

# EMERGENCY PREPAREDNESS CAMPUS TIPS



Southwestern Community College District is committed to a safe educational and work environment for all students and staff, as well as community members. Emergencies can occur and it is the District's policy to provide timely notification of risks and dangers to students, faculty, and staff members.

## SOUTHWESTERN COLLEGE EMERGENCY TERMINOLOGY

### Secure Campus

Initiated when a potential threatening or hazardous situation exists. Circumstances may be unclear. Persons should seek shelter in the closest building. Secure all exterior doors and allow people outside to enter only if it is safe to do so.

### Shelter-in-Place

Initiated when an external hazardous situation exists, such as unhealthful air from a nearby fire. Persons should seek shelter in the closest building. Shut off all air conditioning and close vents. All exterior doors should be secured and staff members should allow people outside to enter only if it is safe to do so.

### Lockdown

Dire, imminent threat of violence exists. Persons should seek shelter in the closest building and secure all exterior doors. Allow people outside to enter only if it is safe to do so. After securing the exterior doors, secure interior doors, shut off lights, silence cell phones, and barricade entrances.

### Evacuation

Potentially dangerous situation exists on campus or in impacted buildings. Everyone should leave structures through exits in a calm and orderly manner to a safe place. An evacuation will not be ordered if a threat exists.

## CLASSROOM EMERGENCY PROCEDURES

### Fire Alarm Sounding

- Calmly exit the classroom, lecture hall, or laboratory.
- Go to nearest building exit. Know locations of alternate exits.
- Always exit by stairs, never the elevator.
- Go to building's emergency assembly point (usually a large open area).

### Earthquake

- Seek safety under desk or table.
- Drop, cover, and hold on under desk or table.
- Stay clear from windows and doorways.
- Do not leave shelter of desk or table until shaking stops
- Evacuate

### Active Shooter

- Secure exterior doors and windows.
- Lockdown in the room you are in.
- Lock door, turn off all lighting, pull blinds and stay away from windows.
- Stay in place until law enforcement comes to your location.
- Barricade door with desks, chairs, cabinets, etc.
- Silence cell phones
- Fight to survive as a final resort if confronted by an armed person. Throw objects, use makeshift weapons, and attempt to disarm the person.

## EMERGENCY COMMUNICATIONS

### Announcements

District will deliver an emergency announcement with as much detail available and give **clear action** (e.g. lockdown) to the campus community.

### Real-time updates

District will provide ongoing updates, including time frames of when to expect next update. District will give all-clear.

### Summary/wrap-up

District will provide a summary of the emergency situation and provide any lasting action, if applicable (e.g. classes are canceled, library to remain closed).

## PLATFORMS



### Text message

Announcements  
Real-time updates  
Wrap-up



### Email

Announcements  
Real-time updates  
Wrap-up



### Twitter\*

Announcements  
Real-time updates  
Wrap-up



### Phone call

Summary/Wrap-up



### Facebook\*

Summary/Wrap-up



### Website

Only if there is lasting action



### Emergency Blue Light Poles

Campus should shelter in a building if Emergency Blue Light Poles alarm is sounding.

\* All Southwestern College social media emergency alerts and updates are official communications.