

Polk State College Procedure

Procedure Number	Procedure Title	Effective Date
7013	Response to Threats to Campus Safety	February 22, 2024

I. Statement

The purpose of this document is to define the various alerts, processes, and actions used to manage potential threats to the College and its stakeholders.

II. Emergency Alerts

A. Heightened Security Alerts

The purpose of a state of *Heightened Security* is to enact processes to secure the campus and protect students, faculty, staff, and visitors from an outside (or off-campus) threat that does not pose an immediate threat to those inside or on campus. During a *Heightened Security* alert, the building perimeters are secured. Members of the Campus Security Team (including deputies and contracted security staff) control the buildings. Classes and College business continue; however, movement between and within buildings is restricted. If a state of *Heightened Security* is required, a Polk State ALERT notification will be issued, instructing individuals that building perimeters are to be secured.

B. Lockdown Events

The purpose of a *Lockdown* event is to reduce the risk of injury or danger to students, faculty, staff, and visitors. This occurs if an armed subject is present, or if a serious, immediate threat is determined to be on campus. A *Lockdown* minimizes access to rooms or buildings on campus. Once an armed subject or serious threat is determined to be on campus, a Polk State ALERT notification must be issued, instructing individuals to lock down.

C. Designated Authority for Alerts

The College President (or his or her designee) authorizes and issues any *Lockdown* or *Heightened Security* event.

III. Heightened Security Procedures

A. Heightened Security Notification

Notification of a campus state of *Heightened Security* will be communicated via the Polk State ALERT System, the College's mass communication platform. Notification may also be made in person by a College staff member, Campus Security Team member, or law enforcement personnel.

B. Heightened Security Processes

Upon receiving a *Heightened Security* notification, the following processes should be followed:

1. All buildings on the affected campus are to be completely secured.
2. Exterior entrances of buildings are to be locked by facilities personnel or Campus Security Team members.
3. All interior doors should be closed and locked by the office or classroom occupants.
4. All windows should be closed and locked by the office or classroom occupants.
5. Once a door or window is locked, it must remain locked until the state of *Heightened Security* has been lifted.
6. Any individual who is outside when receiving the ALERT should evacuate to a safe area until directed to do otherwise.

7. No one is permitted to exit a classroom, room, or office unless he or she is escorted by a member of the Campus Security Team or law enforcement or until a Polk State ALERT is received advising that the state of Heightened Security has been lifted.

IV. Lockdown Procedures

A. Lockdown Notification

Notification of a campus *Lockdown* event must be communicated via the Polk State ALERT System, the College's mass communication platform. Notification may also be made in person by a College staff member, Campus Security Team member, or law enforcement personnel.

[Note: During a lockdown, police and other emergency personnel will be responding to the emergency.]

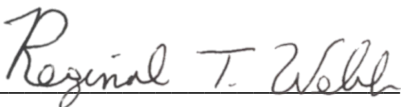

B. Lockdown Processes

Upon receiving a *Lockdown* notification, the following procedures are to be followed:

1. All buildings on the affected campus are to be completely secured.
2. Exterior entrances of buildings are to be locked by facilities personnel or Campus Security Team members.
3. For individuals located in interior rooms and offices at the time of the alert, all interior doors should be closed and locked if possible, or doors should be barricaded by office or classroom occupants.
 - a. Individuals should take cover to protect themselves and others.
 - b. If possible, individuals should cover any glass on doors to obscure visibility.
 - c. All windows should be closed and locked, and all window coverings closed by the office or classroom occupants.
3. Once a door or window is locked, it will remain locked until the lockdown has been lifted.
4. Individuals should stay away from all doors and windows.
5. Individuals should remain inside a building, office, or classroom, preferably in a room without a window.
6. The air-conditioning, ventilation, and lighting should be turned off, if possible.
7. Individuals should stay quiet and remain in place until notified by emergency personnel.
8. If an individual is outside at the time of the alert, he or she should evacuate to a safe area until directed to do otherwise.
9. No one is permitted to exit a classroom, room, or office until a Polk State ALERT is received advising them that the lockdown has been lifted.

History

Adopted: February 22, 2024

 Signature Reginal T. Webb Name	 Signature Angela Garcia Falconetti Name	2/22/2024
Responsible Administrator	President	Date