

Procedure 8.0605

Active Shooter Threat

In the event of the threat or actual presence of an active shooter on the Beaufort County Community College (BCCC) main campus in Washington, College personnel will take the following steps in sequence or concurrently as appropriate:

1. Any faculty or staff member or student who either witnesses an active shooter or hears of an imminent threat of an active shooter should immediately contact 911 or the Campus Police Department at 252-943-8721. Every campus phone has a Police BCCC contact button, which, when pushed, will automatically call the Campus Police Department.
2. College employees located at another educational institution in the College's service region should adhere to the protocol and procedures established and implemented by that school.
3. Upon learning of the active shooter threat, the Chief of Police, or in his/her absence, his designee, will immediately deploy the College Police Department in a manner designed to neutralize the threat. At least one officer will remain in the Police Department Office to manage incoming and outgoing communications. If the active shooter threat is located at another educational institution in Beaufort County, most BCCC police officers must remain on the College campus in order to administer the College's procedure for active shooter threat.
4. The BCCC Chief of Police will serve as the Incident Commander until the situation is resolved or until the situation requires command to shift to a senior command officer of appropriate rank from Beaufort County Sheriff's Office, NC State Highway Patrol or other agency with jurisdictional authority. Should transfer of command be necessary, the BCCC Chief of Police will not cede control of the incident commander role to that agency until an officer of appropriate rank, as determined by the BCCC Chief, from that agency that is on scene.
5. Concurrent with step #2 above, the Chief of Police, or in his/her absence his/her designee, will immediately use the campus intercom system or order another officer to use the system to warn individuals in each building on campus to shelter behind a locked door, drop the metal bolt on the door into the floor, and turn off the lights in the room. The oral intercom warning will go out to all buildings on campus simultaneously.
6. Faculty, staff, and campus police will immediately remove students from hallways, the student lounge, the library, the café and other open areas and into interior rooms within buildings, where they should shelter behind a locked door, drop the

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metal bolt on the door into the floor, and turn off the lights in the room. The College will allow faculty, staff, or students who refuse to shelter in place and choose to leave the building of their own accord to do so, as long as they do not seek to leave a sheltered situation and thereby threaten the safety of other individuals. In such cases where faculty, staff, or students refuse to shelter in place during an active shooter threat or occurrence, the College will hold no liability regarding their safety.

7. The Chief of Police or designee will immediately send an Alertus announcement to all subscribers telling them to shelter behind a locked door, drop the metal bolt on the door in the floor, and turn off the lights in the room.
8. Faculty, staff, and students nor the campus police should attempt to lock the outside exits to buildings, since doing so may place them in the path of the shooter. Instead, all faculty, staff, and students must shelter within interior classrooms, labs, offices, and storage rooms that possess a locking mechanism and a metal bolt that drops into the floor.
9. The Chief of Police or designee will contact the President of the College at 252-940-6201 or cell 252-402-2332 or in his absence the Vice President of Administrative Services at 252-940-6213 or cell 252-940-9167 and apprise him of the threat. If neither the President nor the VP for Administrative Services is available, the Chief of Police or designee will contact the Vice President of Academic Affairs at 252-940-6417 or cell 252-944-7576.
10. Concurrent with the Alertus announcement, the President of the College or, in his absence, the designee listed in #8 above, will contact the Director of Marketing and Public Relations at 252-940-6387 or cell 252-940-8672 and apprise him/her of the threat.
11. The Director of Marketing and Public Relations, or in his absence the Chief of Police or designee, will use the Text-Em-All application to send out a campus-wide text to all subscribers telling them to shelter behind a locked door, drop the metal bolt on the door into the floor, and turn off the lights in the room. To the extent possible, he/she will then communicate the same message via the College's social media accounts.
12. The Police Chief and officers of the BCCC Police Department will work with other local law enforcement officers to close off the three main entrances to the campus from Highway 264 to any access from the public.
13. To the extent possible, the Chief of Police will use the Emergency Services Building (Building 15) and the driving pad adjacent to the building as the incident command center. If this area is unsafe due to the proximity of the shooter, the Chief of Police will use the Continuing Education Building (#8) and adjacent area as the incident command center. The Chief of Police will work with other local law enforcement officials to determine the best location for the incident command center.

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14. Upon the decision from the incident commander that law enforcement has neutralized the active shooter threat, the Chief of Police will use the campus intercom system, the Alertus System, and the Text-Em-All application to announce to all campus faculty, staff, and students that the threat no longer exists. The incident commander will determine when it is safe for faculty, staff, and students to leave their shelters and will determine how law enforcement officers will manage the egress of these individuals (i.e., are they allowed to leave on their own or must they be identified and/or questioned by law enforcement officials).

The President and the Director of Marketing and Public Relations will work together to answer all questions from the media.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *02/10/23*

Senior Staff Review/Approval Dates: *12/6/22*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*