

Campus Emergency Assistance – Call 6605

INTRODUCTION

These procedures apply to all personnel, buildings and grounds. This information is being disseminated to assist all faculty and staff members in responding to different emergencies they may confront in the course of their duties at the CSI main campus and at the Off Campus Centers. This brochure should be kept in an area where it will be immediately available should one of the identified emergencies occur. The procedures are designed to be flexible to accommodate contingencies of various magnitudes.

Please become familiar with the contents of this Manual. In the event of an emergency, it will serve as a quick reference for effective action. The Manual is not all inclusive. Call Campus Security at Extension 6605 for assistance with any emergency. The succession of events in an emergency is not predictable, therefore, these procedures serve only as a guide and checklist and may require modification to meet the requirements of each emergency.

New employees are given an Emergency Procedures Manual as part of the orientation process. The locations of First Aid kits, fire extinguishers and AED Units should be noted on the front cover of this Manual.

Remember that the general procedure for first response to an emergency is:

- A**ssess the situation - if extreme personal injury or danger exists, call **911**.
- C**all Campus Security at **Extension 6605**, to report the situation - 24 hours a day.
- T**ake action to provide aid, or find aid as required by the situation.

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INTRODUCTION (cont...)

Locate the First Aid kit, fire extinguisher and AED Unit in your building. Use safety coverings for yourself (gloves can be found in the AED bags) if you touch a person or substance, or provide CPR. Evacuate the area if necessary. All buildings must be evacuated when an alarm sounds and/or upon notification by Campus Security.

The CSI Security Department is available 24 hours per day to respond to any emergency that may develop. During any campus emergency, Campus Security will place into immediate effect the appropriate procedures and immediately consult with the President, or his designee. The President, or his designee, is responsible for the overall direction of the College emergency response.

If there are any questions or comments regarding the procedures outlined in this Manual, contact the CSI Security Department at **Extension 6605**.

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POWER FAILURE

If a minor or major power failure occurs during work hours:

- Turn off all light switches, the voltage may fluctuate and damage any lights that are on.
- Set all equipment and appliance switches to the OFF position. This is to protect against kicking out circuit breakers, blowing fuses, or damaging equipment when the full surge or current hits as power comes back on.
- As necessary, evacuate persons from darkened areas. Emergency lights usually last less than one hour.
- Limit the number of people reporting outages to maintenance.
- Report persons trapped in elevators to Security.

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REPORTING INJURIES AND ACCIDENTS

Anyone witnessing an accident or involved in an accident including visitors, employees, or students **must report** the accident to Campus Security. Contact the CSI Public Safety Director, **Extension 6860**, to document the situation regardless of the severity of the injury. Report all safety hazards to the Maintenance Department, **Extension 6600**.

The term "accident" applies to any personal injury. Accident Reports are not required for illnesses, unless injuries result from the illness (falling, striking an object, etc.).

If the injury is received by an employee or student worker during their working hours, they are covered by Worker's Compensation. Any injured employee who requires the care of a physician or hospital must advise the physician or hospital that the injury occurred on the job, an industrial insurance form will be initiated immediately.

CSI Employees seeking non-emergency medical assistance should report to Occupational Health located at St. Luke's Magic Valley Medical Center. If emergency medical attention is required, individuals should report to the Emergency Room at St. Luke's Magic Valley Medical Center.

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RESPONDING TO MEDIA INQUIRIES

Unauthorized people should not make comments to the news media, but should direct all inquiries to the Information Desk/switchboard for referral to the proper CSI authority.

Such inquiries may include the following:

- Natural disasters, such as earthquakes, fires, etc.
- Catastrophes, such as explosions, chemical spills, etc.
- Crime
- Personnel management issues
- Scandal
- Legal/financial matters

In the event of one of the above mentioned situations, the CSI Security Department will provide verified facts to the President, or designee, and to the Public Information Director.

Information to the media should be released only by the Public Information Director or administrator designated by the President. The campus switchboard should be notified immediately as to who will be responding to media inquiries.

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HAZARDOUS MATERIALS LEAKS/SPILLS (Flammable, Toxic, Corrosive, Oxygenic, Cryogenic Leaks/Spills)

Know what types of chemicals may be in your building. Maintenance/Security should be contacted to deal with hazardous materials and waste.

