

RANKEN

TECHNICAL COLLEGE

**EMERGENCY
PROCEDURES
GUIDE**

St. Louis

Public Safety: 314-286-3300



Table of Contents

- Emergency phone numbers2
- Reporting Emergencies3
 - How to Report an Emergency3
 - Emergency Callboxes.....3
- Medical Emergency.....4
 - Medical Services/First Aid4
 - Automated External Defibrillator (AED) locations5
- Suspicious/Unattended Package/Bag6
 - How to Identify Suspicious Letters/Parcels.....6
- Flooding7
- Fire8
- Inclement Weather.....9
 - Winter Storm WATCH/WARNING information9
 - Thunderstorm WATCH/WARNING information 10
 - Tornados..... 11
- Hazardous Material Leaks/Spills 12
- Earthquake..... 17
- Crimes in Progress 19
 - Person on campus with weapon 19
 - If you are a Victim/Witness of a crime 20
 - Armed Robbery/Assault 20
- Lock Down 21
 - Authority..... 21
 - Procedure..... 22
 - Communication Methods 23
- Active Shooter 24
- Bomb Threat 26
 - Bomb Threat Checklist 27

Ranken Technical College Public Safety is pleased to provide this copy of the Emergency Procedures 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 safe 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 (Dispatch)	314-286-3300
Public Safety (2nd phone)	314-267-2865
Director of Public Safety	314-286-3394
Buildings and Grounds	314-286-3669
Campus Help Desk	314-286-3693
College Counselor	314-286-3629
St. Louis Police	911 emergency 314-231-1212 - non-emergency
St. Louis Ambulance	314-645-9160
St. Louis Fire Dept.	911 emergency 314-533-3406 - non-emergency
Barnes-Jewish Hospital South	314-747-3000
Ameren MO (Electric)	800-552-7583
Spire (Gas Co.)	800-887-4173
MSD (Metro Sewer Dist.)	314-768-6260
City of St. Louis Water Div	314-771-4880
Poison Control Center	800-222-1222
Suicide & Crisis Lifeline	988 emergency

Reporting Emergencies

How to Report an Emergency:

- Contact Public Safety immediately at 314-286-3300 or 314-267-2865 (cell) off campus or Ext. 3300 on campus.
- If you need police or EMS please call Public Safety first, and we will contact emergency services. Police and fire do not know their way around campus and while you are waiting on emergency services to respond Public Safety is certified and trained in First Aid/CPR/AED, as well as protected services. When calling to report an emergency, stay calm and carefully explain the problem and location to the Dispatcher or Safety Officer.
- Please advise the Ranken dispatcher with the following information regarding the injured person:
 - Are they conscious?
 - Are they experiencing trouble breathing?
 - Do they have chest pain or pressure?
 - Are they bleeding severely?
 - Are they vomiting or passing blood?

Emergency Call Boxes and Blue Phone:

- **Emergency Blue call Boxes:**
 - **Rodenheiser:** Finney Lawn near walkway
 - **Langenberg Building:** Front South Door
 - **Finney Lot:** West/Center parking lot
 - **Cook East Lot:** Walkway
 - **Walker Hall:** Walkway South
- **Emergency Red 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

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 life-threatening. Then contact Public Safety at 314-286-3300 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 must 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 must 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 314-286-3300
- Closest Hospital: Barnes Jewish Hospital South—1 Barnes-Jewish Hospital Plaza: 314-747-3300

Building Captains may assist Public Safety.

A current list of "Building Captains" is on file with the Department of 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/dining hall outside cafeteria/dining hall office.

Gray Building

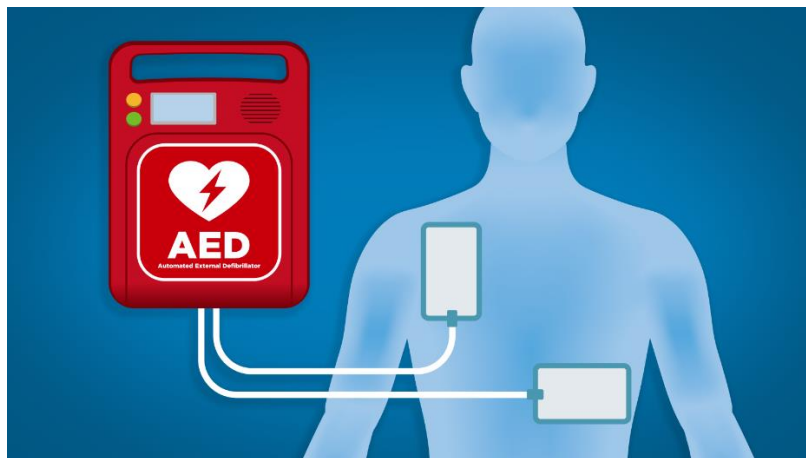
In Carpentry outside of the Carpentry office.

