Security Department
Operations Manual
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Campus Security has an important role in the Brevard Community College system. It is entrusted with the assignment of protecting life and property, upholding and enforcing the rules and regulations enacted by the college administration, and serving the campus community in a manner that enhances the professionalism of our college system.

This manual will assist you in completing your duties as a Security Officer. These procedures will not encompass every situation that you may encounter; so good judgment, discretion, and common sense all must be used to accomplish our mission.

Darla Ferguson,
AVP/Executive Director for Human Resources
Director of Security
700-1 Overview

Purpose. This manual has been prepared in order to provide a measure of uniformity, consistency, and clarity of the responsibilities and assigned duties of the personnel assigned to the Security Department college-wide.

This manual cannot cover every conceivable situation that may arise; therefore, in order to accomplish the goals of the Department, Security Officers must use sound judgment.

Issuing Authority. Policies, procedures, and written directives pertaining to each campus will be implemented upon the approval of the Director of Security. The Regional Security Coordinators, with notification and approval from the Director, may issue procedures pertaining to individual campuses regarding daily activities. This approval may be obtained either verbally or in writing.

Campus Security procedures will be issued by the Director of Security. These guidelines will establish rules of conduct, duties, and campus procedures to ensure the goals of the Security Department are reached.

Revisions. Periodically, procedures will be reviewed and revised to maintain the high degree of professionalism expected of this department and/or updated to reflect current laws or College Procedures Manual changes.
## 700-2 Dress Code

### Uniform Protocol

- All officers will wear the issued uniform while on duty. The uniform will be kept clean and neat. Tailoring of a professional nature will be the standard. It is the responsibility of each officer to keep issued uniforms properly laundered.
- Photo badges will be issued and worn prominently by each Officer. If name tags are issued, they will be worn on the right breast pocket flap, ¼" below the attachment seam.
- If uniform shorts are elected, the length will be no shorter than 2 inches above the knee.
- Uniforms will be replaced as required. Any damage to the uniform will be brought to the attention of the Regional Security Coordinator.
- A black belt will be worn with the uniform.
- Black shoes will be worn with the uniform; black socks are recommended.
700-3 Hours of Operation

Scheduling. Currently full-time Officers work four (4) nine (9) hour shifts a week with a 30-minute lunch break. The campus daily work assignments generally follow one of the schedules below:

Day Shift:  
07:00 a.m. to 04:00 p.m.  
08:30 a.m. to 04:00 p.m.  
09:00 a.m. to 4:30 p.m.

Afternoon Shift:  
02:00 p.m. to 11:00 p.m.  
03:00 p.m. to 11:00 p.m.  
04:30 p.m. to 12:00 a.m.

Night Shift:  
09:00 p.m. to 7:00 a.m.  
11:00 p.m. to 7:00 a.m.

Assigned hours will be reflected on the monthly work schedule and changes in the work schedule will be made only with the approval of the Regional Security Coordinator.

Since the work force consists of many part-time officers with other jobs, the daily assigned shifts may vary due to these commitments. Daily part time shifts are varied, depending on the requirements of the College. The individual or campus full-time or part-time weekend, or holiday work hours also may vary according to the needs of the College.

Work Hours Permitted. At no time will an officer be allowed to exceed approved maximum work hours per week. Additional hours must be approved in advance by the Director of Security.
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**700-4 Security Officers’ Work Standards**

**Accepted Productive Work Standards.** A Security Officer serves as a symbol of the stability and authority upon whom the students, faculty and staff can rely. A Security Officer’s conduct is noticed to a greater extent than other employees and, when actions are found unwarranted, excessive, or unjustified, they are judged far more severely than the conduct of other employees.

Because the actions of one reflect upon the Security Department in general, Security Officers must conduct themselves in a manner that does not bring discredit to an Officer or to the Department. Therefore, all members of Campus Security must abide by the following rules:

- Understand that failure to obey a lawful order (written or oral) given by a superior is considered insubordination.
- Obey all laws, ordinances, rules and regulations of the Department as well as all College policies and procedures.
- Shall not use Security Officer position to gain free access to any College-sponsored event, except in the course of official or assigned duties.
- Shall not consume alcoholic beverages while on duty and shall not engage in illegal drug use at any time. Officers will not report for duty impaired by any substance.
- Shall not willfully neglect duties, sleep during an assigned shift, or “hang out” in the office.
- Will not make personal calls or conduct personal business while on duty, unless it is of an emergency nature (family emergency).
- If an emergency should arise and an officer must leave the campus, the Regional Security Coordinator must be notified of the situation. If unable to reach the Regional Security Coordinator, contact the Director of Security.
- Will not alter or allow another to use any equipment issued by the Security Department unless authorized by the Regional Security Coordinator and/or the Director of Security.
- Be personally responsible for all issued equipment and report any loss or damage of equipment as soon as possible to the Regional Security Coordinator.
- Maintain a positive, professional attitude at all times.
- Use only minimum necessary force to accomplish the security objective in accordance with F.S. 776. Do not use unnecessary force or violence when dealing with any person.
- Refuse interviews or photograph requests, unless authorized to accept by Director of Security. Refer all media requests to the Media Relations Office. Do not allow, either by name or photograph, identification or affiliation with the Office of Security without specific authorization from the Director.
- Refer all Public Records Requests to Human Resources.
- Notify the Regional Security Coordinator when unable to report for duty due to illness or another valid reason, allowing sufficient notice to ensure that a replacement can be found. Except in event of emergency, a minimum of four (4) hours notice is required.
- Submit requests for vacation or extensive sick leave a minimum of two weeks in advance to allow time for scheduling adjustments. Exceptions for emergencies or for other reasons may be made at the discretion of the appropriate Regional Security Coordinator.
- Shall not discriminate against any person for any reason or in any manner, verbally, in writing, or by action, on the basis of race, color, religion, gender or national origin.
- Maintain current CPR, Defibrillator, Hepatitis B, Bloodborne Pathogen, and Preventing Sexual Harassment training. CPR and First Aid training must be updated every two years; Bloodborne Pathogen, Hepatitis B, and Preventing Sexual Harassment training will be completed online whenever college-wide training is scheduled—usually every other year. Copies of all certificates will be submitted to the Regional Security Coordinator and to the HR Training Office for updating of Banner tracking for employee training.
700-5 Security Officers’ Responsibilities

Responsibilities. It is the duty of all Security Officers to complete all tasks assigned to them by the Regional Security Coordinator. Officers are responsible for overall duties applicable to all campuses as well as for campus-specific duties.