If a gas cylinder or other chemical container should begin leaking, and if, in the judgment of the persons responsible for such materials, it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. Leave the area immediately, confining the fumes or fire by shutting the door to the room behind you.
2. Call Campus Emergency Assistance at Extension 6605. Give your name, department, location of emergency, and kind of spill, if you know.
3. Sound the building fire alarm so evacuation can begin, if deemed necessary by Campus Security.
4. Evacuate the building to a safe area upwind. Do NOT return to the building until instructed that it is safe to do so.

At all times, suspected gas leaks or suspicious odors should be reported to the CSI Security Department so appropriate action can be taken.

Note: Contact the CSI Security Department to document the situation regardless of severity (see information on Accident Reports).

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SERIOUS INJURY

Do NOT attempt procedures or techniques beyond your abilities or training. Life saving techniques should be administered by trained personnel.

1. Do NOT move a seriously injured person unless it is a life-threatening situation; i.e., falling debris, fire, or further danger.
2. Shout "help!" to get someone to come and assist.
3. If the victim is unconscious and someone responds, send the person responding to call 911 (emergency medical services will be dispatched). Call the Campus Emergency Assistance number, **6605**, and give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, and whether or not the victim is conscious, etc. CSI Security Officers are trained and certified in CPR. Campus Security will arrange additional resources as necessary.
4. If no one has responded to your shout, you will need to go call 911 and then return. State the problem, the building or area on the grounds where the emergency exists, and the number you are calling from. If possible, send a runner to meet and guide the arriving emergency crew(s).
5. Return to the victim. Administer first aid as needed if you are trained to do so. Keep the victim as calm and comfortable as possible. Do NOT try to administer first aid that you are not qualified to provide. Remain with the victim until Campus Security arrives.
6. In addition to contacting Campus Security to fill out an Accident Report as a witness, instruct the victim to contact the CSI Security Department to document the accident regardless of the severity of the injury (see information on reporting injuries and accidents).

First Aid kit in the building is located at _____

AED Unit in the building is located at _____

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INCLEMENT WEATHER CLOSURE INFORMATION

With the current change in weather conditions, the College of Southern Idaho would like to remind everyone of its inclement weather closure notification procedures.

- While every attempt is made to maintain normal operations and services for the benefit of our students, faculty, and staff, it may occasionally be necessary to close the College when extreme weather conditions occur.
- The decision to close campus and cancel classes is made by administration based on careful consideration of a variety of factors and conditions.
- If the College decides to close the campus and cancel classes, the information will be **posted on the CSI website at www.csi.edu** and **communicated to the media** (local TV and radio stations). The information on the website will be periodically updated.
- Notification of a decision to close will be communicated as quickly as possible. Every effort will be made to ensure that decisions on morning closures are communicated by 7:00 a.m. at the latest; and decisions to close at night are communicated by 4:00 p.m.
- The decision to close each individual location of the College will be made on a case by case need.
- As a general rule, when the College is closed, activities such as music and theatre performances, club meetings, etc. are also cancelled.
- CSI serves an eight-county area and we recognize that every person has his or her unique circumstances (weather conditions at their home, condition of roads between their homes and the campus, cars they drive, etc.).
- While traveling to or from campus, if inclement weather conditions are encountered, the travel/not travel decision is the ultimate responsibility of the employee or student. Employees and students must assume responsibility for their own safety and must **use their own judgment** on whether they should drive to CSI under varying weather conditions.

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IMMINENT MENTAL HEALTH EMERGENCY SITUATIONS

If you or someone with you is experiencing an imminent Mental Health Emergency:

1. call **911 OR**
2. call **Extension 6605** for CSI Security
3. call **Canyon View Psychiatric Hospital:**
Canyon View staff is available for emergencies and consultations during normal working hours
208-734-6760
228 Shoup Avenue West
4. **Monday – Friday, 8:00am – 5:00pm**
CSI Counseling Services: 732-6260

Other Crisis Services

Region 4 Adult Mental Health Services:
1-208-734-4000

National Suicide Prevention Lifeline:

1-800-273-TALK (8255)

If you suspect an individual is in imminent danger of harming themselves, do not leave the person alone. You may call either CSI Campus Security Extension @ 6605 or law enforcement @ 911 to come to your location and escort the individual to Canyon View.