Rodenheiser Building

Outside the Automotive ACR & AMT offices.

Plaster Building

Outside the break area (west wall)



Suspicious/Unattended Packages/Bags, Etc.

A suspicious item is any item (bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it. General speaking, anything that is Hidden, Obviously suspicious, and not Typical, should be deemed suspicious. Other potential indicators include the placement and proximity of the item to people and valuable assets.

If you receive or discover a suspicious package or foreign device:

- **Remain Calm**
- **Do NOT touch, tamper with, handle, or move the package, bag or item.**
- **Notify Public Safety immediately.**
- **Follow instructions. Public Safety and/or law enforcement will assess the situation and provide guidance regarding procedures.**

How to identify suspicious letters and parcels:

- **Foreign mail, air mail and special delivery**
- **Restrictive Markings such as Confidential, Personal, etc.**
- **Excessive postage**
- **Handwritten or poorly typed addresses**
- **Incorrect titles**
- **Titles but no names**
- **Misspellings of common words**
- **Oily stains or discolorations**
- **No return address**
- **Excessive weight**
- **Rigid envelope**
- **Lopsided or uneven envelope**
- **Protruding wires or tinfoil**
- **Excessive securing material such as masking tape, string, etc.**
- **Visual distractions**

Flooding

During a Flood

In the event of flooding, Ranken will notify you of all closings or delayed start times via Omnalert Notification System (you must be signed up) or you can call the main number at 314-371-0236. Notices will also be posted on the College's website and on Inside Ranken.

Serious water damage can occur from sources such as broken pipes, fire sprinkler activation, clogged drains, broken windows, water main breaks, or rainstorms.

If flooding occurs:

- Remain calm.
- Notify a supervisor and Public Safety at 314-286-3300. Advise them of the exact location and severity of the leak.
- **USE EXTREME CAUTION** if there is electrical equipment or outlets near the leak and/or water. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it, do so **CAUTIOUSLY**.

Fire

The following text message will be sent:

“A Fire is in (building name). 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 (314-286-3300) 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

- **Assist those with mobility issues.**
- **If time allows and it is safe to do so, turn off electronic equipment.**
- **Take your class register for proper count.**
- **Close your doors, but do not lock them. This can save time for emergency personnel if they need to make an entrance.**
- **Do not return to the building for anything unless told to do so.**
- **Evacuate to your designated outside safe area, which are as follows:**
 - **Finney Building – Finney lawn south of Gray/Finney buildings**
 - **Gray Building – Finney lawn south of Gray/Finney buildings**
 - **Cook Building (east) – Employee parking lot**
 - **Cook Building (west) – Cook parking lot**
 - **Alumni Hall – Finney parking lot across from Alumni Hall**
 - **Buildings & Grounds – Finney parking lot**
 - **Rodenheiser – Finney lawn in front of building**
 - **Langenberg – Cook parking lot**
 - **Walker Hall – Cook parking lot**
 - **MALTC – Gated lot across Newstead Avenue**
 - **Plaster Building – Grass area south of building**
- **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 Omnilert Notification System (<https://ranken.omnilert.net/subscriber.php>) (you must be signed up). Notices will also be posted on Inside Ranken and may appear on some of the official social media accounts. Delayed start times (also referred to as snow schedule) means that the start of the normal workday has been delayed for some number of hours.

Ice/Snowstorm 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 become 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.
- Winter Storm Warning means severe winter conditions have begun or will begin very soon.
- Blizzard Warning means heavy snow and strong winds will produce 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 you 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-covered or 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 is most likely to penetrate).

Inclement Weather

- 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.

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:

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/or 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 (Public Safety will help direct)

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

Plaster Building: Restrooms

Inclement Weather

The following text message will be sent:
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 the 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/or 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: Restrooms and near lockers in front of restrooms.

