



Safety Packet for **Students**

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SOUTHEASTERN
C O L L E G E

The Crisis Management / Safety and Security Department

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Safety Brief

Welcome

The Crisis Management and Safety and Security department wishes to take this opportunity to welcome you to our academic family. We are committed to providing the safest environment possible for our students, staff, faculty, guests and visitors

Campus CRT

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation.

CRT members are identified by a red “CRT” Lanyard and by the hand held radio they carry.

The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

CRT members are the Title IX “Responsible Employees” and the Clery Act assigned “Campus Security Authority” – CSA’s

Campus Security

A certified security officer is assigned to most campuses. The on-duty officer is available to escort students and employees to and from their car. The officer can be reached from the receptionist desk.

Emergency Information

In case of an emergency, Southeastern College will post information on the school website and may use its emergency notification systems to provide updates.

<https://www.sec.edu>

Information will also be available on the SEC Hotline- 1-800-216-8361

Additional Information

Please take time to note your specific campus:

Address: _____

Campus phone #: _____

Campus President: _____

Additional safety and security and helpful information can be found on the school website.
<https://www.sec.edu/about/safety-and-security>

Mobile Weather Alerts

The Weather Channel- (email alerts)

<https://www.weather.gov/alerts>

INWS- NOAA Mobile Alerting- (text and Email)

<https://www.weather.gov/wrn/wea>

American Red Cross Hurricane App (iPhone and Android)

<https://www.redcross.org/apps>

*****In case of an emergency — dial 911*****

911 Emergency Phone Calls:

In the United States, Nine-one-one (911) is the number to call in an emergency situation.

An emergency is any situation that requires immediate assistance from the police/sheriff, the fire department or an ambulance

When the 911 operator asks what your emergency is, please speak slowly and clearly.

“This is <name , Location, my name is _____>. We have a: <provide relevant details below>

Medical Emergency at (give location)

Give type of medical (Heart attack, broken arm, etc.)

Fire at (give location)

Give Description of fire

Safety concern- For example

- Domestic violence
- Car accident
- Burglary in process
- Suspicious activity

Never Prank Call 9-1-1

Always stay on the line until the 911 call-taker tells you to hang up.

For more information see: 911.gov/calling-911



“Student must know emergency information”



The campus takes various precautionary measures to protect the students, staff, faculty and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. CRT members serve as the Campus Security Authority (CSA). The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, please familiarize yourself with the following emergency procedures.

*****In case of an emergency — dial 911*****

Student Emergency Response

Emergency Evacuation, Emergency Lockdown, External Lockdown, Shelter in Place:

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation; fire evacuation and non fire evacuation:

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

Non fire evacuation

- A non fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lay on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place

Shelter in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.
 - Follow staff and faculty instructions.
 - Assist people with disabilities if possible
 - If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
 - Close windows and doors- do not lock doors.
 - Remain in shelter until an all clear is given.

A few words about the Campus Response Team and your Personal Safety

The Campus Response Team (CRT) is composed of staff and faculty of the KU Flagship campus. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

Although the CRT plans and implements strategies to keep you safe, there are precautions that you can take to keep yourself as safe as possible. By working together we can make a safer campus environment for all.

- ON CAMPUS
 - Park in well-lit areas. Lock your car doors. **DO NOT** leave valuables in your car.
 - Arrive on campus when others are arriving. (Don't be late!) Avoid walking alone. Walk to and from the campus with a "buddy."
 - While on campus **DO NOT** leave valuables unattended.
 - If an emergency arises such as a fire drill, lock down, or shelter in place, follow the instructions of your professor or campus staff members.
 - ***"If you see something-say something"*** If you have a problem or see anything suspicious report it to your instructor, security, or a CRT member immediately!
 - **In case of emergency, dial 911 immediately, and notify a campus staff person as soon as possible after making the call.**
- ON THE GO
 - Keep your car in good running condition and filled with plenty of gas.
 - Always travel with your cell phone. **(911 is a free call)**
 - Keep the car windows rolled up and the doors locked.
 - Avoid unnecessary trips at night.
 - Travel on main roadways and well-lit streets.
 - **DO NOT** take rides from strangers. **NEVER** pick up hitch hikers!
 - **NEVER** drink and drive!!!
- AT RESIDENCE
 - Keep doors and windows locked at all times.
 - When not at home, set your alarm.
 - Keep your yard well-lit.
 - Keep bushes and shrubs trimmed around your house.
 - At night keep window curtains closed.
 - Make sure your house numbers are visible so police / fire can easily find your residence.
 - **NEVER** open the doors for strangers.
 - **In case of emergency, dial 911 immediately.**

<https://www.sec.edu/about/safety-and-security>