- **All Shifts**
  - Receive verbal pass-on information from the out-going officers; check the online log, activity calendar, bulletin board, memorandums, e-mails, and door lock-unlock sheets immediately upon arriving for duty.
  - Assume your assigned post; pick up required equipment and check it for proper operation.
  - Carry the radio for communication purposes; answer all calls; respond to calls as soon as possible, respond immediately in an emergency situation.
  - Make continuous patrols of the campus; check all BCC property—buildings, parking lots, and recreation areas, construction sites—in order to prevent theft, damage, or vandalism and for the protection of students, staff, faculty, and property.
    - Stagger the security patrols to avoid an established pattern.
    - Patrol campus parking lots(s) a minimum of three times during the shift, on foot or in the vehicle.
    - Investigate any suspicious person or incidents, and report it to the local police if necessary. Complete a written report for all incidents.
    - The evening shift will pay particular attention to the parking areas, especially during hours of darkness, when the students and staff are returning to their vehicles. When Campus Security receives a request for an escort by any student or staff member, this request will be honored.
    - Complete security checks of all buildings and grounds, checking to ensure areas are properly secured. Any safety hazards, security violations, or other anomaly will be reported for correction by Work Order.
    - Issue one (1) warning prior to issuing a Vehicle and Traffic Ticket. Traffic violation warnings and tickets will be issued by all shifts as necessary.
  - Suppress any disruptive behavior. In the event that the situation cannot be controlled, contact the local police department for assistance. After campus activity has returned to normal, submit a written report regarding the incident. (refer to 700-6 Disruptive Student, 700-13 Unauthorized Protests/Marches/Assemblies)
  - Assist in the orderly evacuation of the building in the event of an emergency where an evacuation is necessary.
  - Understand the fire and bomb threat procedures for the College and follow all precautionary steps to protect life and property. (refer to 700-8 Fire Procedure, 700-9 Bomb Threat Procedure, 700-10 Active Shooter Procedure, 700-11 Campus Lockdown Procedure)
  - Call 911 to request assistance in the event of an emergency—medical, bomb, fire, etc.
  - Report immediately all accidents involving personal injury and property damage. Complete a case report and an accident/incident report as soon as practicable.
  - Track issue and return of fleet vehicles. (refer to 700-6 Issue and Return of Vehicles)
  - May search and seize College computers used in a crime when necessary for evidence. Officers should understand the role that the computer has or may have played in the offense being investigated. When the computer belongs to the College, it is state property and the user should have no expectation of privacy.
  - Complete additional duties assigned by the Regional Security Coordinator.
  - Remain at duty assignment until properly relieved by another officer or until dismissed by competent authority.
  - Complete a shift report at the end of each tour of duty in addition to all other reports warranted. The shift report must be complete, containing all pertinent activity performed during the shift. Make an entry in the pass-on book of any unusual or pending situation that may affect the oncoming shifts.
Transferring of monies. At no time will a Security Officer of Brevard Community College transport monies unless it is secured in a locked bank bag or an authorized plastic moneybag.

Key control procedures. The only campus keys that BCC Security Officers handle are those included on key rings that are necessary to perform the job requirements. After the tour-of-duty, officers turn over the keys to oncoming officers.

Each Campus Security Department will have a key ring with keys pertinent to the operation of the campus. It is the responsibility of the Regional Security Coordinator to update the key ring as new locks are added. All keys in the Security Office are to be secured in the authorized key lock box when not in use.

When a key is cracked, broken, lost, or otherwise in need of replacement, the Officer will notify the appropriate Regional Security Coordinator who will submit a case report to the BCC Locksmith in order to obtain a replacement.

Weapons on Campus. Security Officers will not carry weapons of any type while on duty at any Brevard Community College campus.

Theft of College Property. When a theft of College property occurs, a case report and an accident/incident report will be completed. If a serial and/or College property number is available, this must be included in the reports. The local police agency will be notified to conduct an investigation and the department’s case report number will be noted on the campus report. If the property is a red-tagged item, then copies of the case report, the accident/incident report, and the police report are to be submitted to the Inventory Services Office.

Theft of Personal Property. When the theft of personal property is reported to Campus Security, a case report will be initiated and the complainant will be referred to the local police department.

Disruptive Student. When Campus Security is notified of a disruptive student, all information will be noted on a case report and forwarded to the Associate Provost and the Campus Provost. This information will be used to determine if punitive action will be taken against the individual.

In the event that the student is jeopardizing the safety or welfare of an individual or a class, the Security Officer will escort the student from the property. If the situation warrants, the local police department will be notified to render assistance and issue a “Trespass After Warning.” BCC will retain a copy on file.

If the Campus Provost determines the student will not be allowed to return to campus until a formal hearing is arranged, the Campus Provost’s office will draft a “Letter of Persona Non Grata.” This will advise the student of the date and time of the hearing and that the student is suspended until the hearing is complete. The letter will stipulate the conditions that can allow the student access to the campus while on suspension.

If the student violates the terms of the suspension, the appropriate Campus Provost’s Office will be notified in writing of the violation detailing the specific acts the student committed.

