

The Emergency Response Philosophy of Surry Community College:

Surry Community College has the philosophy that an educational institution should be a safe learning and working environment. We believe that the community we serve should be confident that the College has taken appropriate steps to address possible adverse situations. Staff, faculty, and local authorities have worked together to make a conscious effort to prepare for possible extreme conditions.

The information within this emergency response document is intended as a guide for our College. Although every possible adverse situation that could potentially harm someone cannot be addressed, we assure the public that reasonable efforts will be made to protect our students, employees, and guests on our campus.

Dr. David Shockley
President
Surry Community College

Purpose:

This emergency response plan has been designed to provide contingency information to college personnel in order to address campus emergencies. While the plan does not cover every conceivable situation, it does describe the basic administrative reactions necessary to cope with most campus emergencies. This plan is provided to identify and insure continuous leadership throughout the duration of an emergency situation.

Declaration of State of Emergency:

The authority to declare a campus state of emergency rests with the College President, the Vice President of Student Services, and the Chief of the Surry Community College Police Department.

During the period of a campus emergency, the authorities listed above will implement the appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain facilities.

In a state of emergency, faculty and staff will serve as official college representatives and have the authority to act in the best interest of the college. In rare instances, this authority can include initiation of any security measure they feel necessary to protect, in so much as possible, themselves and others.

Release of Information in a Crisis Situation:

Any information released to the media or public related to an emergency on the campus will come through the Public Information Officer. All information for release will be approved by the Incident Commander.

Notification:

Components of the SCC Alert include the following:

- **Public Address System on Campus** – In the event of an emergency, an announcement will be made over the internal public address system on campus which will give information regarding the situation and the appropriate emergency response.
- **SCC Website-** www.surry.edu – In the event of an emergency, a notice will be posted on the current alerts page of the SCC Police Department's web page and a link will be provided on the main college web page for direct access to this information. Information will be provided to warn all students, faculty, and staff of the incident along with safety suggestions about the current situation.
- **Mass Notification System** – The connect – ED or SCC Alert system allows Surry Community College officials the ability to send messages to students, faculty, and staff through home, work, and cell phones, e-mail, and text messaging. To fully participate in this system, students and employees need to provide the college with complete contact information including a cell phone number and a personal e-mail address. For more information visit the frequently asked questions link under www.surry.edu.

The Chief of the SCC Police Department will, 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 responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Campus/Building Evacuation Process:

An announcement will be made over the public address system indicating a threat to the college. An example announcement might be, **“May I have your attention. Please evacuate all buildings (or a specific building). Instructors lead students to the designated (primary or secondary) assembly area for your building and remain with students until further notice. The Response Team should report to _____ immediately.”**

At the time of this announcement, the following procedures should be followed:

- Move quickly and quietly to designated assembly area.
- Take all personal belongings.
- Close doors as you exit.
- Do not use cell phones.
- Do not go to vehicles.
- Remain in designated area until further notice.

Criminal Emergency Process

Any violation of the laws of North Carolina could be considered a criminal emergency and should be reported. Call the Information Center and share what information you may have and the College Police Department will handle the situation. Some examples of a criminal emergency are robbery, assault, weapon violations, personal threats, etc.

If you witness or are involved in a crime:

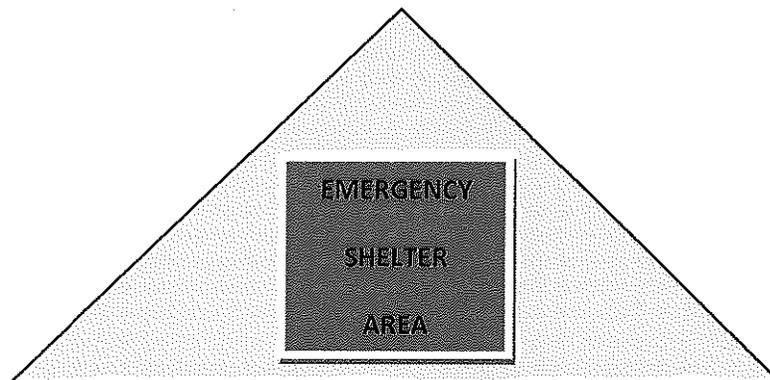
- Notify the campus Information Center immediately.
- Preserve the scene in so much as is practical.

Sheltering Process

An announcement will be made over the public address system indicating a threat to the college.

An example announcement might be, **“May I have your attention. Please initiate sheltering procedures immediately.”** At the time of this announcement, the following procedures should be followed:

- Move quickly and quietly to the closest designated sheltering areas within the building.
- Remain in shelter area until further notice. Pre-designated areas have been established in all buildings on the main campus of Surry Community College and are identified with the following symbol on the door:



Disclosure of Crime Statistics

Policy for Reporting the Annual Disclosure of Crime Statistics

The Surry Community College Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.surry.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus in Dobson, the Center for Public Safety in Mount Airy, and the Yadkin Campus in Yadkinville, the Elkin Center in Elkin and the Pilot Center in Pilot Mountain. Each entry provides updated information on their educational efforts and programs to comply with the act.

