All information can be found at Brunswick Community College website at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**EMPLOYEE-2017**

All employees regardless of position are responsible for the safety and security of the students at Brunswick Community College

You must be familiar with the Emergency Action Plan (EAP), please review the EAP as well as other policies and procedures as it applies to the operation of this facility.

**Police Authority**

Brunswick Community College (BCC) retains its own police department pursuant to North Carolina General Statutes. BCC police officers have full police powers on BCC property and all public property immediately adjacent to the college property.

**Reporting and Notification**

Crisis on campus can be the result of violent, disruptive, or criminal behavior. Everyone is asked to assist in making our college a safe place by being alert to suspicious persons or situations and promptly reporting them to BCC Police. This would include but not limited to suspicious or threatening behavior, suicidal tendencies, severe mood changes among fellow students, e-mails/web-blogs/texts that you may have received or seen, or any behavior you feel may be a threat or a security issue for you, others, or the institution.

For an emergency dial “911” from a campus phone. The Brunswick County Emergency Services center (911) will immediately alert BCC Police by radio. For non-emergencies, dial 910-755-7330. To leave information anonymously dial 910-755-7410 and leave a message on the recorded line or by e-mailing the following: tipline@brunwickcc.edu. All e-mails and phone messages will be checked several times daily and all information will be addressed promptly. In addition, you may receive assistance with the reporting of a criminal offense from, but not limited to, the following people:

1. Vice-President for Academic Services 910-755-7474 Building A, Room 242

2. Dean, Student Svc & Enrollment Mgmt. 910-755-7304 Building A, Room 142

3. Director, Counseling Services 910-755-7338 Building A, Room 157

4. Director, Athletics 910-755-7321 Building L, Room 163

 (Men’s Baseball Coach)

5. Men’s Basketball Coach 910-755-7327 Building L, Room 165

6. Dean, Arts and Science, 910-755-7434 Building B, Room 244

7. Dean, Professional and Technical, 910-755-7343 McLamb, Room 152

**Emergency Response Procedures**

Brunswick Community College is committed to the safety of faculty, staff, students and visitors. In the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees, college officials will immediately notify the campus community.

College officials, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of reasonable authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Upon receipt of a report threatening the safety of the college community, the BCC Chief of Police, will confirm that an emergency exists, the BCC administration officials along with the Chief of Police or his/her designee will determine who should be notified, the content of the notification and the BCC administration will initiate the notification system.

BCC will disseminate emergency information to the larger community in a timely manner that will not significantly affect or interfere with response efforts. Dissemination will be by the use of radio, television and newspapers.

The evidence is clear. On average, the Active Shooter incident will be over in less than 8 minutes. This means you and your employees have to do all the heavy lifting of response instantly. Remember that *police, fire, and EMT’s are not the first responders; they are the official responders.* You and your employees are the first responders.

**Emergency Notification System**

BCC has adopted an Emergency Notification System (ENS) through Re-Group as part of its Emergency Notification plan. The ENS allows BCC administrative personnel to notify faculty, staff and students quickly by sending alerts via text messages, social networking site, office or home phones, email and utilizing monitors throughout the campus should an emergency situation occur that may threaten the college environment.

In the event of an emergency and upon activation of the system, participants will receive notification at any and all of the contact numbers provided. Furthermore, periodic testing of the system will be conducted for safety measures. However, no personal information will be used for any other purpose(s) and will not be disseminated for any reason.

**Timely Warning - Accessibility**

The College will issue Campus Safety Alerts in a timely manner to notify campus community members about Clery Act crimes in and around our community. The Timely warning policy can be viewed at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**Parking Regulations**

Parking regulations can be found at the Public Safety section located at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

 Map for parking can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**Drug/Alcohol Policies**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. The policy can be found at [www.brunswickcc.edu/public-safety.](http://www.brunswickcc.edu/public-safety.)

**Daily Crime Log/Crime Stats – Accessibility**

The police department will maintain a daily log, documenting all crimes and incidents reported to the police department. The information found in this report shall be open for public knowledge, except when the release of the information is prohibited by law, would jeopardize an investigation or the victim’s confidentiality. Daily Crime Log and the Crime statistics can be found at the BCC Police Office during normal business hours (8:00 am – 5:00 pm, Monday through Friday). Crime Statistics can be viewed at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/publicsafety).

