
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: ADDRESSING VIOLENCE AND TERRORISM

NUMBER: PRO 2-12

REFERENCE: Board Rule 2.17

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I. INTRODUCTION

Workplace violence is defined as any act of physical violence, threats of violence, harassment, intimidation such as bullying, threatening or aggressive behaviors. Workplace violence can occur on campus or at off campus events. It can affect employees, students, visitors, and contractors. Terrorism in general is defined as planning or perpetrating a criminal act or threat which will result in death or great bodily injury to others.

Workplace violence and acts of terrorism will not be tolerated. There is no specific profile of a potentially dangerous individual and therefore the best prevention is for all employees to be vigilant and report threats, early warning signs and suspicious situations immediately.

For everyone's safety all employees have the responsibility to report to their supervisors, administrators or Human Resources personnel any threat in the workplace to another employee, student, visitor or contractor. Employees are not expected to assess the credibility of any threat or place themselves in harm's way. Appropriate personnel will investigate, assess the threat and take appropriate action.

II. EDUCATION, REPORTING AND PLAN ACTIVATION

- a. Workplace violence education will be conducted for faculty and staff every three years unless the President determines otherwise. Training shall include how to recognize and report early warning signs of workplace violence such as threats of violence, aggressive and disruptive behavior, vandalism or domestic family issues that occur on campus, etc. Training shall also include how to recognize and report suspicious situations that may create a terrorist action.
- b. Employees are to report immediately any threats or incidents of workplace violence to their supervisors, administrators or Human Resources. Incident reports are to be completed and sent to the Vice President Business Affairs office.

Lake-Sumter State College (LSSC) Safety Manual (Emergency Management Plan), specifically chapter five, details the resources and plans available for handling various life threatening emergencies, such as armed individuals, bomb threats, hostages and other acts of violence and terrorism. This manual should be consulted for procedural specifics about individual

situations. The following information, however, provides a synopsis of the major common elements about crisis situations.

- c. When a threat or a crisis situation occurs, the following Crisis Plan containing six major actions will commence.
 - 1. Three levels of response will occur in the following order:
 - i. First Contact - any individual who is either the first person on the scene or the first person to be contacted regarding a threat or crisis will contact 911 and provide details about such to Security, Safety Officer (Director of Facilities) and Facilities;
 - ii. Security, Safety Officer and Facilities - these resources will ensure that Federal, State and College policies are followed and will interact with outside support to maximize efficient interventions; the College Safety Officer will inform the Business Affairs Vice President of the situation;
 - iii. Outside Support - these resources are the local law, medical and fire professionals who will arrive on the scene to provide critical support resources for managing the crisis until the threat is eliminated and order can begin to be restored.
 - 2. The College Safety Officer will coordinate all information, crisis plans, and resources necessary for handling appropriately the threat or crisis.
 - 3. The Crisis Management Team as stated in the College Safety Manual and chaired by the Vice President of Business Affairs will establish specific crisis teams, as necessary to deal with evacuation of buildings and notification of designated personnel and local emergency services. Crisis team members can be identified during a crisis by special vests/jackets. These will be stored in the office of the Safety Officer.
 - 4. The Safety Officer will identify the danger zone, inform local law enforcement agencies of the threat or crisis and coordinate procedures with local emergency services.
 - 5. The College will establish a counseling staff for de-briefings after the crisis. The Vice President Enrollment & Student Affairs will recommend if this staff is to be in-house or from outside resources, as determined by the circumstances.
 - 6. The Crisis Management Team will direct the restoration of College operations after the crisis incident.
- III. During a crisis situation, as directed by the Crisis Management Team, the following actions will occur:
 - a. The Safety Officer will communicate continuously with emergency services as posted.

As appropriate to the situation the Safety Officer or a security officer will activate and manage the internal emergency alarm system.

If necessary, the Safety Officer or a security officer will ensure that buildings with automatic access control are locked down and responding law enforcement personnel are aware that doors have been secured electronically.

Activation of the College emergency Siren Mass Notification System and lockdown of

buildings may occur immediately as dictated by circumstances in concern for the safety of staff and students.

The Safety Officer will assist in ensuring that the College is under the control of law enforcement officials for all law enforcement matters. Until the end of the crisis, the Safety Officer and Crisis Management Team will not only work with law enforcement and emergency resources throughout the crisis, but also coordinate the College's responses to media and constituencies to media and constituencies.

- b. Deploy and direct the crisis teams.
 - c. Set up a command center for the management crisis team to establish and engage the:
 - 1. Telephone team:
 - i. Call College President;
 - ii. Call Board Chair;
 - iii. Call Division of Florida Colleges;
 - iv. Notify other campus locations of situation.
 - 2. The Director of College Relations will be the spokesperson.
 - 3. Staging areas for the:
 - i. Press;
 - ii. Parents and family;
 - iii. Trauma and medical;
 - iv. Additional emergency resources.
 - 4. Evacuation of other areas of campus not associated with violence.
- IV. After the crisis the following post crisis actions will occur:
- a. A post crisis briefing with media will be held after the crisis resolution as determined by the Crisis management Team.
 - b. Stress debriefing of crisis teams will be conducted within 72 hours of crisis resolution.
 - c. Debriefing of faculty, staff, students, and any family members will be provided by the College.
 - d. Grief counseling will be available for injured people and families and College employees. These services will be provided by qualified professionals as determined by circumstances.
 - e. Status of classes and activities on campus will be determined by the senior campus administrator in consultation with the President, and a plan will be put in place as soon as possible to restore the campus to normal operations.

- f. A meeting of President's Cabinet and Crisis Management Team will be held to critique the response to the incident and this critique will be presented at the next meeting of the District Board.
- g. Community closure - memorial services will be held as appropriate.

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