



Report ALL emergencies by dialing 911 for immediate assistance.

Martin Campus Police 205.391.2377

Fredd Campus Police 205.391.2646

Critical Points for All Emergencies

Emergency phone boxes are located on both campuses to contact Police Offices.

Emergency Special Assistance Campus Rally Locations

Martin Campus

Fredd Campus

- 2nd floor west main hallway near Cosmetology
- 2nd floor west central main hallway near Atrium
- 2nd floor east main hallway near faculty suite exit
- 3rd floor west side of Atrium near Human Resources
- 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 SSCC's alert notification system, the College website (www.sheltonstate.edu), and local media for updates. Visit <http://www.sheltonstate.edu/emergencypreparedness> for procedure and policy updates.

Tornado Warning/Severe Weather

- Immediately seek shelter in designated severe weather shelters to include interior areas on lowest level of buildings 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.

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 911 to report location of fire or smoke.
- Maintain personal belongings such as cell phone, purse, and backpack only when safely possible.

Monitor SSCC's alert notification system, the College website (www.sheltonstate.edu), and local media for updates.

For training and additional information, contact Mark Cline, Chief of Police, at 205.391.2352 or jcline@sheltonstate.edu.

Shelter in Place/Lockdown

- Immediately close, lock, or barricade doors with furniture, chairs, and desks. All doors do not lock. Barricade with any available materials.
- 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 if you feel it is a last resort.

Building/Campus/Area Evacuation

- Remain calm and encourage others to do likewise.
- Gather personal belongings only if safe to do so.
- Immediately evacuate the building using nearest safe exit/stairwell. DO NOT use elevators.
- Meet outside the building at designated rally points in parking lots of each respective campus or to an area specified by your instructor and await further instructions.
- Assist persons with special needs when possible.
- Designated evacuation rally areas for those with special needs are listed on page 1.
- Evacuate the 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 911 to report the location of fire/smoke/emergency.
- DO NOT enter campuses until ALL CLEAR has been given.

Threatening Person

- Do not confront the person unless your immediate safety is in question. Flee when safely possible.
- When calling 911, provide as much information as possible to law enforcement officers, other first responders, and College personnel about the person and their direction of travel.
- Do not block the person's access to an exit.
- If you feel threatened, immediately close, lock, or barricade the door with furniture, chairs, and desks. All doors do not lock. Barricade with any available materials.

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 911 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 injuries.
- If barricaded, turn cell phones to vibrate or silent so 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 possible. If unable to safely escape, immediately close, lock, or barricade the door with furniture, chairs, and desks. All doors do not lock. Barricade with any available materials.
- 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 the 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 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 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 and subdued, leave the area immediately with hands held high so incoming 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.

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, the type of explosive, any personal information about the caller (name, sex, age, race) and any background noises/call quality.
- Immediately call 911 to report the incident. Follow up by calling the appropriate Campus Police Office and onsite 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.