Trespassing by Non-Student. Acts of trespassing by non-students will be handled in the following manner: The individual will be asked to leave the premises. If the individual refuses to leave, the local police department will be notified to remove the individual and issue a “Trespass After Warning.” This trespass notice will be kept on file in the Security Office for future reference. If the individual violates this notice, the local police will be notified and the individual will be subject to arrest. Juveniles not enrolled in a college program MUST be accompanied by a parent or legal guardian at all times.

Criminal Acts Committed on Campus Property. If a criminal act is committed on campus property, the responding officer will notify the local police department and complete a case report. This report will be forwarded to the Regional Security Coordinator, Director of Security, and the Campus Provost. The campus report must include the case number from the Police Department’s report.
Handling Biomedical Waste. The BCC Security carts carry a biohazard spill kit that contains a biohazard bag, an infection control kit, nitrile gloves, gauze, and disposal instructions for locating a bio-disposal container.

Issue and Return of Vehicles. Certain vehicles are assigned for the Provosts’ use only; other vehicles may be reserved by the employees. When all vehicles are reserved through the Provost’s Office, the appropriate Campus Provost will approve the issuing of BCC vehicles on their respective campus. When some of the vehicles are reserved through the Security Office and other vehicles are reserved through the Provost’s Office, the appropriate Provost or Security Office will approve the issuing of the BCC vehicles. Once vehicle authorization has been received by an employee (a vehicle is available and the employee’s drivers license is approved):

- The employee may reserve and pick up the vehicle keys, gas card, reservation form at:
  - Cocoa Campus Security Office or Provost’s Office
  - Melbourne Campus Provost’s Office
  - Palm Bay Campus Provost’s Office
  - Titusville Campus Provost’s Office
- When returning the vehicle, the employee will:
  - Top off the fuel tank, either at a gasoline station or at the BCC gas pump near Central Receiving
  - Clean the inside of the vehicle
  - Complete the reservation form, detailing any vehicle dents, scratches, or other damage or problems

On-Campus Motor Vehicle Accidents. When a motor vehicle accident occurs on campus and there is an injury or a College vehicle involved, the responding Campus Security Officer will initiate a case report; the vehicle operator will complete an accident/incident report. When a motor vehicle accident involves personal injury, the Security Officer may need to call 911 and request medical and police assistance. The case report should contain the following information:

- Name and address of parties involved,
- Location of the accident,
- Time and date of the accident,
- Local police notified and police case number.

Off-Campus Motor Vehicle Accidents. When a motor vehicle accident occurs off campus in a vehicle owned by the College, the operator of the College-owned vehicle is responsible for reporting the accident. Personal injuries are the priority and must be addressed before contacting the College. The traveler will report the details of the accident to Campus Security as soon as practicable and will then notify his/her immediate supervisor during College business hours. The vehicle operator will complete an accident/incident report; Security will also complete a case report.

Personal Injury Accidents on Campus Not involving a Motor Vehicle. When an employee of the College is injured, the Security Officer will conduct an investigation and complete a case report. An accident/incident report will be completed by the employee.

When a student is injured or needs medical attention, the Security Officer will immediately call 911. The on-duty Security Officer will conduct an investigation and submit a case report. Additionally, an accident/incident report will be completed by the injured student.

All injury reports must be submitted on the date of the incident.

College employees will not transport victims of accidents with injuries to or from any medical facility for any reason.
700-7 Evacuation Procedure for Persons with Disabilities

Purpose. Brevard Community College recognizes the differences in campus buildings, the limitations presented by various types of disabilities, and the range of possible circumstances that could be presented by different types of disasters. The objective of this procedure is to provide a standard operational method to assist the mobility-impaired person with evacuation from a campus building.

General Evacuation. When circumstances require evacuation from a campus building, the people with disabilities are to evacuate the building by the safest and nearest exit and follow the general procedures for emergency evacuation.

Evacuation by Elevator Only. When evacuation from the building is only possible by use of the elevator and the elevators have automatically shut down, follow the procedures outlined below:

- The person with a mobility impairment should proceed to or ask for assistance to the nearest "safe refuge area" and remain there. Enclosed building stairwells and classrooms are designated as "safe refuge areas," and have a fire resistive rating of 20 minutes or more. The person with mobility impairment should notify an individual, his/her co-worker, supervisor, or instructor of his/her specific location. Make sure the door is closed. Open doors will violate the integrity of the "safe refuge area" and will allow smoke, and possibly fire, into the area.
- Once outside, the co-worker, supervisor, or instructor will inform the first emergency responding personnel that there is a person with mobility impairments in a “safe refuge area”, which floor the person is on, and the location of the “safe refuge area”. Evacuations will be made by first emergency response personnel.
- If possible, the person can notify 911 of his/her location; there are emergency-use phones in the classrooms.

The first emergency responders will remove the person with mobility impairment from the building.

Student Schedule Revisions. A person with mobility impairments who would have difficulty in evacuating any campus building should request from the Office for Students with Disabilities that a copy of their schedule for each semester be placed on file by building and by time of day with Campus Security. The person with mobility impairment is responsible for reporting any schedule changes to the Office of Students with Disabilities; that office will initiate a schedule revision with campus Security.
700-8  Fire Procedure

Fire/Fire Alarm Checklist

All employees:
- Call 911 immediately.
- Call Security.
- Pull fire alarm when an alarm is safely available.
- At the sound of the fire alarm, staff, faculty, and students will immediately evacuate all buildings and classrooms affected by the fire, unless advised to the contrary by Campus Security.
- Individuals with mobility disabilities will assemble in an enclosed area at the opposite end of the building, away from the fire. They should notify the nearest Police or Fire Officer of the location. This will ensure they are assisted down the stairs to the required distance away from the building. (refer to Security Manual 700-7)
- Everyone leaving the building will assemble a minimum of 500 feet away from the building and from all firefighting equipment and activity.