**Annual Crime Report**

A copy of the report may be picked up at the BCC Police Officer or may be viewed at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/publicsafety).

**Personal Safety**

* Keep cars doors locked.
* Do not leave purses or other valuables in your vehicle.
* Use the buddy system when walking late at night.
* Books and personal property (laptops, IPads, IPods, cell phones) should have identifying marks.

If you must travel alone at night, the police officers will provide a safe, reliable way to travel throughout the campus. You can contact a police by dialing 910 755-7330 if you need this service.

Emergency call boxes provide users with a simple way to call for emergency assistance. Press the large red button and speak clearly into the telephone. The call is automatically sent to “911”. This two-way call box is located at parking lot 7 and the Dinah E. Gore Fitness and Aquatics Center pool area. Information can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/publicsafety).

**Campus Safety Procedure and Security**

Faculty/Staff – Training will be conducted once a year to inform employees of campus security procedures and practices and individual security tips while on campus.

New employee – Training will be conducted by Human Resources as part of the new employee orientation.

**Active Emergency/Hostile Intruder**

When an active emergency on ***campus*** is actively causing harm or threatening imminent deadly harm to people, you must immediately seek cover and call 911. Give as many details as possible: your name, location, number of assailants and other pertinent information.

* Do not sound the fire alarm to evacuate the building.
* Be aware of alternate exits if it becomes necessary to flee.
* People should lock themselves in classrooms, labs, and offices as a means of protection. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under desks and remain silent.
* Cell phones should be set on silent mode so that the suspected shooter cannot hear them. Use the phone to notify 911, let them know all information you have knowledge of, give them your location and the number of the cell phone that you are calling from.
* If possible, close blinds of any windows or openings that have a direct line of sight into the hallway.
* Students and staff should not attempt to leave the building until told to do so by BCC emergency personnel.
* When you encounter the police, keep your hands over your head and comply with the officers instructions. If you are evacuating, carry nothing that could be mistaken as a weapon. Information can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**Severe Weather**

Severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes. In the event that severe weather requires closing BCC, the procedure for declaring a campus emergency will be followed. The President or their designee will notify the media that the campus is closing or is closed.

In the event of severe weather such as thunderstorms or tornadoes, the BCC Police and Faculty/Staff will provide as much prior warning as possible. Take the following action:

* Immediately take cover in sheltered areas in each building. Hallways, bathrooms, and windowless rooms are safest areas.
* Close the windows in all rooms and close the doors as you leave the room. If the windows have blinds or curtains, close those also.

Information can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**Fire Alarms**

* All building evacuations will occur when an alarm sounds and/or upon notification by emergency personnel.
* When the building evacuation (Fire) alarm is activated during an emergency, leave by the nearest “SAFE EXIT” and alert others to do the same.
* Assist the disabled in exiting the building.
* Once outside, proceed to fire evacuation area and remain there until the all clear has been given by emergency personnel.
* Do not return to an evacuated building unless told to do so by emergency personnel.

Evacuation assembly locations can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety).

**Sexual Assaults**

The college encourages all victims of sexual offenses to report the incident as soon as possible. We understand the sensitive issues involved with this type of crime; therefore the following individuals may be contacted: Police “911”, 910-755-7330, Dean, Student Services and Enrollment Management.

BCC has counselors to assist victims with their immediate needs. They are located in Building A, Student Services department. Information can be found at [www.brunswickcc.edu/public-safety](http://www.brunswickcc.edu/public-safety) and [www.brunswickcc.edu/catalog-handbook](http://www.brunswickcc.edu/Students/CatalogStudentHandbook.aspx).

***(HUMAN RESOURCES DOES A PRESENTATION ON THIS TOPIC AS WELL)***

**Animals on Campus**

Brunswick Community College does not permit animals on campus, with the exception of service animals (Seeing Eye, drug enforcement, etc.) and approved classroom events. The service animal must meet all state health and training regulations, as indicated by a tag issued by the North Carolina Service Animal Registration division of the Department of Health and Human Services. Information can be found at [www.brunswickcc.edu/catalog-handbook](http://www.brunswickcc.edu/Students/CatalogStudentHandbook.aspx)

Additional policies and procedures for BCC and for the use of the facilities may be found at the Office of the President at Brunswick Community College.