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BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus, DO NOT TOUCH THE OBJECT. Call Campus Security at **Extension 6605**.
2. If you receive a bomb threat on the telephone:
 - Remain calm and attempt to obtain as much information from the caller as possible.
 - Record the time and remember the exact words of the threat.
 - Listen for unusual noises or voice characteristics.
 - Try to ask questions that appear in the box below.
 - Call Campus Emergency Assistance, Extension 6605, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time when you received the call.
 - Do NOT activate the fire alarm.
3. Do NOT use cell phones, campus radios, or walkie-talkies. They can activate some types of bombs.
4. Do NOT open cabinets, drawers or closets.
5. Do NOT turn lights on or off.
6. When Campus Security, or the Police, arrive follow their instructions exactly.
7. If instructed to evacuate, move a safe distance away from the building. Do **TAKE** your personal items (backpack, etc.) with you when you evacuate the building.
8. Do NOT re-enter until instructed that it is safe to do so.

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Keep the caller on the line as long as possible.
TAKE NOTES

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FIRE OR EXPLOSION

FIRE

Before a fire:

1. Know the locations of fire alarm pull stations and fire extinguishers.
2. Know the locations of exits in your area.
3. Be aware of any flammable or corrosive chemicals stored in your building.
4. Locate areas that have been designated for wheelchair users and others with disabilities.

During a fire:

1. If you notice fire, smoke, or any evidence of fire, evacuate the area, close the door to the room where the fire is located and **immediately sound the building fire alarm**.
2. **Dial 911**. State the problem and building and exact location where the emergency exists. Do not hang up until the Police Dispatcher tells you to do so.
3. Call Campus Emergency Assistance at **Extension 6605**, giving your name, department, and location of the fire.
4. Attempt rescue efforts only if there is NO immediate danger to yourself.
5. Assist persons with disabilities to safety.
6. If the fire is small, and if you are properly trained in the operation of such equipment, you may wish to fight the fire with a fire extinguisher.
7. If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
8. If time permits, take purses, lock files, and close office doors before leaving. Walk, do not run, to the nearest stairway exit.
9. When the fire alarms sound, do not use elevators. An elevator may become inoperative and a trap. Give appropriate assistance to (help carry, if necessary) all disabled persons using the stairways. (See Evacuation of Persons with Disabilities.)
10. Get low; get out. Evacuate to a safe distance from the building and stay out of the way of emergency personnel. Do NOT return to the building until instructed to do so by public safety personnel.
11. Treat injured persons as much as possible while waiting for Police or Fire Personnel.
12. Notify either public safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.

EXPLOSION

1. If you are trapped in a windowless area, stay near the floor where visibility is better and air less toxic.
2. Immediately take cover under tables, desks, or other objects that will give protection against falling glass or debris.
3. **Call 911 for Police, Fire, and Ambulance. Call Campus Security at Extension 6605.**
4. Follow directions for evacuation.

Location of Fire Extinguisher in this building is _____

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DISASTER WARNING PROCEDURE

The College has installed an emergency warning system horn on the radio tower by the Canyon Building. This horn has a unique “siren” type sound that can be heard outside of buildings throughout the campus. The horn will be activated by CSI Security in the event of an emergency situation.

A phone intercom system, with simultaneous broadcast and communication capabilities, has been installed. This intercom system can be initiated by any one of approximately 40 key people in buildings on campus. These people will be responsible for providing buildings with the best information available.

The purpose of the horn and phone intercom system is to warn the campus that there is an emergency in progress. People arriving on campus should leave. Those outside of buildings should proceed with extreme caution in their efforts to avoid the emergency area.

An Emergency Situation Phone/Runner Tree is also utilized to distribute emergency information throughout campus. This tree can be seen in the back of the CSI Telephone Directory.

Further guidance will be provided by local law enforcement agencies and CSI Security.

RAVE ALERT

An on-line emergency notification system (RAVE) will be utilized. An automated e-mail message will automatically be transmitted to all CSI e-mail addresses (faculty, staff and students).

Other transmission modalities, such as cell phone, text, etc., can also be utilized if individuals register their numbers at: <http://www.csi.edu/alert>

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DISRUPTIVE PERSONS/EVENTS

If a person causes a disruption call the CSI Security Department at **Extension 6605** for assistance.

