

Emergency Procedures Guide

PUBLIC SAFETY 286-3300

Public Safety 286-3300

- * **Reporting Emergencies**
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Ranken Community Members will be notified via text message/Email for campus emergencies.

PUBLIC SAFETY 286-3300

Ranken Technical College Public Safety is pleased to provide this copy of the Emergency Procedures Quick Reference Guide. This guide is designed to provide a quick reference for various emergencies, what first actions you should take and how to obtain assistance. Please become familiar with the contents of this guide. Remember, during an emergency time is of the essence.

Ranken Technical college is a safe and secure campus. Knowing what to do and who to call when an emergency arises is a responsibility that each member of this College must take seriously to maintain our save environment.

If your office or department would like to schedule a presentation regarding a variety of topics, such as, Emergency Preparedness, campus safety, personal safety and Crime prevention, please contact Public Safety at Ext. 3300.

IMPORTANT PHONE NUMBERS

- Public Safety 314-286-3300
- Shift Supervisor 314-267-2865
- Buildings and Grounds 314-286-3669
- Campus Call Center 314-286-3693
- College Counselor 314-286-3629
- St. Louis Police 911 emergency or
314-444-0001
non- emergency
- St. Louis Ambulance 314-645-9160
- St. Louis Fire Dept. 911 emergency or
314-533-3406
non- emergency
- Barnes-Jewish Hospital South 314-747-3000

Reporting Emergencies

How to Report an Emergency:

- ◆ Contact Public Safety immediately at 314-286-3300 or Ext. 3300 on campus.
- ◆ If needed, call 911 first then call Public Safety. When calling to report an emergency, stay calm and carefully explain the problem and location to the Dispatcher or Safety Officer. When calling 911, do not hang up unless told to do so. If you call 911, please contact Public Safety also.

Emergency Call Boxes and Blue Phone:

- ◆ Emergency Blue Phone: Langenberg Building: Front South Door
- ◆ Emergency Call Boxes: Walker Hall: Center of 1st Floor West Hallway
Center of 1st Floor East Hallway
Center of 2nd Floor West Hallway
Center of 2nd Floor East Hallway

Rodenheiser: Finney Lawn near walkway

Alumni Hall: Center of Finney Parking Lot

Across from Alumni Hall Building

Medical Emergency

Medical Services /First-Aid:

- ◆ Do not move a seriously injured victim unless they are in danger, such as, being near falling objects, fire or risk of explosions.
- ◆ Call 911 and request an ambulance for injuries that appear serious. Then contact Public Safety at 286-3300 to advise of the situation. If the injury is minor, such as a small cut, have the victim apply their own pressure to the wound and assist them by handing them bandages to apply to the wound. Always keep a barrier from you and blood if possible. If you have to touch the victim, use latex gloves. Keep the area clear to allow room for Emergency Personnel when they arrive.
- ◆ Stay with the victim. Only administer CPR or use the AED, if you are certified and properly trained. If you must administer First-Aid, due to the victim being unconscious or bleeding heavily, place a clean bandage/cloth over the wound and apply pressure. Continue placing bandages over the existing bandages, do not remove any bandages. **DO NOT APPLY A TOURNIQUET**, unless the bleeding is not stopping from applying pressure. If the victim is able and alert, have them apply their own pressure and bandages. Always keep a barrier from you and blood if possible. If you have to touch the victim, use latex gloves

Basic First-Aid is any incident involving minor bandages or band-aids and no immediate medical need.

Transporting for Medical Treatment:

- ◆ Students & Staff: Call 911 if requiring more than basic First-Aid.
- ◆ Students & Staff for basic First-Aid: Contact Public Safety at 286-3300
- ◆ Closest Hospital: Barnes Jewish Hospital South—1 Barnes-Jewish Hospital Plaza: 314-747-3300

Building Captains may assist Public Safety.

Medical Emergency

Automated External Defibrillator (AED) locations on campus:

Myrtle and Earl Walker Residence Hall

Outside Public Safety and Residential Offices.

Mary Ann Lee Technology Center

Across from room M15 in the hallway.

Cook Building

In the hallway outside of HVAC entry and men's restrooms.

Finney Building

In cafeteria outside cafeteria the office.

Gray Building

In carpentry outside of the carpentry office.

Rodenheiser Building

Outside the Automotive ACR & AMT offices.

Fire

The Following Text message will be sent:

“A Fire is in (building). If in building follow Emergency Action Plan for Fires. All others stay clear.”

