

MEDICAL EMERGENCY

- Call **Campus Police** - **DO NOT WAIT**
- Render first aid or other assistance if you are trained to do so
- Report all medical emergencies, accidents, or injuries to the **CAMPUS POLICE**
- AED'S (defibrillators) are located on each campus through the **CAMPUS POLICE**

TORNADO WARNING

- **LISTEN** for siren (long steady tone)
- **DO NOT WAIT FOR VERBAL DIRECTION**
- **SHELTER** using an interior hallway or room staying away from glass windows and doors
- **STAY** sheltered until advised by **CAMPUS POLICE**

HOSTILE/DISRUPTIVE BEHAVIOR

- Stay calm! Get **YOURSELF** away from the problem area and call the **CAMPUS POLICE**
- Do not confront the subject or block his/her exit as it could be dangerous
- Get to an area where you can lock the door
- **FOLLOW LOCKDOWN PROCEDURES**

BOMB THREAT

- If you observe a suspicious device do not touch or move it
- Clear the area and call the **CAMPUS POLICE**
- If you are advised of a bomb threat:
 1. Ask the caller when, where, and how and why the bomb was placed
 2. Note the age, gender, speech, attitude, noises, accent, or any other identifiers
 3. Record the caller ID information from the phone
- If advised of a suspicious package in writing or email:
 1. Try not to handle the letter, save the original
 2. Immediately contact **CAMPUS POLICE**

CAMPUS LOCKDOWN

- **LISTEN CAREFULLY** when the **OVERHEAD SIREN** sounds
- **REACT IMMEDIATELY & SHELTER** yourself in a lockable area such as any classroom or lock office
- **LOCK** doors, close blinds, cover windows, turn off lights and stay down on the floor
- **STAY** away from the windows and doors. **SILENCE** cell phones
- Use room furnishings as barricades to get behind if possible
- If you are in a hallway or a lobby go to the nearest office or classroom
- If outside get to the nearest solid cover and stay down flat
- **RUN AWAY** from the sounds of gunfire not towards it. **DO NOT TRY TO HELP!**
- Keep hands visible to responding officers. **DO NOT PUT HANDS IN POCKETS!**
- **DO NOT UNLOCK THE DOOR FOR ANYONE!** Opening doors endangers everyone inside the room
- **YOUR AREA WILL BE CLEARED BY THE POLICE** and you will be escorted to safety or given the all clear by **CAMPUS POLICE**

FIRE ALARM / BUILDING EVACUATION

- **THE FIRE ALARM SOUNDING** indicates a fire of building evacuation
- **EVERYONE MUST EVACUATE.** There may be no additional warning
- Do not assume the alarm is false, **ALWAYS EVACUATE**
- If you see smoke or fire before an alarm, activate the nearest alarm station
- **CLASSES SHOULD** stay together outside at least 200 feet away or further if directed