

SSCC EMERGENCY PROCEDURES

ALL EMERGENCIES: DIAL 9-1-1 IMMEDIATELY!

August 2014

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CRITICAL POINTS FOR ALL EMERGENCIES

- ❖ Report ALL emergencies by dialing 9-1-1
- ❖ Emergency call boxes are located throughout both campuses
- ❖ Instructional activities may be halted when emergencies occur
- ❖ Follow ALL directives by officials and first responders
- ❖ Evacuate/Shelter/Lockdown EXACTLY as directed
- ❖ Assist those with special needs when safe to do so
- ❖ Monitor CampusCast, sheltonstate.edu, local media and see <http://www.sheltonstate.edu/emergencypreparedness> for policy and procedure updates.

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TORNADO WARNING/SEVERE WEATHER

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

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FIRE/SMOKE

- Evacuate building immediately when alarm is activated or there is evidence of a fire.
- Assist those with special needs when safely possible.
- 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 to include cell phone, purse, backpack, etc when safely possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

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SHELTER IN PLACE/LOCKDOWN

- Follow ALL campus directives .
- Remain calm and encourage others to do likewise.
- 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, etc.
- Maintain personal belongings to include cell phone, purse, backpack, etc only when safely possible.
- Do not attempt to leave the sheltered area until directed to do so by college officials, first responders or law enforcement officers.
- Monitor CampusCast rapid alert notification system, college officials and first responders, the college website, and local media for important updates.

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BUILDING/CAMPUS/AREA EVACUATION

- Remain calm and encourage others to do likewise.
- Gather personal belongings if safe to do so.
- **DO NOT** delay evacuation and immediately evacuate building using nearest safe exit/stairwell.
- **DO NOT** use elevators.
- Meet outside building at designated campus parking lot rally points on respective campuses or area specified by instructor and await further instructions.
- Assist persons with special needs when and where possible.
- Designated evacuation rally areas for those with special needs at Martin Campus are the 2nd and 3rd floor Atrium West Stairwells, 2nd floor Cosmetology stairwell, and by the 2nd floor faculty suite exit near Security Office. Fredd Campus is a single floor campus and has no designated rally points inside any of the buildings at this time.
- **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.

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THREATENING PERSON

- Do not confront the person unless 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. Include details regarding weapons, possible direction of travel, accomplices, injuries, etc.
- Do not block the person's access to an exit.
- If you feel threatened and can't safely flee, 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.

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Bomb Threats

- Keep the caller on the line as long as possible and obtain any information conveyed to include; where the bomb is located, when it is set to explode, what type of explosive, and note any personal information about the caller (sex, age, race, speech patterns) and background noises/call quality.
- Immediately call 9-1-1 to report the incident or have others do so if caller is still on line.
- Specifically follow directives from SchoolCast, college officials and first responders regarding evacuation.
- If directed to evacuate, assist those with special needs if and when safely possible.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

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ACTIVE SHOOTER (RUN..HIDE..FIGHT!)

- If you hear gunfire or see a person with a gun, knife 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, to include sex, race, clothing worn, type of weapons used, accomplices, and their direction of travel and if there are any wounded students or staff nearby.
- If barricaded, make sure to turn all cell phones to vibrate or silent so as not to alert the shooter of your location.
- If the shooter is encountered, do not attempt to block the shooter's access to an exit.
- Try to escape the area if at all possible. If unable to escape, immediately close and lock or barricade the door with furniture, desks, etc. **ALL DOORS DO NOT LOCK SO BARRICADE!**
- Stay away from windows and out of view.

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ACTIVE SHOOTER (RUN..HIDE..FIGHT!) continued

- When safely inside a room, turn off lights. Hide behind heavy furnishings if possible.
- If you are in an open area and cannot escape, find best protections possible to hide in safely away from shooter's path.
- If the gunman approaches you, your actions will depend solely on your judgment and capabilities and there may be no "best strategy" for confronting the shooter.
- Any offensive measures taken against the shooter should be taken in unison with others in your immediate area, if at all possible.
- If the shooter is attacked, COMMIT FULLY and use any available items to overtake the shooter, to include books, backpacks, chairs, fire extinguishers, etc.
- If the shooter is overtaken and subdued, victims should leave the area immediately with hands held high where oncoming law enforcement officers and other first responders can determine who you are while fleeing. NEVER assume that first responders know who you are just because the actual shooter 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.

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SUSPICIOUS OBJECT

- Do not touch or disturb the object or package.
- After calling 9-1-1, notify your on-site local law enforcement officers, the appropriate campus security office, an instructor or staff member.
- Notify others in the immediate area of the suspicious object.
- Assist those with special needs who choose to leave the area.
- Be observant of those around you in case info is needed by local law enforcement and other first responders.
- Monitor CampusCast rapid alert notification system, the college website, and local media for important updates.

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- Questions/Comments
- Additional Areas of Concern
- For updates on practices, policies and procedures, see <http://www.sheltonstate.edu/emergencypreparedness>.
- See RUN, HIDE, FIGHT YouTube Video at video <http://www.youtube.com/watch?v=5VcSwejU2D0>
- **Contact the Dean of Auxiliary Services at 205.391.2617 or ttaylor@sheltonstate.edu for more information on SSCC emergency preparedness, planning and guidelines.**