Steps to follow if you see a fire:

- ◆ Activate the nearest fire alarm
- ◆ Call Public Safety (286-3300) or 911 depending on the severity of the fire
- ◆ Provide the location and seriousness of the fire to Public Safety or 911
- ◆ If you call 911 first, be sure to notify Public Safety immediately of such
- ◆ Calmly alert those in your area and building to evacuate, if necessary

(DO NOT USE ELEVATORS)

Finney Building: Finney Lawn located in front of Gray and Finney buildings

Gray Building: Finney Lawn located in front of Gray / Finney buildings & Employee parking lot.

Cook Building: Staff Parking Lot located on the East end of Finney building

Alumni Hall: Finney Parking Lot directly in front of Alumni Hall

Western Sheet Metal: Finney Parking Lot in front of Western Sheet Metal

Rodenheiser: Finney Lawn located in front of rodenheiser

Langenberg: Cook Parking Lot located in front of Langenburg

Walker Hall: cook Parking Lot located in front of Walker Hall

Mary Ann Lee Technology Center: Gated Parking Lot across Newstead

- ◆ Once at your safe area outside, conduct a head count and notify Public Safety immediately if anyone is missing.
- ◆ Stay at your safe area outside until given an all clear by Public Safety or a College Official.

Building Captain's will assist with clearing buildings.

Inclement Weather

Campus Policy for Inclement Weather:

In the event of dangerous weather, particularly snow or ice, Ranken will notify you of all closings or delayed start times via text message or you can call the main number at 314-371-0236. Notices will also be posted on the College's website and inside the Ranken web portal. Delayed start times (also referred to as snow schedule) means that the start of the normal work day has been delayed for some number of hours. Public Safety monitors the NOAA Weather Radio and will alert the campus in case of a weather emergency. A text message will be sent out for any school closings due to weather or power.

Ice /Snow Storm Familiar Terms:

- Freezing Rain creates a coating of ice on roads and walkways.
- Sleet is rain that turns to ice pellets before reaching the ground Sleet also causes roads to freeze and becomes slippery.
- Winter Weather Advisory means cold, ice and snow are expected.
- Winter Storm Watch means severe weather such as heavy snow or ice is possible in the next day or two.
- Winter Storm Warning means severe winter conditions have begun or will begin very soon.
- Blizzard Warning means heavy snow and strong winds will produce a blinding snow, near zero visibility, deep drifts and life-threatening wind chill.
- Frost/Freeze Warning means below freezing temperatures are expected.

When a Winter Storm WATCH is issued

- You should listen to local radio, and television stations, or cable television such as The Weather Channel for further updates.
- Be alert to changing weather conditions.
- Avoid unnecessary travel.

When a Winter Storm WARNING is issued

- Stay indoors during the storm.
- If out must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
- Walk carefully on snow, icy, walkways.
- If the pipes freeze, remove any insulation or layers of newspaper and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- Avoid traveling by car in a storm, but if you must.
- Carry an Emergency Supply Kit in the trunk.
- Keep your car's gas tank full and let someone know your destination.

Inclement Weather

Thunderstorms:

Severe Thunderstorm WATCH: Severe thunderstorms are possible in the area. Remain alert for approaching storms.

Severe Thunderstorm WARNING: Severe thunderstorms are occurring in the area or are indicated by the weather radar.

- ◆ Tornadoes occasionally develop in areas where a severe thunderstorm watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if the skies become threatening or if the tornado Siren goes off.
- ◆ Do not carry or go near anything made of metal.
- ◆ Lightning normally strikes the highest object in the area of discharge.
- ◆ Do not use land-line telephones or computers unless it is an emergency. Lightning can travel through phone lines.
- ◆ Be aware that winds may reach 100mph in severe thunderstorms.
- ◆ If you are inside your vehicle during a thunderstorm, remain there. If a tornado develops, get out of the vehicle as soon as possible. Go into a building, shelter or lie flat in a ditch if no building is present.
- ◆ If inside, stay away from windows.

Go to your inside safe area if a tornado develops or the weather becomes severe, which are:

Finney Building: Dining hall and / or into basement.

Gray Building: Carpentry classroom against the East wall.

Cook Building: Ground level hallway and / or into basement.

Alumni Hall: Classroom A101 and West end basement.

Western Sheet Metal: Alumni Hall-Classroom A101 and West end
Basement.

Rodenheiser: Classroom T-10 or Main Shop area.