Campus crime, arrest and referral statistics include those reported to the SCCPD Police, designated campus officials (including but not limited to directors, deans, department heads, faculty, staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Student Services provides counseling services and their staff informs clients of the procedures to report crime to campus police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via e-mail as well. Copies of the report may also be obtained through the office of Student Services and the SCC campus police office on the main campus, the information window at the Yadkin Campus, the receptionist at the Center for Public Safety in Mount Airy, and the receptionists at the Pilot and Elkin Centers, or by calling (336) 386-8121. All prospective employees may obtain a copy from Human Resources located in the business office of the A building on the main campus.

Campus Law Enforcement

CAMPUS POLICE AUTHORITY AND JURISDICTION

Surry Community College Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. Any property that is rented, owned, or leased by Surry Community College is included within the guidelines of this policy. These campuses include but not limited to the Dobson main campus, the Center for Public Safety in Mount Airy, the Yadkin campus in Yadkinville, the Pilot Center in Pilot Mountain and the Elkin Campus in Elkin. If minor offences involving violations of SCC's policies, rules and regulations are committed by a student, the Chief of the SCCPD has the responsibility to initiate disciplinary procedures against the student for any and all violations.

All reports of offences are reported to the SCCPD including rape, murder, aggravated assault, robbery, auto theft, domestic disturbances, larcenies, damage to property, trespassing etc. The prosecutions of all criminal offences, including felony, misdemeanor, and infraction cases are calendared through the Surry County and Yadkin County District Attorney's office.

Campus Police personnel work closely with local, state, and federal police agencies and have direct radio communication with the Surry County Communications Center, Dobson Police, Mount Airy Police, Elkin Police, Pilot Mountain Police, State Emergency Management, State Highway Patrol and Yadkinville Police Departments. The SCCPD is also a part of the Surry County 911 emergency system.

By mutual agreement with state and federal agencies, officers with the SCCPD are certified and trained in access to the North Carolina Division of Criminal Information system. Through this system the SCCPD can access the National Crime Information Computer system and the Division of Motor Vehicles to gain data on criminal history, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and recorded. Depending on the circumstances of the alleged behavior and or criminal activity may result in follow up action from the SCCPD in order to ensure a safe and secure educational environment for all persons at Surry Community College.

Reporting of Criminal Offences

To report a crime:

Contact the Surry Community College Police Department at (336) 386-8121 + O for the operator (non emergencies), dial 9-1-1 for (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or outside of buildings should be reported to the police department. In addition you may report a crime to the following areas:

Communication Center	Police Department "A" building	(336) 386- 8121 + O for operator
SCC police Department	Chief M.W. Shropshire "A" building, Main floor	(336) 386-3453, (336) 386-3457, or (336) 386-3582
Student Services	Vice President Randy Ledford "A" building, Main floor	(336) 386-3279 or (336) 386-3264
Evening/Weekend Dean	Sabra Rice "H" building, H-246	(336) 386-3276
Surry County Communications	Non Emergency Line Only	(336) 374-3000
Yadkin Campus	Director Wayne Matthews	(336) 679-4600 or ext 5226
Yadkinville Police Department	Non Emergency Line Only	(336) 679-2863
Center for Public Safety	Director Kirk Killon	(336) 356-5300 or (336) 356-5303
Elkin Police Department	Communications Center	(336) 835-9800
Pilot Mountain Police Department	Communications Center	(336) 368-4725
Mount Airy Police Department	Communications Center	(336) 786-3535
Elkin Center	Director Ray Hall	(336) 386-3237
Pilot Center	Director Greg Smith	(336) 386-3331

Surry Community College Police Department has mutual aide agreements in effect with the Dobson Police Department, Surry County Sheriff's Department, Elkin Police Department, Mount Airy Police Department, Pilot Mountain Police Department and the Yadkinville Police Department. Each department augments the other within their jurisdictions during mutual investigations, arrest and prosecutions. The SCCPD attends preliminary meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for SCC's community.

Timely Warnings

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police, constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued. The warning will be issued through the SCC Alert system, and the campus e-mail system which includes students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Surry Community College Police Department will also post a notice on the SCC website under campus crime alert through the Campus Police link detailing information concerning each incident at: <http://www.surry.edu/police/>, providing the college community with more immediate notification. In such instances, a copy of the notice will be posted on bulletin boards in each building on the SCC campus. Anyone with information concerning a certain warning should report directly to the Surry Community College Police Department, by phone (336) 386-3453 or in person at the information center located within the lobby of the “A” building.

Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency

Surry Community College members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Surry Community College Police Department (SCCPD) in a timely manner. This publication focuses on SCCPD because it maintains a police presence at the Dobson campus, Center for Public Safety in Mount Airy, and the Yadkin campus in Yadkinville, the Elkin Center in Elkin and the Pilot Center in Pilot Mountain. To report a crime or emergency at any of SCC's campuses call 911 immediately, your call depending on your location will be transferred to the appropriate 911 call center for immediate assistance.

