorities.

Any employee or student who refuses to submit to a search or found in possession of prohibited articles will be subject to suspension.

Reporting

Incidents of threats and violence will be documented on the Incident Report Form and reported to the Vice President for Operations with copies to the appropriate Dean and Vice President and to the Provost and President. These incidents will then be reported to the State in accordance with State guidelines.

Privacy

To protect students and employees' privacy, all investigations of a possible threat will be conducted on a need-to-know basis. Employees or students reporting a possible case of threats or violence should be discouraged from discussing details of the case with anyone other than the Safety Committee.

Training

All employees will receive annual training on:

- Southern Regional Technical College's Threats Management Procedure
- Duties of and members of Safety Committee
- Reporting responsibilities
- Threat response plans (dial 911, evacuation, or other.)

Threat Management Awareness Training Outline (for New Hire and Annual Training Programs)

1. Southern Regional Technical College is committed to providing a safe and study work environment free of threats and violence.
2. Southern Regional Technical College has a Threats Management Procedure.
3. No threatening or hostile behaviors will be allowed on College property.
4. No weapons of any kind will be allowed on College property.
5. No papers, notices, pictures, garments or any item which temporarily or permanently covers windows and obstructs vision to the inside of offices, or classrooms will be allowed.
6. It is the responsibility of all employees and students having knowledge of any violation of the Threats Management Procedure to report it immediately to their supervisor, instructor, security, or member of the Safety Committee.
7. Employees and students are empowered to contact proper law enforcement authorities in a life threatening situation.

Additional talking points to providing a safe work environment at SRTC are:

1. Recognize the three types of threats.
 - a. Internal Threats - Violence or crimes committed by College employees or students against College employees or students.
 - b. External Threats - Violence or crimes committed by someone who is not a College employee or student against a College employee or student. Examples include spouse, boyfriend, girlfriend, family member, friend, gang member, etc.
 - c. Violence against the College - Violence or crimes against the College such as stealing, vandalism, sabotage, bomb threats, etc.
2. You should never ignore violent, threatening, harassing, intimidating, or other disruptive behavior. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm to an employee or the College.
3. All reports of threats will be held in the strictest of confidence by the Security, Administration, and Safety Committee. The Safety Committee will respond quickly and appropriately to all reported incidents.
4. It is the responsibility of each employee/ student to report any threat or potential threat as soon as possible. Most acts of violence follow threats or recognizable signs. If you observe one of these signs, immediately report it to your supervisor, instructor or Safety Committee member.
5. All employees involved in reporting, responding, or investigating threats or violence will be supported by the College.
6. The Safety Committee for our College consists of staff and faculty.
7. The College is dedicated to protecting all employees from threats and violence but we can't do it without your help. This program is designed to protect you.

Procedure Dissemination:

To all SRTC faculty and staff members

Responsibility

The Vice President for Operations has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SRTC Accident / Incident Report Form](#)

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