

**SSCC EMERGENCY PROCEDURES QUICK REFERENCE GUIDE**  
**ALL EMERGENCIES: DIAL 9-1-1 IMMEDIATELY!**  
Martin Campus Security/205.391.2377 and Fredd Campus Security Office/205.391.2646

**CRITICAL POINTS FOR ALL EMERGENCIES**

- Report ALL emergencies by dialing 9-1-1 for immediate assistance.
- Emergency phone boxes are located throughout both campuses and are in place to help contact Security Offices.
- Emergency Special Assistance Rally Signage for Martin Campus locations:
  - The 2<sup>nd</sup> floor west main hallway near Cosmetology.
  - The 2<sup>nd</sup> floor west central main hallway near Atrium.
  - The 2<sup>nd</sup> floor east main hallway near faculty suite exit.
  - The 3<sup>rd</sup> floor signage is located on west side of Atrium near the IT Suite.
  - Current Fredd Campus facilities are all single story buildings.
- Follow ALL directives given by college officials and emergency responders.
- Evacuate/shelter/lockdown as directed and remain AWAY from the area until directed to return by college officials or emergency responders.
- Identify any injured students/co-workers and assist those with special needs.
- Monitor CampusCast (<http://www.mycampuscast.net/login.aspx>) rapid alert notification system, the college website ([www.sheltonstate.edu](http://www.sheltonstate.edu)), and local media for updates.
- See <http://www.sheltonstate.edu/emergencypreparedness> for procedure and policy updates.

**TORNADO WARNING/SEVERE WEATHER**

- Immediately seek shelter in designated severe weather shelters/hallways to include interior areas on lowest level of building away from doors and windows.
- Stay in designated shelter areas/hallways until warning expires and given further direction.
- Never attempt to outrun a tornado or other severe weather.
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

**FIRE/SMOKE**

- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.
- Call 9-1-1 to report location of fire or smoke.
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

**SHELTER IN PLACE AND LOCKDOWN**

- Immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK SO USE BARRICADES WITH ANY MATERIALS AVAILABLE!
- Stay away from exits, outside doors, windows, and dangerous heavy equipment.
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.
- Follow all campus directives and do not attempt to leave the sheltered area until directed to do so by college officials, first responders, law enforcement officers, or you feel as though it is a last resort.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

**BUILDING/CAMPUS/AREA EVACUATION**

- Remain calm and encourage others to do likewise.
- Gather personal belongings only if safe to do so.
- Immediately evacuate building using nearest safe exit/stairwell. DO NOT use elevators during rapid evacuations.
- Meet outside of the building at designated rally points in parking lots of each respective campus or to an area specified by instructor and await further instructions.
- Assist persons with special needs when and where possible.
- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.

- Call 9-1-1 to report location of fire/smoke/emergency.
- DO NOT enter campuses if notification is received en route until ALL CLEAR has been given.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

### **THREATENING PERSON**

- Do not confront the person unless your immediate safety is in question. Flee when safely possible.
- When calling 9-1-1, provide as much information as possible to law enforcement officers, other first responders, and college personnel about the person or persons and their direction of travel.
- Do not block the person's access to an exit.
- If you feel threatened, immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK SO USE BARRICADES WITH ANY MATERIALS AVAILABLE!
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

### **ACTIVE SHOOTER/ACTIVE ASSAULT SCENARIOS AND LOCKDOWN (RUN...HIDE...FIGHT!)**

- If you hear gunfire or see a person with a gun or other weapon, take immediate steps to protect yourself.
- If possible, call 9-1-1 and provide as much information as possible about the shooter/assailant, to include sex, race, clothing worn, type of weapon used, accomplices, direction of travel and if there are any known injuries.
- If barricaded, turn all cell phones to vibrate or silent so as not to alert the shooter/assailant of your location. Leave phone "ON" if in conversation with emergency responders.
- If the shooter/assailant is encountered, do not attempt to block their access to an exit.
- Try to safely escape the area if at all possible. If unable to safely escape, immediately close and lock or barricade the door with furniture, chairs and desks. ALL DOORS DO NOT LOCK SO USE BARRICADES!
- Turn off lights. Hide behind heavy furnishings, and stay away from windows and out of view.
- If you are in an open area and cannot escape, find best protected location to hide in safely.
- If the shooter/assailant approaches you, your actions will depend solely on your judgment and capabilities, and there may be not always be a "single best strategy" for a direct confrontation.
- Any offensive measures taken against the shooter/assailant should be taken in unison with others in your immediate area if at all possible.
- If the shooter/assailant is attacked, COMMIT FULLY and use any available items to overtake the shooter/assailant, such as books, backpacks, chairs or even a fire extinguisher.
- If the shooter/assailant is overtaken, leave the area immediately with hands held high where oncoming law enforcement officers and other first responders can determine who you are while fleeing the area. NEVER assume that first responders know who you are just because the actual shooter/assailant is not in your area.
- Follow ALL directives given by law enforcement officers, first responders, and other college personnel.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

### **BOMB THREAT**

- Keep the caller on the line as long as possible and obtain any information conveyed including location of bomb, when it is set to explode, what type of explosive, and any personal information about the caller (name, sex, age, race,) and background noises/call quality.
- Immediately call 9-1-1 to report the incident. Follow up by calling the appropriate Campus Security Office and on-site local law enforcement officers.
- Specifically follow directives from college officials and first responders regarding evacuation.
- If directed to evacuate, assist those with special needs if and when possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media.

For training and additional info, contact Dr. Tommy Taylor, Dean of Auxiliary Services for Shelton State Community College at 205.391.2617 or [ttaylor@sheltonstate.edu](mailto:ttaylor@sheltonstate.edu).