Campus Security will:
- Notify the local Fire Department.
- Immediately report to the scene of the alarm.
- Request help from the Maintenance Department or from the local Fire Department personnel in order to clear the alarm.
- Check with OSD for updated student schedules to determine location of current mobility-impaired students.
- Maintain a clear path of access for emergency vehicles.
- Assist College Emergency Manager and Fire Department as needed.
- Prepare reports as appropriate: accident/incident report, shift report, pass-on book entry.

The Director of Security will notify the President and the Provost; the Provost’s Office will notify Media Relations, the Call Center, and the Cocoa Campus Information Technologies Office (I.T.) staff who will operate the Emergency Alert Notification System (EANS) in order to alert all campus classrooms and offices of the fire on campus.

When the alarm is over, the Fire Department will issue the “all clear”; however, the “all clear” may not happen for hours or days—depending on the damage. A building reopening announcement may need to be made through BCC EANS (website, email, ANGEL, WBCC-TV, etc.).
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700-9 Bomb Threat Procedure

Notification of a Bomb Threat. All bomb threats, whether written or verbal, will be taken seriously and acted upon as outlined in this document. Employees should be instructed to respond according to the following directions:

- ALL threats are to be reported to 911 immediately and then to Campus Security.
- Any employee who receives a bomb threat will complete a Bomb Threat Call Checklist and provide it to the on-duty Security Officer immediately.
  - Remain calm and obtain as much information as possible to complete the checklist.
  - Be alert to background noises (traffic, machinery running and music)
  - Listen for voice characteristics, accents, and speech defects.
- If the threat is in written form, the person who receives the document must avoid unnecessary handling in an effort to retain fingerprint evidence and call Campus Security immediately.

Discovery of a Bomb or Suspected Bomb. An explosive device can be hidden in any object. Common forms are pipes, letters, and parcels. If an employee receives or discovers an object that looks suspicious, is ticking, or making a suspicious sound, the employee should not touch or move the object. Notify the Campus Security immediately.

- Letter and Parcel Bomb Recognition Points
  - Foreign mail, air mail, and/or parcel delivery;
  - No return address or poorly typed address;
  - Hand-written address or misspelled common words. Markings such as “confidential” or “personal”, incorrect titles or titles without a name;
  - Excessive weight or postage;
  - Lopsided or uneven envelope;
  - Rigid, inflexible envelope or excessive securing materials, such as tape, string, etc.
  - Protruding wires, tinfoil, or other materials;
  - Oily stains or other discolorations;
  - Any visual distractions;
  - Parcel is emitting noises, such as ticking or buzzing.

Responsibilities and Assignments: When the President or the Director of Security determines that an evacuation is necessary, the Director of Security will advise the Campus Provost; the Provost’s Office will notify Media Relations, the Call Center, and the Cocoa Campus Information Technologies Office (I.T.) staff who will operate the Emergency Alert Notification System (EANS) in order to alert the appropriate campus classrooms and offices of the evacuation.
# Bomb Threat Call Checklist

### INFORMATION FROM CALLER:

- **Where is the bomb located?** 
  Campus: ____________________  Bldg: ____________________  Room: ________
- **What time is it set to go off?** _________________________
- **How many bombs are there?** ________________________
- **What does/do the bomb(s) look like?** ____________________________________________________________________
- **What kind of bomb is it?** ______________________________________________________________________
- **What will cause it to explode?** ______________________________________________________________________
- **What is your name?** ______________________________________________________________________
- **What is your address?** ______________________________________________________________________
- **Why did you place a bomb?** ______________________________________________________________________

### INFORMATION FROM PERSON RECEIVING CALL:  **Call 911 and Security immediately**

- **What name or number is indicated on the telephone display?** _____________________________________________________
- **Did the caller indicate knowledge of the campus/building?** Yes / No  If so, how:_________________ _____________________________________________________
- **Extension that received call:** ____________________  Is the extension a listed College extension? Yes / No
- **If you can determine:**  Length of call:_________  Race:_______  Caller’s Gender:_______  Approx. Age:_________
- **Caller’s voice is:**
  - Calm
  - Laughing
  - Lisp
  - Disguised
  - Soft
  - Deep
  - Normal
  - Excited
  - Angry
  - Crying
  - Raspy
  - Accent
  - Loud
  - Stutter
  - Slow
  - Distinct
  - Ragged
  - Nasal
  - Crackling
  - Intoxicated
  - Impediment
  - Deep Breathing
  - Other characteristics __________________________________________________________
- **Familiar** if voice is familiar, who did it sound like? _______________________________________________

### Background sounds are:

- Music
- Street noises
- Static
- PA system
- Factory machinery
- Animal noises
- Clear
- House noises
- Bells
- Voices
- Office machinery
- Aircraft
- Motor
- Train
- Traffic
- Long Distance
- Local
- Phone Booth
- Other please describe: _________________________________________________________________

### Threat language:

- Well spoken (educated)
- Foul
- Irrational
- Incoherent
- Message read by threat maker
- Tape Recorded

### Remarks:

_____________________________________________________________________________________

You reported call to:_____________________________  Date__________  Time _________ am / pm

Your name: ___________________________________  Your title: __________________________________

**BCC Security:**
- Cocoa  403-5907
- Titusville  403-4200
- Melbourne  403-5909
- Palm Bay  403-5911

### Dial 1911 to contact Security on your campus immediately

**REMEMBER:**  Usually the intent is not to kill.  Stay cool.  Keep talking.  Remind the caller that innocent people will be injured or killed.  
**Dial 911.**
**Bomb Threat Checklist**

Call Center staff (or any employee) receiving threat the call will:
- Call 911 immediately.
- Notify the respective Campus Provost’s office and Campus Security by phone upon receipt of a bomb threat. Do not use radios to notify Security; some explosive devices might have a radio-controlled detonator which might be activated by radio transmission.
- Complete as much of the Bomb Threat Call Checklist as possible for Security to share with local law enforcement, the President, Provost, Maintenance, and Media Relations.
- Remain in contact with Media Relations for updates on official College response for community inquiries.