Langenberg: Lab 3 by elevator and/or into basement.

Walker Hall: West end first floor lounge area through the double doors and / or west end hallway outside office area.

Mary Ann Lee Technology Center: High Performance: Storeroom under/stairs. Welding Shop: South hallway. INT: Bathrooms and near lockers in front of bathrooms.

Inclement Weather

The following text message will be sent:

“A Tornado in the area. Follow Emergency Action Plan for tornado or seek appropriate safe area.”

Tornados:

- ◆ If you hear a City tornado Siren, which indicates either a funnel cloud has been spotted or a tornado is on the ground, immediately exit your area and respond to your inside safe area, which is listed below:

Finney Building: Dining hall and / or into basement.

Gray Building: Carpentry classroom against the East wall.

Cook Building: Ground level hallway and / or into basement.

Alumni Hall: Classroom A101 and West end basement.

Western Sheet Metal: Alumni Hall-Classroom A101 and West end
Basement.

Rodenheiser: Classroom T-10 or Main Shop area.

Langenberg: Lab 3 by elevator and/or into basement.

Walker Hall: West end first floor lounge area through the double doors and / or west end hallway outside office area.

Mary Ann Lee Technology Center: High Performance: Storeroom under/stairs. Welding Shop: South hallway. INT: Bathrooms and near lockers in front of bathrooms.

- ◆ Once in safe area, sit or kneel on the floor against the wall with your hands over your head. Try and get under a sturdy table, if possible.
- ◆ Stay at your safe area until given an “All Clear” by Public Safety, a College Official, Police or Fire Dept.
- ◆ When the threat is over, be aware of broken glass and downed electrical lines. Also check for any injuries. If you have an injury or observe an injured person, contact Public Safety at 286-3300 or 911, if the injury is serious.

Building Captain’s will communicate with Public Safety for their area.

Earthquake

The following text message will be sent:

“An earthquake has occurred in the area. Follow emergency action plan for earthquakes or seek appropriate safe area.”

- ◆ **If indoors, stay indoors. Get under a desk, table or stand in a corner. Stay away from windows, shelving or heavy equipment.**
- ◆ **If in a multi-story building, stay away from windows and outside walls. Get under a table. Do not use elevators.**
- ◆ **If outdoors, stay outdoors. Go to an open area away from trees or power lines. Stay inside your vehicle until the shaking stops.**
- ◆ **If you are in a crowded public place, do not rush for the doors.**
- ◆ **If a tremor occurs, check your work spaces for any falling debris and any possible injuries. Notify Public Safety for any injuries observed.**

After the shock subsides:

- ◆ **Check to see if exits are clear and that the building appears stable.**
- ◆ **Identify and assist any injured person (s). Notify Public Safety 286-3300 or 911, if injured person (s) are located.**
- ◆ **Assist persons with disabilities in exiting the building.**
- ◆ **Get outside and away from buildings and trees.**
- ◆ **In the event of fire, hazardous material leaks / spills or need of first-aid, follow procedures for those sections listed in this guide.**
- ◆ **Do not return to an evacuated building until you are instructed to do so by proper authority.**
- ◆ **A command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.**

Hazardous Material Leaks/Spills

A text will be sent out indicating the location of the hazardous spill and to refer to the hazardous material leaks/spills portion of this guide.

Ranken Technical college is focused on complying with laws and regulations of The Missouri Department of Natural Resources and the U.S. EPA (Environmental Protection Agency). The following procedures and policies are to be followed by all citizens on campus. Ranken is committed to complying with all laws and the protection of the environment and our employees, students, and the surrounding community.

Satellite Accumulation Container – a container that is located and used only for a specific shop/location.

- From the start date of accumulation, a satellite accumulation container is valid under law for one year or until the container is full. Once a container reaches one year from the accumulation date or it's capacity, the container must be removed to a designated storage or properly removed off site by a license transporter within three days.
- All instructors are responsible for contacting the call center and notifying them that a container in their area is full or near out of date. Buildings & Grounds will then contact a license transporter.
- Any container that is labeled "Empty Daily" must be emptied daily into the shops designated satellite accumulation container.
- All instructors are responsible for their students' method of disposal.

