Emergency Procedures
Quick Reference Guide
Faculty Edition

**EVACUATION**
Fire / Explosion / Smell of Smoke / Gas Odor / Fire Alarm / Bomb Threat

**LOCKDOWN**
Intruder / Weapon / Hostage / Active Shooter / Hostile Individual / Criminal Activity / Dangerous Animal

**TORNADO / SEVERE WEATHER**

**SHELTER IN PLACE**
Hazardous chemical spill outside building
EVACUATION – CAMPUS FACULTY AND OTHER STAFF

1. When you hear the fire alarm or other emergency announcement, begin campus building evacuation and student accountability procedures.
   - Instruct students to calmly leave the building.
   - Check room for any suspicious items.
   - Make sure class room door is closed and preferably unlocked.

2. Assemble class at assigned evacuation location.
   - If all students are accounted for, hold up **GREEN** status card.
   - Hold up **RED** status card if you can not account for all students, have a medical emergency, or have noted something suspicious.
   - Do not let any student leave without proper authorization.

3. Follow instructions given by **EMERGENCY RESPONSE PERSONNEL**.
   - Do not reenter building.

---

**EVACUATION**

Fire / Explosion / Smell of Gas / Gas Odor / Fire Alarm / Bomb Threat
**LOCKDOWN – CAMPUS FACULTY AND OTHER STAFF**

1. A campus administrator or notification will announce **lockdown**.
   - If anyone hears or sees a situation* that requires lockdown, **immediately** begin procedures and call 911 to report emergency.
   - Get students out of hallways and into classrooms.
   - Lock classroom door and turn off lights
   - Make sure all windows are locked and blinds are closed.

2. If you can not lock classroom door:
   - Take students to the neighboring classroom that can be locked
   - Join that class and follow faculty instructions.

3. Keep students quiet and out of view. If necessary, cover door window.

4. If all students are accounted for post **GREEN** status card in door window

5. Post **RED** status card in door window if you can not account for all students, have a medical emergency, or have noted something suspicious.
   - If there is no door window, **slide the card under the door** into hallway.

6. Keep students silent and calm.
   - Do not let any student leave without proper authorization.

7. Remain in locked classrooms until **EMERGENCY RESPONSE PERSONNEL OR NOTIFICATION SYSTEM** announces lockdown is over.

If confronted by a suspicious person, be courteous and confident. **Keep a distance** between yourself and the individual and **avoid confrontation**. Provide law enforcement with as much detail as possible and incident. Quickly and specifically, follow law enforcement instructions.

(Note: If students are outside the building, supervising staff should move them to the nearest room within the building and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated a safe distance off campus and the police an/or an administrator notified of their whereabouts as soon as possible.)

**LOCKDOWN**

*Intruder / Weapon / Hostage / Active Shooter / Hostile Individual / Criminal Activity / Dangerous Animal*
TORNADO – CAMPUS FACULTY & OTHER STAFF

TORNADO WATCH or WARNING

1. Announcement will be made to initiate campus tornado / server weather procedures.
   - Based on the severity of the storm and current weather conditions, building occupants will be instructed to move to pre-designated safe areas.
2. Initiate accountability procedures.
   - Check to see that students are accounted for.
   - Staff will check all areas to ensure every student has been located
   - If all students are accounted for, hold up GREEN status card.
   - Hold up RED status card if you can not account for all students or have a medical emergency.
3. Follow instructions given by EMERGENCY RESPONSE PERSONNEL
4. Maintain control, keeping students and staff calm.
5. Do not let any student leave without proper authorization.

If you are notified that a tornado has been sighted in the immediate area --- do the following:

- Have students and staff assume a protective posture – kneel facing the interior wall with head down and hands protecting the back of the neck and head
- Be aware that electrical power and phone service may be disrupted.
- Follow EMERGENCY RESPONSE PERSONNEL instructions until danger has passed.
- Sheltered areas should be 30 feet or more away from exterior glass doors.
- Avoid gyms or large areas with high walls and roofs.
- The best shelter is on the first floor in a multi-floor structure, away from exterior windows

TORNADO / SEVERE WEATHER
SHELTER IN PLACE – CAMPUS FACULTY & OTHER STAFF

1. Announcement will be made to initiate Shelter in Place procedures.
2. Close doors and shut off air intake system for classroom if possible.
3. Find a way to seal any gaps in doors or window that might allow air to infiltrate classroom.
4. Take class roll to account for all students and initiate student accountability procedures using the emergency status cards.
   - If all students are accounted for post GREEN status card in door window.
   - Post RED status card in door window if you can not account for all students or have a medical emergency.
   - If there is no door window, slide the card under the door into hallway
5. Do not let any student leave without proper authorization.
6. Follow instructions give by campus administrator.
7. Limit classroom and cell phone usage until campus administrator communicates that it is safe to use phones.

SHELTER IN PLACE

Hazardous chemical spill outside building / suspicious / threatening person outside the building
O.K.
Emergency Status Card
(Print on red paper)

Assistance Needed