



CAROLINA COLLEGE  
*of* BIBLICAL STUDIES

Safety & Security Plan

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## Introduction

Carolina College of Biblical Studies seeks to ensure, so far as is reasonably practicable, the security and safety of all staff, students, visitors, and contractors, while within, or situated on, its premises. Designated staff and faculty are responsible for the effective operation and enforcement of the Safety and Security Policy and its procedures. Responsibility for security and personal safety rests with all persons who study, work, or visit the institution. All members of the college community, visitors, and contractors should assist the staff in order to ensure the success of this policy.

## Risk Management Team

The President is responsible for appointing the Risk Management Team (RMT) and its chair. The team members will include a school Safety Officer (the chair), Office Manager, Provost, and representatives from the Fayetteville Police Department Crime Prevention Office and the local Fire Department will be consulted.

The RMT is responsible for developing the school security plan that includes staff, faculty, and student body training, periodic inspections, activity protocols, and safety policies. The team is charged with using its judgment to assess, intervene, and follow policies for individuals whose behaviors may present a threat to the safety of the campus community, as appropriate; working with law enforcement and mental health agencies to expedite assessment and intervention; and developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the college. The RMT is empowered to take timely and appropriate action, consistent with the judgment of the team, college policy and applicable law.

## Roles and Responsibilities

This section outlines the roles and responsibilities of students, faculty, and staff during day-to-day activities and incidents.

### Students

#### **General Responsibilities**

Students should be aware of their surroundings and familiar with building evacuation routes, exits, and assembly points.

#### **Role during an Incident**

Students involved in an incident should assess the situation quickly and thoroughly and employ common sense when determining how to respond and follow instructions given by faculty and staff. If directly involved in an incident, students should call 911 as soon as possible, direct responders to where the incident occurred if possible, and cooperate with first responders.

## Faculty and Staff

### **General Responsibilities**

Faculty and staff are seen as leaders by students and should be prepared to provide leadership during an incident. Faculty and staff should understand college emergency action procedures and building evacuation procedures in areas where they work and teach. Faculty and staff may likely be the first person to arrive at an incident. They should familiarize themselves with the basic concepts for personal and departmental incident response as outlined in the *CCBS Security and Safety Procedures Guide*.

### **Role during an Incident**

In the absence of the School Safety Officer, faculty and staff involved in or observing an incident should assess the situation quickly and as thoroughly as possible, and use common sense when determining how to respond. Emergencies should be reported by calling 911. If evacuation of a building is necessary, faculty and staff are expected to evacuate immediately.

## Administration

### **General Responsibilities**

Administrators can serve as leaders in the absence of the School Safety Officer and are responsible for providing overall guidance in an incident. They should be familiar with building emergency procedures as well as understand the overall emergency response procedures.

### **Role during an Emergency**

Administrators involved in an incident should assess the situation quickly and thoroughly and use common sense when determining how to respond. They should follow department emergency and building evacuation procedures and, if appropriate, report emergencies to the Fayetteville Police Department. During an incident, administrators should consider implementation of plans for continuity of operations and long-term recovery strategies if required.

## Access to the College

The physical location of the college and the campus layout make it readily and easily accessible to the public. Therefore building security and access is controlled and monitored. In addition to a commercial intrusion/warning system the college has a camera monitoring/recording system and uses a magnetic locking system with keypad for the three primary entry points to the building. Staff, faculty, and students are assigned individual codes to allow them access to the building.

## Security of Buildings and Rooms

In addition to the coded keypad access at the main entrance, administrative wing entrance, and rear entrance door, these doors are locked by mechanical locks that require keys between the hours of 8:30 PM and 8:00 AM Monday through Thursday, after noon on Friday, and remain locked throughout the weekend. There are additional doors that remain locked from the outside but are available for quick building exit with panic bars from the inside. These doors are located in the following areas:

- Courtyard beside the Office Manager's office (administrative wing)
- Vestibule between classrooms three and four (south corner of building)
- Snack room courtyard exit
- Library courtyard exit

All exterior doors should remain closed at all times and should not be propped open. Faculty and staff who are issued keys are responsible for ensuring that doors are relocked after entry and when leaving the building. It is very important that all other doors accessed via a key and/or access pad remain closed at all times, and that access codes and alarm pad codes are not given to strangers.

