

Campus Safety Plans & Procedures

Severe Weather

- Severe weather, such as tornados, can require College students, staff, and faculty to take shelter inside a building. Attempt to locate a lower-level interior room or hallway with few to no windows.
 - Tornado Watch: Conditions for a tornado are possible.
 - Tornado Warning: A tornado has been spotted in the area.
- In the event of an earthquake:
 - If indoors, seek refuge in a doorway or under a desk or a table. Stay away from glass windows, shelves and heavy equipment.
 - If outdoors, move quickly way from buildings, utility poles, power lines, trees, and other structures.

Fires

- Contact 911 immediately!
- If the fire appears controllable, locate a fire extinguisher or use appropriate tools to extinguish the fire. Then contact Campus Safety.
- If the fire is uncontrollable, activate the building's alarm, evacuate, and then contact Campus Safety.
- If you become trapped inside a building that is on fire, hang an article of clothing or a towel outside the window to mark your location for emergency personnel. Stay close to the floor where the air is more breathable and less toxic. Make noise and call out in regular intervals to alert emergency personnel.
- Treat every fire alarm seriously!

Bomb Threats

- If you observe a suspicious object or potential bomb on campus, do not handle the object.
- Clear the area and immediately contact Campus Safety and then call 911.
- Any person receiving a phone call concerning a bomb threat should ask the caller:
 1. When is the bomb going to explode?
 2. Where is the bomb located?
 3. What kind of bomb is it?
 4. What does it look like?
 5. Why did you place the bomb?
- Keep talking to the caller as long as possible and record the following:
 1. Time of the call.
 2. Age and sex of the caller.
 3. Speech pattern, accent, possible nationality, etc.
 4. Emotional state of the caller.
 5. Background Noise.
- Campus Safety, College staff, and/or emergency personnel will conduct a detailed search.
- If something is found, to report the location to Campus Safety. If a suspicious object is found, the object should not be touched.
- If an emergency exists, activate the building's fire alarm.
- Keep streets and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless given an "All Clear" order by a College official or emergency personnel.

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Active Shooter

- Since Campus Safety is available 24 hours a day, 7 days a week, our response time to any threat on campus will be expeditious. Campus Safety also provides active shooter training to students, faculty, and staff which offers different options on how to effectively respond to a potential active shooter threat. This safety protocol training is call "ALICE", which stands for **A**lert, **L**ockdown, **I**nform, **C**ounter, and **E**vacuate.
 - **ALERT:** Inform people that a threat exists
 - **LOCKDOWN:** Secure a place by barricading as much as possible is it is not safe to evacuate.
 - **INFORM:** Give constant, real-time information using all available technology.
 - **COUNTER:** As a last resort, if the shooter can get into a secured space, persons are trained on how to actively resist and allow opportunities to escape.
 - **EVACUATE:** When it is safe to do so, persons should be prepared to remove themselves from the threat.
- When encountered with an active shooter scenario:
 - Remain calm.
 - Attempt to run from the area using the nearest exit.
 - Alert other persons on your way out.
 - Contact Campus Safety and report the shooter's location (building name and room number).
 - Call 911!
 - If you cannot evacuate, lock and barricade yourself in a secured area.
 - Turn off all lights, stay away from windows, and find adequate cover.
 - Keep quiet and prepare any improvised weapons.
 - Fight back only when your life is in imminent danger.
 - If others are with you, work as a team to incapacitate the shooter, including throwing items or striking with the improvised weapons.
- Assisting law enforcement personnel might arrive on scene in police uniform or possibly in tactical gear. They might be armed with rifles, shotguns, or handguns and they might use tear gas or pepper spray to control the situation. Listen to all instructions and keep your hands open and visible to them.
- The first officers on scene will not stop for you even if you are injured as they will continue to find the shooter. Remember, they are attempting to stop the threat first! Other responding officers will arrive to assist you.
- Officers might shout commands, push people to the ground, and place people in handcuffs. This is for everyone's safety. Remember to remain calm and follow instructions!

Evacuations

- Remain calm and listen to any instructions.
- Do not spend time collecting your possessions; take only what you need.
- Follow the designated evacuation route out of the building.
- Do not return to any evacuated building until you have been instructed to do so.
- The following buildings evacuate to the designated areas:
 - Hammond Hall, Willard Hall, Burgess Student Center, Montgomery Science Building, Walker Building evacuate to the Student Center Courtyard
 - Moore Activities Student Center, Moore Family Fitness Center, Parsons Hall, Kingman Hall, and Bridges Hall evacuate to the lawn in front of Judd Hall
 - Judd Hall, The Cellar, and Ballard Center evacuate to the lawn in front of Kingman Hall

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- Buchheit Administrative Building, Burgess Library, and the Gibbs Welcome Center evacuate to the lawn near the Davis Chapel
- Davis Chapel evacuates to the upper traffic circle with the flagpole
- Sparrow Hall, Bridges Arena, and Camak Auditorium evacuate to the lawn beside Ellis Hall
- Ellis Hall evacuates to the courtyard in front of Sparrow Hall
- Any campus wide evacuation to an outdoor area evacuates to the Nash Soccer Field
- Any campus wide evacuation to an indoor area evacuates into the Bridges Arena
- Hazardous Material Spill or Leak
 - If a hazardous material spill or leak poses a significant threat to health and safety and requires an emergency response:
 - If indoors, pull the building's fire alarm.
 - Contact 911 immediately!
 - Isolate the area of spill or leak by closing any doors and turn off any equipment or ignition sources near the spill or leak.
 - Evacuate.
 - If any persons become contaminated by the spill or leak, isolate them until emergency personnel can begin the decontamination process.