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.

BOMB/ BOMB THREAT

- If you observe, Ask the caller where, when, why the bomb was placed.
- Note the age, gender, speech pattern, attitude, background 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 handle the letter, save the original.
- Note the date, time, location, return address or e-mail address.

RAVE

- Get RAVE to get updates!
- Updates on weather & dangers immediately
- See when class is canceled