Plaster Building: Bathrooms

Building & Grounds: staff members will respond to the Cook Building safe area.

- **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 314-286-3300 or 911 if the injury is serious.**

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

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 its capacity, the container must be removed to a designated storage area or properly removed off site by a licensed transporter within three days.
- All instructors are responsible for contacting the Help Desk and notifying them that a container in their area is full or near out of date. Buildings & Grounds will then contact a licensed 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/Paint-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 location 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 cans 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 can(s) 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 Help Desk 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 same 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. Oil 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 old gas container located in the receiving area storage closet. This is a 55-gallon drum labeled "Old Gas." Gas filters are to be thrown in the same container as the used oil filters after they dry for 24 hours.

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, SDS 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 communication devices only.

Hazardous Material Leaks/Spills

- 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 taken 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 for educating, training, and making 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 as follows:

Finney Building: Finney lawn located in front of Gray and Finney Buildings

Gray Building: Finney lawn in front of Gray/Finney Buildings & Employee parking lot.

Cook Building: Staff parking lot located on the east end of Finney Building

Cook Building West: Cook parking lot near adjacent to Cook gate.

Alumni Hall: Finney parking lot directly in front of Alumni Hall

Rodenheiser: Finney lawn located in front of Rodenheiser

Langenberg: Cook parking lot located in front of Langenberg

Walker Hall: Cook parking lot located in front of Walker Hall

Mary Ann Lee Technology Center: Gated parking lot across Newstead

Plaster Building: Grass area south of Plaster Building

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.”

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors:

- **DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.**
- **Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.**
- **Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.**
- **Use a doorway for shelter only if it is near you and if you know it is a strongly supported, loadbearing doorway.**
- **Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.**
- **Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.**
- **DO NOT use the elevators.**

If outdoors:

- **Stay there.**
- **Move away from buildings, streetlights, and utility wires.**
- **Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.**

Earthquake

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

(Information taken from FEMA.gov 2009).

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 of injured person(s).
- 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 in 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 authorities.
- A command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.

Crimes in Progress

Person on campus with a weapon:

- **If you observe a person with a weapon on campus, immediately get away from the area and contact Public Safety at 286-3300 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 quiet.**
- **Remain in your safe area until you are instructed to leave by text message "all Clear-Safe word" or Police officer.**

Threats or Restraining Orders:

The Director of Public Safety should be made aware of any threats made to members of the Ranken Campus Community or of current restraining orders, in which you may fear the person may come to campus. Work-place violence does happen, and Public Safety makes every effort 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 314-286-3300 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 the 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:

- Person(s) with a firearm or weapon seen on campus.
- Person(s) threatened to bring a weapon to campus.
- Gunshots on or in close proximity to the campus.
- Crime taking place on or near campus.
- Bomb Threat
- Hostile or threatening person(s) on campus.
- Law Enforcement activity (search warrant, gang activity, etc.) involving potentially dangerous suspects on or in close proximity to the campus.

Authority:

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

President: Don Pohl

Authorized Administration:

Pete Murtaugh – Vice President for Finance & Administration
Crystal Herron – Vice President for Student Success
Shannon Brueggemann – Vice President for Education
Derek Babcock – Director of Information & Facilities

Department of Public Safety:

Timothy W. Allen – Director of Public Safety
1st, 2nd, and 3rd Shift Public Safety Supervisors – (On the authority of Director of PS)
Campus Patrol Officer after hours, or when none of the above are available.

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 of 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."

Please follow the procedures below:

- Run to the nearest building.
- Remain calm, help others to remain calm.
- Immediately cease all activity.
- Lock or barricade all doors; use furniture, belts to tie door handle etc.
- Close all shades and turn off lights.
- Stay away from windows and doors.
- Sit on floor or crouch under or behind desks, bookshelves, or any solid furniture.
- Place all cell phones on vibrate (no blinking light).
- Do not respond or open the door for anyone until you receive an "All clear- (Safe word)" message via Omnilert Emergency Notification System or you are directed by uniformed officers.
- Be aware of alternate exits if it becomes necessary (windows instead of doors).
- Do not sound the fire alarm in the building if the fire alarm goes off remain in lock down, do not evacuate, only if it is safe to do so contact 911 and give your location.