Campus Security will:
- Notify:
  - Appropriate emergency and local law enforcement officials
  - President or representative
  - Campus Provost
  - College Emergency Manager and Maintenance Department
  - Media Relations
- Share the Bomb Threat Call Checklist information with law enforcement and with the College administration.
- Assist local law enforcement with evacuation of threatened building(s) or area. The evacuation shall proceed in an orderly manner to ensure the safety of students and staff with minimal interference to the police and firemen investigating the threat.
- Assist with evacuation of remainder of campus buildings, as appropriate.
- Check updated OSD student schedules.
- Instruct the faculty regarding student evacuation—assembling in an area within the building shielded from the threat of flying glass or debris or, if possible, evacuating the building and assembling in a shielded area 500 feet or more from the threatened building.
- Control ingress and egress for campus per direction from College Emergency Manager.
- Remain in contact with local law enforcement, Media Relations, Campus Provost, President.
- Cordon off an area for news media parking as designated by College Emergency Manager.
- Assist College Emergency Manager and local law enforcement as needed.
- Prepare reports as appropriate: accident/incident report, shift report, pass-on book entry.
700-10 Active Shooter Procedure

If there is an active shooter inside the building, victims/hostages will:

- Call 911 and Campus Security at ext. 1911 as soon as safely possible; phones located in classrooms may be used.
- Share as much helpful information as possible with Campus Security and local law enforcement:
  - Caller’s name and specific location (bldg & room numbers).
  - Number of people in area.
  - Number of injuries; type(s) of injuries.
  - Description and number of assailants (if known):
    - Identity, race, gender, physical features, clothing, weapons.
  - Details about what is happening in the room, area, building.
- If one can get out:
  - Move toward an exit.
  - Leave personal belongs behind.
  - Alert others to the danger.
  - Move toward safety or police protection as safely as possible.
- If one cannot get out:
  - Lock and barricade doors to offices, classrooms.
  - Turn off lights, radios, computer monitors to aid in concealment.
  - Keep out of sight and take cover behind sturdiest walls or furniture as protection from bullets.
  - Place cell phones on vibrate; text or email in lieu of speech when requesting help.
  - Identify location of barricaded or injured persons by placing signs in windows.
  - Consider risks before un-securing a room; wait for law enforcement:
    - A shooter will not stop until stopped by another force; a silent shooter may be looking for another victim.
    - Rescues that endanger persons inside the secured area should not be attempted; safety of the masses outweighs the safety of a few.
  - When law enforcement arrives:
    - Do not move fast or rush toward police.
    - You may be searched and handcuffed.
    - You may have weapons pointed at you.
    - Stay quiet, obey police directives.
  - Law enforcement will:
    - Carry out immediate objective to subdue assailants in order to remove danger.
    - Evacuate victims after the threat/danger is eliminated.
    - Investigate incident.
Active Shooter Checklist

Campus Security will:
_____ Notify:
   - Appropriate emergency and local law enforcement officials.
   - President or representative
   - Campus Provost
   - College Emergency Manager and Maintenance Department
   - Media Relations

_____ Check updated OSD student schedules.
_____ Control ingress and egress for campus per direction from College Emergency Manager.
_____ Remain in contact with local law enforcement, Media Relations, Campus Provost, President.
_____ Cordon off an area for news media/parking designated by College Emergency Manager.
_____ Assist local law enforcement and College Emergency Manager as requested; proceed in an orderly manner to ensure
   the safety of students and staff with minimal interference to local law enforcement.
_____ Prepare reports as appropriate: accident/incident report, shift report, pass-on book entry.
700-11 Campus Lockdown Procedure

A lockdown may be necessary in a situation where evacuation would be an inappropriate action for the protection of the students and employees and where time is critical.

Campus Security is alerted to an intruder on campus by employee, student, or local enforcement.

Employees and students will:
- Communicate from classrooms with Campus Security by Emergency Alert Notification System (EANS) phones.
- Move away from windows and doors so occupants cannot be seen from outside.
- Turn off lights to aid concealment.
- Notify Security with the location if intruder is observed outside the building.

**Lockdown Checklist**

Campus Security will:
- Notify:
  - Appropriate emergency and local law enforcement officials.
  - President or representative.
  - Campus Provost.
  - Maintenance Department.
  - Media Relations.
- Decide which buildings to lock down.
- Check updated OSD student schedules.
- Assist local law enforcement and College Emergency Manager as requested; proceed in an orderly manner to ensure the safety of students and staff with minimal interference to law enforcement.
- Control ingress and egress for campus per direction from College Emergency Manager.
- Remain in contact with local law enforcement, Media Relations, Campus Provost, President.
- Cordon off an area for news media parking designated by College Emergency Manager.
- Prepare reports as appropriate: accident/incident report, shift report, pass-on book entry.
700-12 Weather Emergency Procedure

Severe Thunderstorm Checklist.

____ Move all loose articles (ie. garbage cans, ash trays, any flat articles) inside a building.
____ Close doors and windows to protect against wind and water damage. Secure doors that could blow open.
____ Monitor weather information from various media sources (weather radio, TV, EOC, etc.)
____ Provide perimeter security as long as it is safe to do so.
____ After storm, provide safe access to damaged areas; assist with assessment of damage.
____ After storm, survey campus for possible damage and notify Maintenance Department.
____ If necessary after storm, prepare reports - accident/incident report, shift report, pass-on book entry.

Tornado Checklist.

Once the alert has been announced near a campus location by the National Weather Service or the EOC, Security will:

____ Notify:
  • President or representative.
  • Campus Provost.
  • Call Center (to interact with Building Coordinators who are assisting students moving to safety).

____ Contact the Cocoa Information Technologies Department (I.T.) for College Emergency Manager instructions on use of the Emergency Alert Notification System (EANS) — reverse-911 calls to classrooms and offices, Cisco phone messaging, audible warning device, text messaging, BCC website, BCC phone status line 433-7676.

