

EMERGENCY PROTOCOLS



FIRE/BUILDING EVACUATION

- Fire **BELL, HORN** or **LIGHTS** indicate a fire alarm or building evacuation. Everyone **MUST** evacuate.
- **DO NOT ASSUME THE ALARM IS FALSE OR WAIT FOR CONFIRMATION.**
- If you **SEE** fire/smoke before the alarm sounds go to the nearest alarm station to activate the alarm and leave the building and then call 911.
- **TAKE** your belongings with you and close doors behind you if possible.
- Do Not Use **ANY** Elevator.
- **ASSIST** Elderly or Disabled.
- Students and Staff should stay together outside.
- **LEAVE** building and stay far away as directed



MEDICAL EMERGENCY

- **CALL 911**, not college police.
- **RENDER** first aid or assistance if properly trained
- **REPORT** all medical emergencies, accidents, or injuries
- to the **COLLEGE POLICE** as soon as possible.
- AEDs (defibrillator are located on each campus through the EMS Program or College Police Department.



TORNADO WARNING

- **LISTEN** for siren (long continuous siren) or other warnings.
- Take **SHELTER** on the lowest floor of the building in an interior space with no windows.
- Use an interior hallway if no interior room exists; stay away from glass windows and doors.
- **ASSIST** students, visitors, handicapped to shelter.
- **STAY** in shelter until advised.



HOSTILE/DISRUPTIVE BEHAVIOR

- **Stay Calm! GET AWAY** from the problem.
- **DIAL 911**
- **DO NOT CONFRONT** the subject or block his/her exit as they could be dangerous.
- If a person becomes hostile get away from them. (**RUN, HIDE, FIGHT**)
- Follow **LOCK-DOWN** procedures.



LOCK-DOWN

- The **LOCK-DOWN** Siren is a start/stop **AIR HORN (ON—OFF—ON—OFF)**.
- **RUN** – if possible **RUN AWAY** if you can **SAFELY** do so from the affected area.
- **SECURE** yourself in a lockable area when it is unsafe due to a **POLICE** emergency or Armed Response to an incident near you.
- If you feel threatened or see an armed person, do not wait for an alert. Secure yourself and others then call 911 or campus police.
- If in a hall or open area of a building **RUN** if safe to do so or **SECURE** yourself in a nearby classroom or lockable area and wait for rescue or **ALL CLEAR**.
- If outside, leave the campus quickly or get to the nearest cover and stay down. **DO NOT LEAVE BY CAR.**
- Keep your hands out from your body and visible to responding law enforcement officers who approach you. Follow their instructions.
- **SECURE** any door, turn off lights and sit down on the floor at the wall furthest from the door. Turn cell phones on silent and power down all computers and equipment.
- **DO NOT UNLOCK THE DOOR!** You will receive instructions via **RAVE ALERT** of what to do and when to leave. All rooms will be cleared in person by police enforcement teams.
- If there are injured persons with you or nearby, law enforcement medical services may not render medical aid until the area is safe.



BOMB/ BOMB THREAT

- If you observe, Ask the caller where, when, why the bomb was placed.
- Note the age, gender, speech pattern, attitude, back ground noise, accent, etc.
- Check the caller ID on your phone and write down any information.
- If advised of a bomb in writing or e-mail: **DO NOT** to handle the letter, save the original.
- Note the date, time, location, return address or e-mail address.



Get RAVE to get updates!

- Updates on weather & dangers immediately
- See when class is canceled