It is the goal of CSI to provide a safe work and learning environment. Safety is the responsibility of all employees. CSI views threats, acts of violence, or any conduct that may be construed as threatening or intimidating as disruptive and contrary to the development and maintenance of a safe, productive and supportive environment. Any intimidation, threat of violence, or act of violence, any seizing of any portion of property, or any unauthorized activity which prevents the normal operation of the College in any way by any individual or group will be considered in direct opposition to the necessary operation of the College. Such behavior will not be tolerated. Action will be taken immediately, up to and including dismissal. Similar action will be taken against those who advocate such described activities.

Disruptive behavior will not be tolerated in the classroom. Instructors, at their discretion, will decide if the learning process is being affected and make the appropriate decision up to and including removal of the disruptive student from the classroom.

Follow-up on misconduct by a student will be made through the Dean of Students. Follow-up about an employee will be made through Administration and Human Resources. Non-employee situations will be handled by Campus Security.

When informed by a student, employee or visitor to campus that a disability is related to, or is causing, the disruption, contact the Director of Human Resources or the Coordinator of Student Disability Services, for support and resources before determining remedy and follow-up.

In the event of a civil disturbance, defined as unlawful conduct and interference with the conduct of institutions of higher learning, call Campus Security at **Extension 6605** or the Police at **911**.

Then,

1. Continue, if possible, with your normal routine. If the disturbance is outside, stay away from doors and windows.
2. Stay away from the disruption.
3. Do NOT interfere with those persons creating the disturbance or with law enforcement authorities on the scene.
4. Do NOT attempt to breakup or enter the fight or demonstration situation.
5. Be a good witness. Relay as much information as possible to Campus Security and/or the Police.

In the event of an armed person call Campus Security at **Extension 6605** or the Police at **911**.

Then,

1. Do NOT confront the person. Wait for Campus Security or the Police.
2. Do NOT try to retrieve the weapon.
3. Do NOT restrain or discipline the person.
4. Let the Police deal with the situation.
5. Campus Security will notify the appropriate CSI personnel.

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EXPOSURE TO BLOOD OR BODILY FLUIDS

If it is wet and not yours, don't touch it! Do NOT attempt procedures or techniques beyond your abilities or training. Life saving techniques should be administered by trained personnel.

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Blood borne pathogens are microorganisms in blood that cause serious diseases in humans. They include several types of hepatitis, syphilis, malaria, and the human immunodeficiency virus (HIV).

Most workplace exposures to blood borne pathogens occur from contact with contaminated blood. Pathogens from the blood of an injured student or worker can enter your system through an open cut, scratch, skin abrasion, etc. They can also enter through the mucous membranes of your mouth, eyes, and nose.

Since people often carry blood borne infections unknowingly, follow the universal precaution of treating all body fluids as if they were infectious and avoid contact with them.

1. If an emergency occurs, call the Campus Security at **Extension 6605**, giving your name, location, and the telephone number. CSI Security Officers are trained in the proper handling of blood and other potentially infectious body fluids.
2. If you must assist an injured student or worker who is bleeding, put on protective gloves and other personal protective equipment. Nonabsorbent gloves may be found in all AED Units on campus and are also available in the bookstore for purchase by your department. Wear gloves even when treating such minor injuries as skinned knees or bloody noses. Since gloves could be accidentally punctured or torn, bandage any cuts, scratches, or abrasions on your hands before putting them on.
3. Thoroughly wash your hands with a non-abrasive soap and running water. Hand washing is considered an effective universal precaution against blood borne pathogens. If you have any infectious blood or other material on your skin, the sooner you wash it off the better. Hand washing also prevents you from transferring the contamination to other parts of your body and other surfaces. If your eyes or other mucous membranes have come in direct contact with blood, wash or flush them with water as soon as possible.
4. If you feel that you may have been exposed to blood borne pathogens during a workplace accident, report the incident to your supervisor immediately. He or she will help you arrange confidential medical evaluation and any treatment that may be necessary.

DO NOT attempt to clean-up any blood spills on the floor, or surrounding area yourself. The CSI custodial staff is trained in the proper procedure for cleaning up such spills and should be called to respond immediately.

Note: Contact the CSI Security Department at **Extension 6605** to document the situation regardless of the severity of the injury (see information on Injury and Accident Reports).