____ Coordinate Campus Security Officers’ activities with designated EANS alert(s).

____ Move all loose articles (ie. garbage cans, ash trays, any flat articles) inside a building.
____ Close doors and windows to protect against wind and water damage. Secure doors that could blow open.
____ Monitor weather information from various media sources (weather radio, TV, EOC, etc.)
____ Provide perimeter security as long as it is safe to do so.

____ Assist Building Coordinators in moving students, faculty, and staff into the hallways on the lowest level of the building for protection.
____ Take shelter in an area of the building away from glass; the safest places to take shelter are inner corridors, auditoriums or inner offices.

____ After storm, provide safe access to damaged areas; assist with assessment of damage.
____ After storm, survey campus for possible damage and notify Maintenance Department.
____ If necessary after storm, prepare reports - accident/incident report, shift report, pass-on book entry.
Hurricane or Tropical Storm Checklist  (College closed; Shelters closed)

24 Hours Prior to Event: Administration will announce that campus will be released/evacuated. Campus Security will:

_____ Direct all BCC employees to go home unless they are assigned to disaster preparedness tasks.
_____ Check and secure all buildings to ensure that all employees have left campus
    (check all rooms indoors and outdoors, including outdoor restrooms).
_____ Assign officers for emergency patrol for disaster duration as long as it is safe to do so.
_____ Make sure emergency response equipment and emergency communications are ready for use.
_____ Set schedule for 24-hour patrol of buildings and grounds in order to secure buildings, equipment, and materials.
_____ If requested, arrange to contact an employee in charge in the event of building/department problems.
_____ Coordinate with Cocoa Information Technology Department (I.T.) to check communications between campuses
    (land line & radio phone); also check HAM communications.
_____ Coordinate with Media Relations for photographs of all College buildings and vehicles.
_____ Secure all district and campus vehicles.

College Emergency Manager will:

• Collect and distribute information from EOC.
• Decide whether there will be a Ride-Out Team (Essential Staff) for each campus while College and shelters are closed; if
  teams are assigned, also assign team responsibilities.
• Work with UCF (Dr. Lauren Miller) to coordinate closing/reopening of joint-use buildings.
• Work with YMCA (Brian Young, x7286 and Brandon Ballard, x7692) to coordinate closing/reopening of campus building;
  YMCA cannot remain open once BCC has declared the campus closed and cannot re-open until BCC has announced that it is
  safe to return to campus.

All Teams:

• Ride-Out Teams (if assigned) will check batteries and all other emergency equipment for proper operation.
• Ride-Out Teams (if assigned) will collect responder information (on-duty AC, maintenance, electrical, security, etc. for each
  campus).
• Building Coordinators will contact Security/Maintenance if there are building or personnel problems prior to final Security
  lockdown.

4-6 Hours Prior to Event:

_____ Complete lockdown activities; continue visual check of each campus to maintain building security.
_____ Secure campus motorized carts; patrol campus in harden vehicle.
_____ Monitor EOC, NOAA, National Weather Service for updates.
_____ Keep all drive ways clear and assign an emergency-vehicle-only parking area
    (Melbourne emergency parking is between building 001 and 010).
_____ Campus Security/Maintenance will designate Florida Power and Light staging area
    (in Titusville, the south parking lot will be designated; in Palm Bay, the driving pad).
_____ Periodically check buildings during event and maintain a log of names of unauthorized employees (and “guests”) on campus;
  submit the list to HR after the event.
_____ Security/Maintenance will update President/Media Relations as necessary.
Hurricane or Tropical Storm/County Fire Evacuation Checklist (College closed; Shelters open)

Red Cross Requirements for a Shelter.
- must have a certified shelter manager in building
- must have trainees certified by Red Cross in order to register families

Essential Staff’s Immediate Family. Definition of immediate family members who are to be allowed to stay in an on-campus shelter with the Essential Staff will be taken from Florida State Statute (1012.865).

Essential Staff family members are responsible (as are public shelter residents) for their own bedding, 72 hours of food and water, a 3-day supply of incidentals that may be necessary for that family—medications, baby/child supplies.

Staff Identification. Essential Staff are to wear reflective vests in order to be easily identified by shelter staff/residents and by first responders working on the campus.

48 Hours Prior to Event.
Campus Security will open assigned campus Command Posts (Cocoa 014, Melbourne 001) and will stock the Security area with:
- Personal equipment, food, water, ice, bedding.
- Secure key lock box, and assign to one person.
- First aid kit, gloves, and backboard.
- Instant Ice-Pack, Alcohol, Spill Kit, Infection Control Kit, Automatic External Defibrillator (AED) Unit.
- Hard copies of Accident and Injury Report Forms, clipboard, and pens.
- Updated list of BCC-published emergency contacts—BCC and community (check with Media Relations).
- Flashlights, batteries, AM/FM radio.
- Two-way campus radios, chargers and toolbox.
- Ropes, tarpaulins, yellow tape, raincoats and boots.
- Campus Security will designate parking areas for Essential Staff and for public shelters once campus closings have been announced.

All Departments or Employees.
- Prepare with Back Up/Pack Up procedures.
- Submit current emergency contact information to HR, if necessary.
- Update emergency department telephone calling tree.
- Notify scheduled vendors for department of College closing.
- Building Coordinators will contact Security/Maintenance if there are building/personnel problems prior to final Security lockdown.

36 Hours Prior to Event.
Public Shelter Designation. EOC determines which buildings may be used for public shelters; open public shelters, command centers, shelters for essential staff and family members.

Cocoa
- 003 – first floor for Public Shelter and assigned AmKo staff.
- 014 – Command Center, Administration and Security.
- 020 – first floor for Brevard County first responders.
- 020 – second floor for BCC Essential Staff’s immediate family members, other designees.