All faculty/staff members at the time of a lockdown will be responsible for students in their building and classrooms and must ensure no one leaves the room until instructed to do so. Building captains are to ensure all hallways, and restrooms are clear, and all classroom doors are locked and/or barricaded. When the threat is over, the text message "All clear- (Safe word)" will be sent out via Omnilert Emergency Notification System.

Lock Down

Communication Methods May Include:

Text Messaging – An emergency text message notification can be delivered to all faculty, staff, and students who have registered with “Omnalert” Ranken’s emergency notification system. Text messages for lock-down and All-clear will be sent by either: Public Safety, Don Pohl, or Derek Babcock. All-clear messages will only be sent 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 classrooms and office areas.

Gate Officers – Will adhere to the procedures put in place during training on “Lockdown” (see “Lockdown” procedure guide inside booth). Advise those wanting on campus to go to a safe area away from campus until notified by text message that the threat is over. Advise those attempting to leave campus (faculty, vendors, visitors, etc.) that we are in Lockdown and unless they are leaving out as you are securing the gates they will need to respond to the nearest building until the “All clear” text is sent out. Gate Officers will not delay in securing gates, and perimeter doors.

Text Options:

“Lockdown Now!” – this text will be sent out when it has been determined there is a life-threatening situation inside the campus/building. Building captains or their alternates will make sure all classroom and office doors are locked and or barricaded. Public Safety will secure 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 and/or Public Safety or by receiving 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.

Active Shooter

This Active Shooter Response Plan provides instructions and guidance to effectively address the response to an Active Shooter. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter events cannot be predicted to follow any certain pattern; therefore, we will follow the ALICE Active Shooter guidelines for this type of situation.

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

“Active Shooter – THIS IS NOT A TEST “An active shooter is in the area. Police are en route. Initiate lockdown procedures, be prepared to evacuate.”

How To Respond When an Active Shooter is in Your Vicinity

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind (Learn your building).
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

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:

- Be out of active shooter view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement

Active Shooter

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives:

- Remain calm and follow officer's instructions.
- Immediately raise hands and spread fingers.
- Keep hands visible.
- Avoid making quick, sudden movements towards officers.
- Avoid pointing, screaming and/or yelling.

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 314-286-3300 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 and 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

Rodenheiser: Finney Lawn located in front of Rodenheiser

Langenberg: Cook Parking Lot located in front of Langenberg

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

Mary Ann Lee Technology Center: Gated Parking Lot across Newstead

Plaster: Grass area south of Plaster

Bomb Threat Checklist

If you receive a bomb threat:

- Stay Calm. Keep the person on the phone.
- Notify Public Safety 314-286-3300 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.

BOMB THREAT CHECKLIST

Be calm, Be Courteous, Listen, Do Not Interrupt the Caller.

YOUR NAME: _____ TIME: _____ DATE: _____

CALLERS IDENTITY:

SEX: Male ___ Female ___ Adult ___ Juvenile ___ Approx. Age _____

ORIGIN OF CALL:

Local ___ Long Distance ___ Non-Verified ___ Cell Phone _____

VOICE CHARACTERISTICS, SPEECH, LANGUAGE:

English ___ Foreign ___ Loud ___ Soft ___ Fast ___ Slow ___ Excellent ___ Good ___

High Pitch ___ Deep ___ Distinct ___ Distorted ___ Fair ___ Poor ___ Raspy ___

Pleasant ___ Stutter ___ Nasal ___ Foul ___ Intoxicated ___ Rude ___ Slurred ___

ACCENT, BACKGROUND NOISES, MANNER:

Foreign ___ Region ___ Unknown ___ Machines ___ Animals ___ Music ___ Quiet ___

Street Traffic ___ Airplanes ___ Party ___ Muffled ___ Guns Shots ___ Talking ___

Kids ___ Office ___ People laughing ___ Emotional ___ Incoherent ___

GET BOMB FACTS:

When will it go off? _____ Certain Hour _____ Time Remaining _____

Where is it located? _____ Area _____ Area Description _____

What kind of bomb? _____ Unknown _____ Package Description _____

If building is occupied, inform the caller that detonation could cause injury or death. Did the caller appear familiar with the College (by his/her description of the placement of the bomb)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify Public Safety and Police immediately.