CARROLL COMMUNITY COLLEGE

CAMPUS SECURITY AND SAFETY

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- Crisis Management Plan
- Campus Security
- Risk Management
- Classroom Management

CRISIS MANAGEMENT PLAN

Crisis Management Team -

Approximately 35 staff members

- Responds to incidents on campus such as, but not limited to,
  - acts of violence
  - acts of terrorism
  - bomb threats
  - fire alarm

CRISIS MANAGEMENT PLAN

Executive Response Team -

Approximately 14 staff members

- Responds to “minor” in-house situations, e.g. power outage, water issues, weather related issue
- Serves as members of the Crisis Management Team
- Assists in planning and in post-event response

Crisis Management Plan

- Safety Officers –

  Approximately 30 staff members

  - Respond to incidents on campus requiring minor first aid, CPR/AED
  - Certified in First Aid, CPR/AED
  - First aid kits in their individual locations

Crisis Management Plan Philosophy

CCC, considered a very safe environment, is not immune from violence.

- Committed to ongoing programs of reducing violence on its campuses
- Preparing school administrators, faculty and staff in the event that a violent incident occurs.
- Developed an <u>Emergency Plan</u>
  - Provides framework for crisis management team if violent incident should occur on campuses
  - Can be adapted for incidents on adjacent grounds

Crisis Management Plan Implementation

- Each staff member is responsible for the identification and reporting of violent incidents.
- The Plan
  - Includes the protocols for alerting campus security/administration and police.
  - Identifies staff, locations of command posts, and process for initiating on-campus response.
  - Includes day and evening/weekend support staff designated to respond.

Crisis Management Plan

In the case of a violent incident on campus:

- "Code Red" requires all students, faculty and staff to enter a room (if not already there), lock the door, and close the blinds. Remain in the locked room until emergency personnel come to supervise a controlled evacuation
- "Code Green" indicates that it is safe to resume normal operations

College's PA system can be heard throughout the campus and would be used to inform the campus community.

- This system is routinely tested

Crisis Management Plan cont'd

- e2Campus – Instant Alert
  - sent via text message or email
  - Will be used for emergency notifications
    - Incident or crisis on campus
    - Snow closing announcements
  - Available to faculty, staff, and **all** students who opt in to the system
  - Employee email automatically in the system
  - Employee can opt in for text messages to personal cell phone
  - Users will opt in or out and manage their own account

Crisis Management Plan cont'd

- Safety/Security Guide is posted in every classroom on campus.
  - Has emergency phone numbers and procedures in the case of a crisis, accident or injury, or fire.
- Emergency Phone in each classroom
  - Dial 8123 to alert the Information Center of the emergency (this number is posted on the phone).
  - If unable to speak due to the presence of a threat, security will be dispatched immediately to the area upon receipt of the 8123 call.

Crisis Management Plan cont'd

- Crisis Management Plan was developed with the assistance of the Maryland State Police, Carroll County Sheriff's Department, and the Board of Education Security Office.
- Crisis Management Plan and architectural drawings of all campus facilities are distributed to:
  - Maryland State Police
  - Carroll County Sheriff's Department
  - Westminster City Police
  - Emergency Operations Center
  - Westminster Fire Department

CRISIS MANAGEMENT PLAN
OTHER COMPONENTS

- Chemical, Biological, Radiological Incident(s) Plan
- Bomb Threat Policy
- Fire Emergency Procedures
- Tornado Warning System
- Towing/Trespass Policy
- Public Access Defibrillation (AEDs) Program
- EVAC Chair (emergency wheelchair)
- Contact Numbers
- Emergency Response Plan (post event)
- Theater Box Office Silent Alarm

Campus Security Program Includes

- Full- and Part–time Security Officers (unarmed)
- Emergency Call Boxes – parking lot
- Security Officer Escort Service to Vehicles
- Personal Panic Alarm Devices - available for sign out at the Information Desk
- Emergency Public Address System – college wide
- Telephones in each classrooms with dedicated emergency number
- Emergency Procedures Flyer posted in each classroom
- Security Cameras in selected locations

Campus Safety Program Includes

- Emergency Evacuation Chair
- Nine AEDs (Automated External Defibrillators) placed at strategic locations around campus for 3 minute response
- First Aid Kits distributed around campus
- Support from College Nursing Faculty
- Safety Officers and Security Officers certified in First Aid/CPR/AED response

Risk Management Program

- Preventing and controlling losses of human, physical and financial resources
- Ensuring efficient and appropriate coverage and recovery of losses through its insurance program
- Ensuring the proper allocation of risk between the college, business partners and other users of the college campus

Learning Environment/Classroom Management

- Code of Integrity
- Standards of Honesty, Standards of Conduct
  - Students sign pledge at application
  - Printed in Catalogue and Online
  - Reviewed at orientation
  - Reminders in classrooms
  - Expectations in each Syllabi
  - Students sign pledge on assignments and tests
  - Ongoing promotion “Know the Code, Honor the Code”

Infractions of Standards of Student Code of Conduct

- Protect student rights: due process, privacy, FERPA, HIPAA
- Protect rights and safety of others for peaceful and safe learning environment
- Behavioral concerns or incidents reported verbally or in writing to Chair, Dean, Joel Hoskowitz, Jim Ball
- Written incident report submitted by complainant or Security
- Base process and decision on severity of

Faculty & Staff Training

- Code of Integrity Training (monthly meetings)
- Emergency Response Training
- Safety Training