Melbourne
- 001 – Public Shelter and assigned AmKo staff.
- 010 – Public Shelter.
- 001 – Command Center, Security.
Palm Bay
001-145 - safe room for Essential Staff and their immediate family members.

Titusville
003-109 - safe room for Essential Staff and their immediate family members.

Vehicles driven to and parked on the campus by the public occupying the public shelters are the responsibility of those community members.

Vehicles driven to and parked on campus by Essential Staff’s families are the responsibility of the families driving them to campus.

Campus Security Coordinators meet and discuss logistics with Red Cross Shelter Managers, College Emergency Manager, Ride-Out Teams, Campus Provosts who will remain with Shelters (at meeting end, shelters are turned over to Red Cross).

Assign Officers to shelters for oversight and emergencies (2 minimum per shelter site).

Assign officers to give shelter directions to community members arriving on campus and to patrol campus for disaster duration for as long as it is safe to do so.

Have harden vehicles ready for use in the Cocoa 016 compound and in Melbourne between Buildings 001 and 002 (coordinate with Maintenance).

24 Hours Prior to Event. Administration will announce that campus will be released/evacuated.

Campus Security will:

Direct all BCC employees to go home unless they are assigned to disaster preparedness tasks or direct them to a certified shelter (since most buildings are not approved storm shelters).

Assign officers for emergency patrol for disaster duration as long as it is safe to do so.

Check and secure non-shelter buildings to ensure that all employees have left campus (check all rooms indoors and outdoors, including outdoor restrooms).

Make sure emergency response equipment and emergency communications are ready for use.

Coordinate with Cocoa Information Technology Department (I.T.) to check communications between campuses (land line & radio phone), also check HAM communications.

Set schedule for 24-hour patrol of buildings and grounds in order to secure buildings, equipment, and materials.

If requested, arrange to contact an employee in charge in the event of building/department problems.

Coordinate with Media Relations to photograph all College buildings and vehicles.

Coordinate with Maintenance to check all backup generators and have a person on each campus to maintain them throughout the storm (identify designee to coordinate); check fuel supply.

Secure all district and campus vehicles; vehicles and motorized carts required near Melbourne and Cocoa shelters (coordinate with Maintenance).

College Emergency Manager will:
- Collect and distribute information from EOC.
- Decide whether there will be a Ride-Out Team (Essential Staff) for each campus while College and shelters are closed; if teams are assigned, also assign team responsibilities.
- Work with UCF (Dr. Lauren Miller) to coordinate closing/reopening of joint-use buildings.
- Work with YMCA (Brian Young, x7286 and Brandon Ballard, x7692) to coordinate closing/reopening of campus building; YMCA cannot remain open once BCC has declared the campus closed and cannot re-open until BCC has announced that it is safe to return to campus.

All Teams:
- Ride-Out Teams (if assigned) will check batteries and all other emergency equipment for proper operation.
- Ride-Out Teams (if assigned) will collect responder information (on-duty AC, maintenance, electrical, security, etc. for each campus).
• Building Coordinators will contact Security/Maintenance if there are building or personnel problems prior to final Security lockdown.

12 Hours Prior to Event.

College Emergency Manager will:
• Assign shelter quarters for Red Cross workers in Melbourne 010 and 001 and Cocoa 003.
• Assign shelter quarters for law enforcement and fire rescue in Melbourne 010 and Cocoa 020.
• Assign shelter quarters for medical quarantine.
• Assign shelter quarters for elderly.
• Assign shelter quarters for the unruly under Marchman and Baker Acts.
• Coordinate with I.T. to assign radio communication to Red Cross Manager, Police and Fire Rescue.
• Distribute list of Executive Management Team and Emergency Response Team members and Campus Ride-Out Teams on all campuses.

Media Relations will:
• Assign contact person to work with Security Coordinators, Red Cross Manager, and media.

4-6 Hours Prior to Event.

Campus Security will:
_____ Open Cocoa 020 for First Responder / Police / Emergency Service Personnel.
_____ Activate Security personnel already assigned for duty at shelter buildings:
• to provide information/direction/aid to community residents if necessary.
• to outside patrol duty at each campus, as long as it is safe to do so.
• to patrol inside of shelter making contact with guests so that they will be familiar with Campus Security on duty.
• to learn the location of all medically-challenged guests, both physical and mental.
• to assign secure key lock box with master key(s) to one person per shelter for access to all staff and faculty offices/classrooms, including AMKO supply areas and fire alarm systems.
_____ Pre-program BCC-issued cell phones; identify alternate methods of communication.
_____ Complete lockdown activities; continue visual check of each campus to maintain building security.
_____ Secure campus motorized carts; patrol campus in harden vehicle.
_____ Monitor EOC, NOAA, National Weather Service for updates.
_____ Keep all drive ways clear and assign an emergency-vehicle-only parking area
   (Melbourne emergency parking is between building 001 and 010).
_____ Campus Security/Maintenance will designate Florida Power and Light staging area
   (in Titusville, south parking lot will be designated; in Palm Bay, the driving pad).
_____ Periodically check buildings during event and maintain a log of names of unauthorized employees (and “guests”) on campus;
   submit the list to HR after the event.
_____ Campus Security/Maintenance will update President/Media Relations as necessary.
Recovery. As soon as possible, the College Emergency Manager will activate business-resumption planning after the storm. The Essential Staff required to remain on campus for clean up after the event will have catered food. The College Emergency Manager will identify who is in charge of food orders and identify budget to be used.

Campus Security:

_____ After storm, survey campus for possible damage and notify Maintenance Department.
_____ Mark damaged areas with yellow safety/barricade tape as necessary; check for building damage, downed trees or power lines.
_____ Photograph damaged areas for damage reports for Accounting/Purchasing.
_____ If necessary after storm, prepare reports - accident/incident report, case report, shift report, pass-on book entry.
_____ Provide a case report copy to the Campus Provost and the Maintenance Department.
_____ Remain in contact with EOC for updates until no longer necessary.
_____ Deactivate safe rooms, command posts, and shelters as appropriate.