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EARTHQUAKE, FLOOD OR TORNADO

EARTHQUAKE

1. **If indoors**, stay there. Get under a desk or table, or stand in a corner. Stay away from windows and outside walls; do not use elevators.
2. **After the shock subsides**, go outside, stay clear of buildings and trees, evaluate the situation and if emergency assistance is needed, call Campus Security **Extension 6605**.
3. **If outdoors**, get into an open area away from falling objects, trees, buildings, walls, and power and gas lines.
4. **If driving**, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking is over.
5. **If in a crowded public place**, do not rush for the doors. Move away from shelves containing objects that could fall.
6. **Be prepared** for aftershocks.
7. **Follow the procedures** in this Manual for fire, hazardous materials leaks, and serious injury if necessary.
8. **In the event of major damage or disruption**, the CSI Security Department will announce and implement evacuation procedures. Do NOT return to an evacuated building unless directed to do so by public safety personnel.
9. **Turn on the radio** for emergency information: AM 1270 KTFI; FM 104.7 KIKX; AM 1230 KBAR, FM 99.9 KZDX.

FLOOD

1. Stay away from the flooded area.
2. Do NOT attempt to drive over a flooded road.
3. Do NOT drink any water that may have been contaminated by the flood.
4. Avoid electrical equipment in the flooded area.
5. Call Campus Security at **Extension 6605**, and Maintenance at **Extension 6600** to report the flood.

TORNADO

1. Immediately take cover in an area that will give you protection against falling glass or debris.
2. Move to the lowest area in your building.
3. Stay away from windows.
4. Stay near an inside wall when possible.
5. Notify Campus Security at **Extension 6605**, regarding your situation.

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EVACUATION OF PERSONS WITH DISABILITIES

Please, be aware that people with disabilities, who may be entirely self-sufficient under normal circumstances, may need extra assistance in an emergency.

Note to students and staff with disabilities:

You are strongly encouraged to contact the Student Disability Services (208-732-6260) to arrange for an individualized safety plan.

For all College of Southern Idaho community members:

In the event of an emergency, observe the following evacuation procedures for people with disabilities:

1. Be aware of areas of refuge in your buildings that have been designated for wheelchair users and others with disabilities.
2. Be aware that people with disabilities often need more time in an emergency.
3. Rescue, Fire, Police personnel and Campus Security will check all exit corridors and exit stairwells for trapped persons, including persons with disabilities who are unable to use stairs.
4. If possible, prepare an emergency plan in advance with students and coworkers with disabilities.
5. Offer assistance.

TYPES OF DISABILITIES:

PEOPLE WITH MOBILITY IMPAIRMENTS:

1. Persons using wheelchairs on ground level floors can evacuate along with other persons provided there is no debris or blocked access obstructing the exit path.
2. People with mobility impairments are often concerned about being dropped when being lifted or carried. Ask permission.
3. In order to carry a third person, in a safe manner, while descending stairs, two persons must use specific techniques, which must be learned and practiced prior to an actual emergency. If you do not know their techniques, or if the person does not wish to be carried, tell the person using the wheelchair to remain in the area of rescue assistance and/or stairwell. Immediately seek help from Public Safety, Police and/or Fire personnel.

PEOPLE WITH VISION LOSS:

1. Help guide a person with vision loss by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person, advising about steps, rough terrain, walking through doorways, debris, etc. as you approach these areas. Verbal compass directions, estimated distances and directional terms are the most familiar 'tools' for persons with vision loss.
2. A guide dog could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their dog, to safety during a disaster.

PEOPLE WITH HEARING IMPAIRMENT:

Hearing impaired persons should be told individually of the emergency and how to respond, as soon as the emergency is identified. Write directions on paper, if necessary.

PEOPLE WITH RESPIRATORY ILLNESSES:

Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel. Emergency Oxygen is available by contacting CSI Security.

PEOPLE WITH OTHER DISABILITIES:

Ask the person how you can help them most effectively. Be calm and reassuring. If the person is not able to evacuate safely, lead the person to an area of rescue assistance and/or stairwell and tell the person to wait there. You then can seek help from Public Safety, Police and/or Fire personnel immediately.

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CRIME IN PROGRESS

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Campus Security at **Extension 6605**.