Solvent based Rags and Solids

- All contaminated rags and gloves must be disposed of in the Hazardous Container located in your shop. This relates to solvent based cleaning, degreasing, and brake cleaner materials. The hazardous Waste Container is a 55 gallon container labeled "Solvent Rags/pain Related Solids." At all times it is prohibited to place any materials that have come in contact with solvent-based solutions in the trash.
- All contaminated rags and solids that are used in a specific shop or locations must be properly disposed of in that shop's Hazardous Waste Container.
- All hazardous waste containers must be securely closed at all times unless adding or removing waste. After opening the lid, the lid must then be latched back closed when finished.

Hazardous Material Leaks/Spills

Storage/ Waste Containers

- All storage and waste containers that hold fluid and solids must be properly labeled and identified with the correct accumulation date.

Aerosol Cans

- All used aerosol can(s) must be put on designated shop shelves. The shelves are labeled "old/empty aerosol cans". This shelf is to determine that all cans are completely empty and free of pressure or to determine the correct disposal for the can(s).
- All cans that are in use must be used all the way. Which means the fluid is sprayed out on the material only. The cans must be emptied to the point of no pressure, and then placed on the designated empty shop shelf.
- All instructors are responsible for contacting the Cal Center and notifying them that the designated shop shelves in their area are full and ready for disposal.
- If the cans have liquid in them, meaning they are damaged. They must be disposed of in a designated hazardous container.
- Cans that are deemed empty should be documented on the aerosol log located in the designated aerosol disposal area.
- To minimize the same cans in use and keep documentation of all aerosol cans, empty cans must be turned in to designated areas to receive a new can. No more than two of the same type of aerosol cans are allowed in the shop area at the time.

Used Oil Container

- The used Oil Container is located in the storage closet in the Receiving area.
- The container is marked with materials that are allowed to be put in the drum. The only substances to be put in the drum are oil, brake fluid, and transmission fluid.
- All shops are allowed to use this drum.
- All spills must be cleaned up immediately with oil dry. Oily dry is located by the used oil container. Once oil spill is clean, scoop up the oil dry and put in a trash bag to be disposed of. Instructors are to check the storage closet after each class to ensure the area is clean of spills.
- A log, which is located in the closet, must be signed daily by the designated instructor.

Hazardous Material Leaks/Spills

Electrical Panels

- Nothing is allowed to block electrical panels, and a clear path is required for emergency personnel and to prevent fires.

Used Metal Filters

- Used metal filters are to dry in the pan on top of the used oil container. Used oil filters must be allowed to dry for 24 hours before throwing them in the drum marked "Used Metal filters."

Old Gas

- Old gas must be disposed of in the hazardous waste container located in the receiving area storage closet. This is a 30- gallon drum labeled "old gas." Gas filters are to be thrown in the same container as the used oil filters.

Batteries

- The designated area for used batteries is located outside on the metal shelf of the East side of Rodenheiser, by the third garage door of ACR.
- Each battery in the collection must be dated at the time of disposal and placed in the designated area.
- Used batteries are identified as universal waste and can be stored up to one year.
- If a battery is leaking it must be placed in the five-gallon plastic container with a lid labeled "universal waste."

Emergencies

- Emergency procedures, MSDS Hazmat plans, fire Extinguishers, Spill kits, and communication devices are located in ALL hazardous storage areas. Each location that stores hazardous materials and or waste is equipped with a spill kit. If a spill kit is used at any time, the emergency action plan must be followed, along with notifying the Buildings and Grounds and Public Safety Directors.
- Air horns located in hazardous locations are to be used as emergency communicating devices only.
- If the air horn is heard, contact public safety (314-286-3300) immediately and describe the situation or call 911. If you call 911, you still need to contact Public Safety.

Hazardous Material Leaks/Spills

Emergencies

- **Evacuate all persons from the affected area immediately. Confine the fumes or fire by closing all doors, windows or vents in the affected area. Do not return to the area until instructed by proper authority.**
- **Anyone contaminated by the leak or spill is to avoid contact with others. Locate the closest emergency wash station and remain there to provide your information to Public Safety. Steps will be completed to have the state/ county or local HAZMAT teams respond to clean up the affected areas, if necessary.**

Training

- **All faculty and involved staff must be trained on these procedures. They may contact either the Director of Buildings & Grounds or the Director of Public Safety to seek training.**
- **Instructors are responsible to educate, train, and make sure students are following proper waste management procedures. Students should treat this responsibility as if they were on the job, which consists of taking these matters seriously and cleaning up after themselves.**

All new hazardous products that are ordered or brought on college property must first be approved by the Director of Buildings and Grounds. This allows proper documentation of waste and storage in accordance with the Missouri Department of Natural Resources. Ranken's overall objective is to minimize the use and waste of hazardous materials and stay in compliance with state and federal laws.

