

**“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. 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 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.