IF YOU WITNESS A CRIME BEING COMMITTED:

1. Do NOT attempt to apprehend or interfere with the suspect except in case of self-protection. Avoid any risk to your safety.
2. If safe to do so, stop and take time to get a good description of the person committing the crime. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and his/her name, if known. All this takes only a few seconds and is of utmost help to the investigating officers. If the person is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
3. Call **Extension 6605**, for Campus Emergency Assistance. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.

If you are a victim or witness any of the following - theft, property damage, minor traffic, assault, accident, or minor injury - contact the CSI Security Department to document the situation regardless of severity (see information on injury/Accident Reports).

HOSTAGE SITUATION:

1. Call **911**, if possible.
2. Remain calm.
3. Follow Directions
4. Avoid sudden movements.
5. Maintain eye contact (but don't stare).
6. Find the middle position (not too assertive/passive).
7. Personalize yourself.
8. Don't argue.
9. Don't be a nuisance.
10. Don't turn your back.

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ACTIVE SHOOTER SITUATION

PRE-PLANNING:

1. Determine what you are able and willing to do in a crisis situation. Develop your survival instinct, plan your actions and be ready to engage your action plan quickly, without hesitation.
2. Listen to your instincts. It is much better to believe that a crisis is unfolding and act accordingly than to wait and assume that everything is all right.
3. Always be aware of your environment and any possible dangers.
4. Take note of the number and location of any exits from a facility that you are in.

ACTIVE SHOOTER IN YOUR AREA:

Quickly determine the most reasonable way to protect your own life. Remember that members of the community are likely to follow the lead of CSI employees and administrators during an active shooter situation. To have any control over the situation you must remain calm.

CALL OUT:

At first sign that an incident is occurring **call 911** and inform them of your exact location and nature of the emergency. Next **call CSI Campus security at X6605** to initiate a campus emergency response. Remember that if you are calling from a cell phone you will need to provide specific information as to your and the incident's exact location as this information is not displayed on the emergency dispatcher's screen as it is from a home phone. Likewise, all calls to 911 from campus phones show on the dispatcher's screen as 315 Falls Ave., so again be specific as to your location (Building, room, etc.)

GET OUT:

If there is an accessible escape path, attempt to evacuate the premise, if you determine it is safe to do so.

Be sure to:

1. Have an escape route and plan in mind.
2. Evacuate regardless of whether others agree to follow.
3. Leave your belongings behind.
4. Help others escape, if possible.
5. Prevent individuals from entering an area where the active shooter may be.
6. Keep your hands visible.
7. Follow the instructions of any police officers.

HIDE OUT:

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

1. Be out of the active shooter's view.
2. Provide protection if shots are fired in your direction (ie., an office with a closed and locked door).
3. Do not trap yourself or restrict your options for movement.
4. Silence your cell phone and/or pager.
5. Turn off any source of noise (ie., radios, and televisions); turn off lights.
6. Hide behind large items (ie., cabinets, and desks).
7. Remain quiet.
8. If you cannot speak, leave the line open and allow the dispatcher to listen.

KEEP OUT:

To prevent an active shooter from entering your hiding place:

1. Lock the door if possible.
2. Blockade the door with heavy furniture.

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ACTIVE SHOOTER SITUATION (cont....)

Spread Out:

Your chances of survival are greater if everyone spreads out in an area in which you are hiding. Alternatively clumping in groups in an area decreases your chances of survival.

Take Out:

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her.
2. Throwing items and improvising weapons.
3. Yelling.
4. Committing to your actions.

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Law Enforcement Arrival

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

1. Officers usually arrive in teams of four (4).
2. Officers may wear regular uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
3. Officers may be armed with rifles, shotguns, handguns.
4. Officers may use pepper spray or tear gas to control the situation.
5. Officers may shout commands, and may push individuals to the ground for their safety.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

1. Remain calm, and follow officer's instructions.
2. Put down any items in your hands (ie., bags, and jackets).
3. Immediately raise hands and spread fingers.
4. Keep hands visible at all times.
5. Avoid making quick movements toward officers such as holding on to them for safety.
6. Avoid pointing, screaming and/or yelling.
7. Do not stop to ask officers for help or directions when evacuating, Proceed in the direction from which officers are entering the premises.

INFORMATION TO PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

1. Location of the active shooter.
2. Number of shooters, if more than one.
3. Physical description of shooter(s).
4. Number and type of weapons held by the shooter(s).
5. Number of potential victims at the location.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.