## Notification of Emergency Responders (Police and/or Fire Department)

When an emergency arises that requires notification of the Fayetteville Police Department or Fayetteville Fire Department, use the 911 emergency telephone number.

Additionally, the keypad for the alarm/intrusion system can be used to notify emergency personnel. Keypads are located in the front entry, the administrative wing entry, and the rear entry by the IT office. There are four buttons on the keypad that are always exposed.

1. The **top button** will notify the Fire Department and activate the audible alarm.
2. The **second button from the top** will notify the Police Department and activate the audible alarm.
3. The **third button from the top** notifies the Police Department but does not sound the campus alarm.
4. The bottom button is not currently used.

## Emergency Events

### Fire Emergency

In the event of a fire, immediately notify the Fire Department by phone (dial 911) and/or by pressing the top left button on any of the three security keypads.

Evacuate the building through the nearest external door and proceed to the emergency gathering area so that a head count can be made. Supervisors should know how many of their direct reports are on-site and insure everyone is accounted for. When class is in

session, instructors should know the number of students to insure everyone has made it to safety. Likewise the library staff will need to know how many patrons were in the library.

All external doors can be used to exit the building.

If conditions allow, after checking that a classroom is unoccupied classroom doors will be closed. A closed door indicates that the room has been cleared of all people. All interior hallway doors will also be closed.

### **Evacuation Routes**

Evacuation route placards are posted at the main entry and administrative wing entry areas, in each classroom, and in the snack room.

### **Gathering Area**

The official Gathering Area is the parking lot immediately in front of the utility shed and dumpster at the south end of the campus. This area will be out of the way of emergency personnel entering the campus from either McPherson Church Road or Murray Hill Road. In the event of an evacuation, please gather at this location.

### **Fire Extinguishers**

There are three fire extinguishers in the building:

- 1) Main entry hallway between Classroom 1 and restrooms,
- 2) Administrative wing hallway across from the Business Office, and
- 3) Hall between restrooms and Classroom 6.

### **Tornado/Natural Disaster**

The RMT, led by the School Safety Officer or other Administrator, will be responsible for monitoring conditions when inclement/threatening weather poses a threat to the school. In the event of imminent danger from a tornado, when conditions warrant, all staff, faculty, and students will be verbally directed to gather in the bathroom areas of the building, north and south bathrooms, until conditions clear and normal operations can resume.

If the school is physically damaged or the grounds become unsafe from fallen trees or debris, staff will take charge in directing the movements of everyone and administering aid in the event of physical injuries until first responders and emergency personnel arrive.

### **Medical Emergencies**

In case of medical emergencies, a first aid kit is stored in the break room above the refrigerator.

If a situation arises where outside emergency first responders must respond, call 911. Keep halls clear to allow unrestricted access for those responders.

## Active Shooter and/or Intruder

In the event of an unwanted intruder, either armed or unarmed, every effort should be made to alert the campus to the situation by any and every means possible.

Escape/evacuate or lockdown should follow based on the threat conditions. If possible, escape. All exterior doors can be used to exit the building. Lockdown should include locking and barricading doors and staying out of sight. As a last resort, fight back if confrontation is inevitable.

The FBI has published the following training video:

<https://www.fbi.gov/about/partnerships/office-of-partner-engagement/active-shooter-resources/responding-to-an-active-shooter-crisis-situation>.

## Emergency System Drills and Testing

Regular emergency drills will be conducted by the college to test its preparedness and review the procedures for improvement. These drills will be scheduled by the School Safety Officer and coordinated with the Provost.