Recovery Team:

- Determine timeline to deactivate emergency services.
- Identify campus students and personnel who have been injured.
- Identify campus damage; document with photographs and videos.
- Determine date, time to re-open campus access.
- Decide on date, time to re-open campus for business.
- Determine funding needs.
- Offer counseling for affected students and employees.
- Determine status of classes and campus activities.

The President will establish a Post-Incident Recovery Team which should be comprised of a representative from each of the following departments:

- Human Resources
- Financial Services
- Risk Management
- Media Relations
- Student Services
- Maintenance
- Security
Demonstration Rights. The College recognizes the constitutional right of freedom of speech and expression allowing students, citizen groups or other individuals from the community to disagree with national, state, local and administrative and/or faculty policies and positions. Those individuals or groups have the right to express their disagreement on such issues and others, and to assemble peaceably or to protest for that purpose once they obtain permission. The Request for Permission to Protest or Dissent form is available on Knowledge Tree or from the Provost’s Office on each campus. In striving to maintain an educational environment that encourages free speech and debate, the College will assist organizations or faculty who wish to sponsor speakers whose particular viewpoints may engender dissent. The rights of the speaker and of those who dissent, being equally important, will both be respected by the College, and the College will maintain decorum such that the speaker or the dissenter is able to deliver his or her message in an orderly fashion within the time allotted. Students and employees of Brevard Community College will be permitted to engage in lawful demonstrations on Brevard Community College Campus sites at reasonable times under reasonable circumstances and at reasonable places.

Designated Demonstration Sites: Individuals who are not students, faculty and/or staff seeking to demonstrate on Brevard Community College Campus sites must request permission from the Campus Provost, during the work week, no less than 24 hours prior to the event. For such individuals the following sites are designated as campus demonstration sites:

- Cocoa Campus: Between the Clearlake Road campus entrance and the corner at Rosetine Street.
- Melbourne Campus: The corner of Post and Wickham Roads, by the King Center electronic sign.
- Palm Bay Campus: Immediately south of the main campus parking entrance along Community College Parkway, in the grass.
- Titusville Campus: South of the north Entrance Drive at the intersection and west of the Circle Drive.

Disruptive Behaviors. The right to dissent cannot interfere with the rights of others or disrupt the process of the College. Examples of disruption include:

- Obstructing or disrupting offices, services, meetings, ceremonies, educational programs or the administration of such.
- Creating noise, including the use of noisemaking or amplifying devices.
- Interfering with the freedom of movement of any employee, student, or guest of the College to enter, use, or leave any College facility, service, or activity.
- Interfering with authorized events on property owned or controlled by BCC or in BCC facilities.
- Interfering with law enforcement personnel, BCC Campus Security personnel, or BCC officials in the lawful conduct of their duties.
- Conducting any activity which causes College officials to be drawn off their scheduled duties to intervene, supervise or observe the activity in the interest of maintaining order at the College.
- Inciting others to violence and/or participating in violent behavior, e.g. assault, loud or vulgar language spoken publicly; or any form of behavior acted out for the purpose of inciting and/or influencing others; or any unlawful assembly, breach of peace, physical obstruction, or other disturbance.
- Holding rallies, demonstrations or any other form of public gathering without prior approval of the College.

Enforcement. Once Campus Security receives a report of or observes unauthorized and/or disruptive activities, Security employees should adhere to the checklist and notify appropriate law enforcement.
Unauthorized Protests/Marches/Assemblies Checklist

Campus Security will:

_____ Evaluate situation and notify:
  • Director of Security
  • President or representative
  • Campus Provost
  • Maintenance Department
  • Media Relations

_____ Refrain from confrontation and confine actions to observation, unless there is imminent danger of injury/death to student, employee, or community member or of destruction of College property.

_____ Approach members of an unauthorized and disruptive gathering to request that they obey the law or disband once it is apparent that there is danger of injury or property destruction

_____ Maintain perimeter of safety.

_____ Notify local law enforcement when it becomes necessary to use containment and negotiation to curtail unacceptable crowd behavior; assist as necessary.

_____ Prepare accident/incident report, shift report, pass-on book entry. If the situation involves a group of persons, the following information is included: time observed, location of gathering, approximate number of persons assembled, type of activity engaged in, and nature or purpose of the assembly.
NOTICE TO THOSE REQUESTING PERMISSION TO PROTEST OR DISSENT

The College, in recognizing the constitutional right of freedom of speech and expression, supports the rights of students and other individuals to disagree with national, state, local and administrative and/or faculty policies and positions. In maintaining an educational environment which encourages both free speech and debate, the College will assist student organizations or faculty who wish to sponsor speakers whose particular viewpoints may engender dissent.

The College may direct and regulate the time, place and manner of expressive activity so that such expression does not materially disrupt class work, involve substantial disorder on the campus, or invade the rights of others.

Individuals or groups wishing to exercise their right to freedom of speech and/or dissent through activities on College property must complete a "Request for Permission to Protest or Dissent" form. Forms are available on Knowledge Tree or from the Provost’s Office on each campus.

Request for Permission to Protest or Dissent

Name of Group: ____________________________________________________
Name of Individual/Organizer Contact: _________________________________
Address: ______________________________________________________________________________________________
Campus or Day Phone # / Residence Phone #: ________________________________
Time, Date, Type & Specific Location, of Protest or Dissent: ________________________________
________________________________________________________________________________________

(If a student) I understand that Florida Statute and Brevard Community College Policy and Procedures are applicable to this expressive activity. I have had the opportunity to read the Brevard Community College Operational Procedure #408 Student Comportment, and the Student Code of Conduct.

Signature: ___________________________ Date: ________________
Received by Dean, Director, or Provost (print name): ____________________________
Signature: ___________________________ Date: ________________