To report a non-emergency police, general assistance, or public safety related matter on the Dobson main campus, call (336) 386-8121 + 0 for the operator or dial 0 from any college phone and this will direct you to the campus communications center. For additional assistance call the non-emergency number for the Surry County Communications Center at (336) 374-3000.

To report a non-emergency police, general assistance, or public safety related matter on the Center for Public Safety campus, call (336) 386-8121 + 0 for the operator, or (336) 356-5300 for the operator of the WDC campus. For additional assistance call the non-emergency number for the Mount Airy Police Department at (336) 786-3535.

To report a non-emergency police, general assistance, or public safety related matter on the Yadkin campus, call (336) 679-4600 for the operator. For additional assistance call the non-emergency number for the Yadkinville Police Department at (336) 679-2863.

To report a non-emergency police, general assistance, or public safety related matter on the Pilot Center campus, call (336) 386-3618 for the operator. For additional assistance call the non-emergency number for the Pilot Mountain Police Department at (336) 368-4725.

To report a non-emergency police, general assistance, or public safety related matter on the Elkin Center campus, call (336) 386-3605 for the operator. For additional assistance call the non-emergency number for the Elkin Police Department at (336) 835-9800.

Under mutual aid agreements that have been established with surrounding law enforcement agencies, all reports obtained by outside law enforcement pertaining to incidents on SCC's campuses will be forwarded to the SCCPD for follow up investigation and final determination of appropriate action to be taken.

If assistance is required from any outside emergency response department concerning any incidents on campus, the SCCPD will assess the situation and contact the appropriate departments for response. If an incident occurs in which counseling services are needed, SCC has developed an onsite Behavioral Assistance and Crisis Response team to assist with any after incident needs that students, faculty and staff may need.

This publication contains information about on-campus and off-campus resources. That information is made available to provide SCC students, faculty and staff with specific information about the resources that are available in the event they become a victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" under Clery Act compliance.

Crimes should be reported to the SCCPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the SCC community, when appropriate.

Security and Access

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and public functions. During non business hours access to all College facilities is restricted by key, if issued, or by admittance via designated college personnel.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Corporate and Continuing Education or “J” building, the gym or “P” building, and the Emergency Services Training Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the area of education or training.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted on them. Administrators review the results of these surveys and implement any changes that will enhance safety and deter future criminal activity. These surveys examine security issues such as landscaping, locks, alarms, lighting, traffic and communications. Additionally, during the academic year the Surry Community College Safety Committee meets bi-monthly to address issues of concern.

Criminal Activity off Campus

When a Surry Community College student is involved in an off-campus offense, police officers may assist under the mutual aid agreement established with local, state, and federal law enforcement. The Dobson Police Department, Mount Airy Police Department, Elkin Police Department, Pilot Mountain Police Department and the Yadkinville Police Department routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding the campus. Surry Community College operates no off-campus housing or off-campus student organization facilities. However, many students live in the neighborhoods surrounding SCC. All agencies listed above and including the Surry County Sheriff's Department depending on the location have primary jurisdiction in all areas off-campus. Surry Community College Police officers (SCCPD) can and do respond to student-related incidents that occur in close proximity to campus. SCCPD officers have direct radio communications with all law enforcement agencies listed including all fire departments, emergency response and county 911 emergency communication centers to facilitate rapid response in any emergency situation.

Counselors

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Professional Counselors” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Professional Counselor : An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are a victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of the SCCPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the SCCPD can keep accurate records of the number of incidents involving students, to determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Surry Community College. The SCCPD works in conjunction with the Mount Airy Police Department's Crime Stoppers program. If anyone wishes to file a report through crime stoppers call (336) 786-4000.

Crime Prevention Programs

Crime Prevention Programs:

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Surry Community College Police Department (SCCPD) personnel facilitate oral presentations for students, faculty and staff in both new employee and new student orientation sessions, along with but not limited to student organizations, and community organizations. Additional training, seminars, and presentations are scheduled throughout the year to further educate SCC's community of personal safety and threats that may pertain to them while on campus.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call (336) 386-8121-0 and ask for an escort from the SCCPD.

Security Awareness Programs

Security Awareness Programs

During new student orientation at the start of each semester and in ACA classes, an oral presentation by the Surry Community College Police Department (SCCPD) offers information on services available at SCC. These presentations outline the establishment of the SCCPD and their responsibilities as a certified sworn police department, policy requirements, general safety guidelines, responses to incidents such as lock down and evacuation procedures, parking regulations, communication and contact information. Students are made aware of how to report crimes and incidents and how access information through SCC's web site for critical warnings in the event one is issued.

A pro active approach to reducing crime and victims of crimes is in education. Students are informed of simple crime prevention techniques with regards to vandalism, stalking, domestic related issues, drug and alcohol use, theft, and personal safety while attending classes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to presentations, information is disseminated through the student news letter on general safety tips, security alerts, displays, and videos. Several forms of communication have been established to ensure the SCC community has first hand information relating to their safety. SCC Alert is used to send messages to phone numbers and e-mail addresses the student lists at registration time. The public address system is an automated system that spans the campus inside and outside all buildings.