

Emergency Evacuations, Lockdown, or Sheltering in Place Procedures

Depending on the specific nature of an emergency situation, it may become necessary to evacuate a building either completely, partially, or to lockdown or shelter in place. Faculty, staff, and students should be aware of the different types of incidents that could result in utilizing these methods to maintain the safety and security of the campus community. In order to alert and maintain communications with all members of the campus, the mass emergency notification system would be used as appropriate. Campus Security will take the leading role in facilitating these procedures.

DEFINITIONS:

1. **EVACUATION:** Temporary but rapid removal of people from a building or portion of a building that is threatened by an emergency situation as a rescue or precautionary measure.
2. **LOCKDOWN:** A lockdown occurs when occupants of the facility are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention.
3. **SHELTER IN PLACE:** Sheltering in place is similar to a lockdown in that the occupants are to remain on the premises, but may need to be moved to a different part of the facility due to an environmental event taking place outside of the facility, for example the release of a chemical cloud in the area or a tornado warning situation. To evacuate the occupants may put them at greater risk than sheltering them within the facility. However, it may be prudent to move all of the occupants to another part of the facility to further minimize the risk of exposure.

INCIDENT TYPES:

1. **Fire or Explosion** – detailed procedures have been outlined in our Fire Response Plans that can be found on the Campus Security website under *Emergency Procedures*. These have been summarized for you below.

If you are in a building where you observe an active fire, explosion, or smoke throughout the corridors, in a classroom, or other areas of the building, do the following:

- a) **Activate** a fire alarm pull station. Activating a pull station will sound the “audible horn and strobe lights” throughout the building.
- b) **Notify 911** immediately and contact Campus Security (at least one person needs to ensure that this has been accomplished). Give the exact location and nature of the situation. Most buildings have fire systems that will automatically notify the fire department, but making a call will provide additional details of the situation to the 911 dispatcher.
- c) **Confine** the fire by closing all the doors in the area and rescue anyone in immediate danger, **only if you can do so safely**.

- d) **Evacuate** the building via the nearest exit, in a **controlled** yet rapid manner. All persons are to use the stairs, **not elevators**, during a fire alert situation. Persons exiting the building should walk at least 50–100 feet from the building, keeping the main building access clear for incoming emergency vehicles. This applies to ALL OCCUPANTS, including faculty, staff, students, visitors, contractors, vendors, etc.
 - e) **Remain Outside** the building until the fire department and Campus Security has arrived to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to the authorization of the fire chief.
2. **Gas Leaks/Strong Odors of Gas** – if this condition occurs in any building on campus, the fire alarm system is not to be used as it could become an ignition source that could potentially contribute to an explosion.

The following steps should be taken:

- a) **Warn others in your area to leave the building immediately.** While leaving in a controlled and orderly manner, prop the exterior doors open using a door wedge, if available, or by using near-by furniture such as a chair.
 - b) **Notify 911 immediately** and contact Campus Safety (at least one person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.
 - c) **Follow steps D and E under the Fire Response procedures** – evacuate and remain outside until approval to return to the building is given by the fire chief.
3. **Bomb Threat Situations** – in the event that a threat is received or a suspicious package or device is observed, University administration, Campus Security, and law enforcement will determine the course of action to be taken. Depending on the circumstances, you may be instructed to evacuate the building.
4. **Active Threat (Shooter) Situations** – as indicated in the University Active Shooter Response Plan that is posted on the Campus Security website under *Emergency Procedures*, the University has adopted the Office of Homeland Security’s RUN, HIDE, or FIGHT response method.
- a) **Run** – evacuate the building or section of building where you are located as rapidly as possible when you first learn of the threat, as long as it is safe for you to do so without exposing yourself to further harm. You can exit through the exterior doors or consider using a window, if necessary, by breaking your way out. Strike window glass at the top or bottom corners. Leave your belongings behind. Keep your hands visible if you see law enforcement or rescue personnel in the area. Move as far away from the threat as possible.
 - b) **Hide** - if you are unable to evacuate or you are located in another building away from the immediate threat, then you should go into lockdown. This is accomplished by going to a securable room and locking yourself inside, by barricading the doors with desks, tables, chairs, file cabinets, or any other object that can prevent or slow down entry by a perpetrator. Turn off the lights and turn down your cell phones. Pull shades

on the windows if applicable and remain quiet. Do not huddle together in one location.

- c) **Fight** – if all else fails and as a last resort, attempt to stop the perpetrator by any means necessary. You can throw items at them to cause a distraction. Strike the person with chairs, discharge a fire extinguisher at them, or wrestle them to the floor. Act with physical aggression and commit yourself to your actions.

- 5. **Power or Utility Failure** – in the event that one of the campus academic or business buildings or a portion of a building experiences a power outage in excess of 45 minutes to one hour (this is the general time frame that portable emergency lights will maintain power), where the building does not have an emergency generator that can sustain continued occupancy, those facilities may be evacuated based on whether the failure occurs during day-light or night hours which will affect the decision to continue occupancy or not.

Buildings with full generator capability that can maintain occupancy beyond that time frame are:

- a) Fitness Recreation and Callan Athletic Center
- b) Dixon Ministry Center
- c) Stevens Student Center
- d) Health Sciences Center
- e) Davis House (Campus Security building)

This would not apply to residence halls, where evacuation would not be initiated during a power outage as residence halls are considered the on-campus living quarters for the student body.

- 6. **Tornado Emergencies** – during this type of emergency, occupants of all buildings should not evacuate but go to the lowest level of the building that they are located in at the time of the emergency and shelter in place in the innermost sections such as restrooms, corridors, classrooms, and offices that are not near exterior walls and windows. Avoid gyms or large auditorium facilities.

More detailed instructions for each building on campus are contained on the Campus Security website under *Emergency Procedures*.

- 7. **Complete Campus Evacuation** – this would typically be a planned and announced event where the campus was experiencing a sustained loss of power, utilities, or severe damage from a major environmental event such as tornado, earthquake, or other catastrophic event. This response level would be considered rare.