Please do not hesitate to contact the Director of Buildings and Grounds if any unknown chemicals or concerns arise. Failure to comply with this policy and procedure may result in disciplinary action, up to and including termination.

Hazardous Material Leaks/Spills

Evacuate to your designated outside safe area, which are as follows:

Finney Building: Finney Lawn located in front of Gray and Finney buildings

Gray Building: Finney Lawn located in front of Gray / Finney buildings & Employee parking lot.

Cook Building: Staff Parking Lot located on the East end of Finney building

Alumni Hall: Finney Parking Lot directly in front of Alumni Hall

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Crimes in Progress

Person on campus with a weapon:

- ◆ **If you observe a person with a weapon with a weapon on campus, immediately get away from the area and contact campus safety at 286-300 or 911. Do not confront the suspect.**

Provide the following information, if you are able to do so:

***Description of suspect and weapons**

***Direction of travel**

(See Lockdown Procedures)

- ◆ **Go to your classroom or office and shut/lock your door. Turn off all lights, sit on the floor and remain quite.**
- ◆ **Remain in your safe area until you are instructed to leave by Text Message “all Clear-Safe word” or Police officer.**

Threats or Re-Straining Orders:

The Director of Public Safety should be made aware of any threats made to members of the Ranken Campus Community or for current Re-Straining Orders, in which you may fear the person may come to campus. Work-Place violence does happen and Public Safety is attempting to reduce such incidents. All information provided to the Director of Public Safety regarding these matters will be kept confidential with only those needing to know, or have access to such information.

Crimes in Progress

If you are the victim or a Witness of a crime:

Individuals who observe a crime, have a crime committed against them or are involved in an emergency situation should call public safety at 286-3300 or 911 immediately. The best way you can help in resolving a criminal incident is to be a good witness. Make a mental note or write down any information you feel is important and give the information to Public Safety or the police.

You should provide the following information as well:

- ◆ Nature of your crime
- ◆ If any injuries have occurred
- ◆ Your present location
- ◆ Location of suspect or direction of travel, if they left the area
- ◆ Description of suspect

When calling , stay calm and stay in a safe location. Do not hang up until the dispatcher advises you to do so. Help will be en-route to your location.

Armed Robbery:

If you are the victim of an armed robbery, comply with the suspects demands. Stay as calm and alert as possible, noting as many characteristics of the suspect as possible. This may include their speech, accents, clothing, statements made to you, scars, tattoos, facial hair, direction of travel or any armed suspect. Avoid making provocative remarks towards the suspect, which can cause the suspect to become more violent. Call 911 immediately after you are released and it is safe to do so.

Assault:

If you are the victim of an assault, report it immediately to Public Safety or 911. Let Public Safety or 911 know if you are injured or in need of EMS/Police. Attempt to distance yourself from the assailant as soon as possible. All reports will be kept in confidence.

Lock Down

The following text message will be sent: “Lock-down Now. Potential life-threatening emergency on campus. Stay in lockdown until advised.”

Purpose:

To secure people and/or buildings in the event of a campus emergency that may be life threatening to those on this campus.

Conditions in Which to Activate a Lockdown:

- ◆ Someone has a gun or weapons on campus.
- ◆ Someone who has threatened to bring a weapon to campus.
- ◆ Shots fired are heard on or in close proximity to the campus.
- ◆ High-risk search or arrest warrant by police in close proximity to the College and/or Gang activity.
- ◆ Law Enforcement activity involving potentially dangerous suspects on or in close proximity to the campus.

Authority:

The President, Director or Shift Supervisors of Public Safety shall make the determination to activate a Lockdown of Ranken campus. If the President, Director or Shift Supervisors of Public Safety is unavailable, a member of the Administration shall have the authority to activate a Lockdown. If no members of the Administration are readily available to the on duty Public Safety Campus Patrol Officer shall have the authority to activate the lock down.

President: Stan Shoun

Administration:

Pete Murtaugh – Vice President of Finance

Don Pohl – Vice President of Education

John Wood – Vice President of Student Success

Department of Public Safety:

1st Shift Supervisor – Erika Shields

2nd Shift Supervisor – Justin Barnes

Campus Patrol Officer after hours, or when none of the above are available.

