

## **Procedure 2.1.2.6 Administrative: Violence on Campus Emergencies**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**ADMINISTRATIVE  
VIOLENCE ON CAMPUS  
EMERGENCIES**

**PROCEDURE  
2.1.2.6**

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1. Anyone witnessing acts of violence or potential acts of violence (such as actually seeing someone with a weapon), CALL 911 (or 9- 911 from a campus phone).
2. Immediately call the receptionist in Harper (extension 4221). This person will contact a responsible administrator to assist with the problem.
3. The receptionist who receives the call will enlist assistance and immediately begin calling staff/faculty in other buildings (using the “mic” button on the telephone will expedite this process) to begin the lockdown process.
4. Staff/faculty will begin to immediately lock all exterior doors and as many classroom doors as possible. If classes are in session, students should be informed to remain in the classroom. No one should be allowed into the buildings until personally approved by a college official. To the degree possible, no one should be allowed to leave the buildings.
5. College officials will send additional information to faculty/staff/students via e-mail if this is deemed necessary for safety reasons.
6. When law enforcement officials agree that the situation has been resolved, a college administrator will notify (in person) individuals in each building.
7. Notification will be made when it is clear to re-enter the building.

### **GRAHAM COUNTY CENTER**

Follow the same procedures above by calling the Shope Building at 828-479-9256.

### **CENTER FOR APPLIED TECHNOLOGY**

Follow the same procedures above by calling 828-835-9564.

Adopted: 9/21/18 TCCC Safety Committee; 11/8/18 BOT