If off campus, Administrators will be notified when safe to do so. JM&A, Fresh Ideas should have access to text messaging alerts. Building Captains for each building should be recognized. Training Groups will be notified by a staff member.

Lock Down

When safe to do so, Public Safety will notify the President and Administrators of any updates. Due to the severity of a lock-down and the necessity to remain quiet, no additional texts will be sent out advising other members the campus community of updates. Only the initial text of “Lock Down Now” and the “All Clear (Safe word)” text will be sent out.

PROCEDURE:

Public Safety or alternatives activates a lock-down via text message and email notifications using the term:

“Lock-down Now. Potential life threatening emergency on campus. Stay in lockdown until advised.”

Upon lock down notification “Building Captain’s” will assist Public Safety in locking their pre-determine exterior doors. If the door cannot be locked, use whatever means possible to try to restrict entry into a room, including placing furniture and equipment in front of the door or using a belt or something to tie the door handle and keep from opening. All Ranken Technical College community members are to move into the closet classroom, office or residence hall room quickly as possible and lock the door, turn off the lights and sit on the floor away from doors and windows. Remain silent and turn all cell phones to vibrate.

If you hear a fire alarm, remain locked down, this could be a ploy to bring you into the open, which would not be safe. If fire and smoke is actually around you contact 911 immediately and notify of your situation and location. Take measures to get out through an exterior window rather than the room door. Remember, when exiting any building during a lock down to keep your arms up in the air and show that you are not a threat.

When the threat is actually over, the text message “All clear-(Safe word)” will be sent out. Do not secure from lock down until you receive the “All clear-(Safe word)” text or you are directed by uniformed emergency personnel.

Lock Down

Communication Methods and Procedures May Include:

Text Messaging – An emergency text message notification can be delivered to all faculty, staff, and students who have registered as a message recipient. Text messages for lock-down and All-clear will be sent by either: David Parchim, Aaron Ryan, Derek Babcock, Jon Kampwerth. All-Clear text message will only be sent out upon concurrence with law enforcement.

E-mail Notifications - An e-mail notification and/or directions can be delivered to all faculty, staff and students who have active e-mail accounts.

Quick Emergency Reference Guides – booklets posted in classroom’s and office areas.

Building Captains – 2 staff/faculty members from each building to assist Public Safety with locking down their particular building and communicating the emergency to those in their area. To include both day and night school.

Gate Officers – Close gate near them and tell those wanting on campus to go to a safe area away from campus until notified by text message that the threat is over. Officers will then seek protection for themselves.

Text Options:

“Lockdown Now!” – this text will be sent out when it has been determine there is a life threatening situation inside the campus/building. Building Captains or their alternates will lock external doors.

“All clear-SAFE WORD” – This text will be sent out when it has been determined by law enforcement and Public Safety that there is no longer a threat to the campus property, or nearby in the community in close proximity to the campus. Only leave your secured area if directed by Law Enforcement or by given the All clear with our Safe Word. If you receive a message that states “All Clear” and does not have the safe word with it, continue to remain in your safe area.

Bomb Threat

Responsibility of the Receiver:

- ◆ Remain calm and attempt to obtain as much information as possible from the caller and write the information down. See Bomb Threat Checklist below. Inform Public Safety 286-3300 immediately while you attempt to keep the caller on the phone.

- ◆ Evacuate the building. Go to your assigned outside safe areas:

Finney Building: Finney Lawn located in front of Gray and Finney buildings

Gray Building: Finney Lawn located in front of Gray / Finney buildings & Employee parking lot.

Cook Building: Staff Parking Lot located on the East end of Finney building

Alumni Hall: Finney Parking Lot directly in front of Alumni Hall

Western Sheet Metal: Finney Parking Lot in front of Western Sheet Metal

Rodenheiser: Finney Lawn located in front of Rodenheiser

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Mary Ann Lee Technology Center: Gated Parking Lot across Newstead

Bomb Threat Checklist

If you receive a bomb threat:

- ◆ Stay Calm. Keep the person on the phone.
- ◆ Notify Public Safety 286-3300 immediately.
- ◆ Listen carefully and write down as much information as you can:
 - Date and time of call
 - When will the bomb go off and what type of bomb is it?
 - Where is the bomb?
 - What will cause the bomb to explode?

Things to listen for:

- ◆ Is the caller male or female, adult or juvenile?
- ◆ Does the caller have an accent or speech impediment?
- ◆ Listen for background sounds, such as factory, traffic, party or other.