



# Campus Emergency Plan

**2004**

(Revised 11/14/2005, 12/01/2006, 10/09/2007)

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# **Rogers State University Campus Emergency Plan**

**Deans, Department Heads, Supervisors, and Area Coordinators** have the responsibility to maintain emergency procedure information at the workplace site. Faculty and staff have the responsibility to be knowledgeable of the emergency procedures for their site. Employees are responsible to give instructions to students, close and lock doors, and provide other required safety measures to their level of expertise unless otherwise directed by the RSU Police Department or other properly identified emergency personnel. **SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING. IN THIS EVENT:**

1. Fire alarms or verbal notice will be used to sound the evacuation.
2. Remain calm and orderly. Walk quickly, but do not run.
3. Exit via stairway. **DO NOT USE ELEVATORS.**
4. Follow instructions of RSU Police Department Officer(s) or other properly identified emergency personnel.
5. Seek out and give assistance to disabled or injured people in the area.
6. If time permits, turn off the power to electrical equipment that should not run unattended.
7. Close doors behind you as you leave the area.
8. Go to a pre-determined assembly area away from the building.
9. Keep all roadways and walkways clear for emergency vehicles.
10. **WAIT FOR INSTRUCTIONS** from emergency personnel. **NEVER ENTER BUILDING** until instructed to do so by the Fire Department and/or RSU Police Department.
11. If emergency situations not covered by this booklet occur, call the appropriate emergency number for instructions.

<b>EMERGENCY</b>	9-911
<b>RSU POLICE DEPARTMENT</b>	
Emergency or Non-Emergency	343-7624
<b>Rogers County Teams</b>	
Rogers County Sheriff's Office	341-3535
Claremore Police Department	341-1212
Claremore Fire Department	341-1477
Oklahoma Highway Patrol	918-256-3388
Ambulance	342-4747
Rogers County District Attorney's Office	341-3164
Rogers County Health Department	341-3166
Rogers County Office of Emergency Man.	341-4233
Rogers County Jail	341-2902

<b>RISK MANAGEMENT</b>	
Reporting Workers' Compensation or Third-Party Injuries	343-7886
After Hours-Emergency Service Only	343-7625

<b>PHYSICAL PLANT</b>	
Administration	343-7818
Director	343-7819
After hours-Campus Police	343-7624

<b>RESIDENCE HALL</b>	
Administration	343-7789

<b>OFFICE OF STUDENT AFFAIRS</b>	
Vice President of Student Affairs	343-7579
Coordinator, Student Activities	343-7755

**Oklahoma Poison Control Center (Statewide 24-Hour Service).  
1-800-222-1222**

**WHEN CALLING:**

1. Get to a safe location.
2. Give your name, phone number, building name and room number, and other specific location.
3. Describe the condition clearly and accurately.
4. DON'T HANG UP! Let the other person end the conversation since other information may be needed.

Remember the Emergency Call Boxes on campus will contact the RSU Police Department.

## **CALL BOX LOCATION GUIDE**

September 15, 2006

- Call Box No. 1.** Location: Inside the courtyard of the student dorms (Bldg 29).
- Call Box No. 2.** Location: West Side parking lot of the student dorms (Bldg 29).
- Call Box No. 3.** Location: North side parking lot of the student dorms (Bldg 29).
- Call Box No. 4.** Location: East Side parking lot of the student dorms (Bldg 29).
- Call Box No. 5.** Location: In STOREGED FOR CONSTRUCTION.
- Call Box No. 6.** Location: Herrington Hall parking lot (Bldg 16).
- Call Box No. 7.** Location: Markham Hall parking lot (Bldg 22).
- Call Box No. 8.** Location: In STOREGED FOR CONSTRUCTION.
- Call Box No. 9.** Location: South side parking lot of the student dorms (Bldg 29).
- Call Box No. 10.** Location: Wellness parking lot (Bldg 10).
- Call Box No. 11.** Location: On the grass... between Auditorium and Baird Hall.
- Call Box No. 12.** Location: Baird Hall parking lot (Bldg 7).
- Call Box No. 13.** Location: Parking Lot East Side of Child Development Center (Bldg 3).
-

## **GENERAL INFORMATION**

### **PRIOR PLANNING IS ESSENTIAL!**

- If emergency situations occur that are not covered by this booklet, call the appropriate telephone number above for instructions. This chart is provided to familiarize RSU employees with emergency procedures for use during those times when information is needed quickly when an emergency occurs. If there is an emergency, Deans, department heads, and supervisors have the responsibility to give instructions to students, faculty, staff, and visitors, to close doors, and to provide other required safety and first aid measures unless otherwise directed by RSU Police or other properly identified emergency personnel.
- Before an emergency occurs, know the locations of the fire extinguishers, the fire alarm pulls and at least TWO emergency exits for your area.
- Please make sure that you are familiar with your phone and the dial-out procedures that are required to make an emergency phone call. Also remember to use one of the Emergency Call Boxes located strategically around the campus, if necessary. These boxes are connected directly to the RSU Police Department.
- When trying to make an emergency call from on campus phones please dial 7624. It is NOT necessary to dial the 343 prefix. If using an outside phone dial 343-7624.

## GENERAL BUILDING EVACUATION

### **THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES IS BEFORE AN EMERGENCY!**

If a building evacuation occurs, every department should have a specific pre-determined emergency assembly area where employees, students, and visitors should meet to check in with the supervisor. A manager from each building should be responsible to assign primary search responsibilities and the emergency assembly location for faculty and staff. Search assignments should be posted in various locations throughout the building. Following a search, the RSU Police Department or other emergency response personnel should be notified of missing persons.

### **SOME EMERGENCIES MAY REQUIRE EVACUATION OF THE BUILDING.**

#### **IN THIS EVENT:**

1. Take all alarms seriously. When the fire sound alarms, activate the building evacuation plan and leave the building IMMEDIATELY.
  2. Fire alarms or verbal notice will USUALLY be used to sound the evacuation.
  3. Safely stop your work. Remain calm and orderly.
  4. Gather your personal belongings quickly since it may be hours before you are allowed back into the building.
  5. Seek out and give assistance to disabled or injured people in the area. \* Refer to section for persons with limited mobility/special need. All floors in the building must be searched including bathrooms, classrooms, etc. Refer to the search assignment for the building.
  6. If safe to do so, close doors and windows, but do not lock them.
  7. Never block stairwell doors open.
  8. If time permits, turn off the power to all electrical equipment.
  9. Walk quickly, but do not run to the nearest safe exit via the stairway. NEVER USE ELEVATORS.
  10. Follow emergency evacuation plan or instructions from RSU Police or other properly identified emergency personnel.
  11. Go to your pre-determined **Emergency Assembly** Area, which should be a safe distance away from the affected building(s). Report to your supervisor. If you don't know about your departmental emergency assembly area.
  12. Keep all roadways and walkways clear for emergency vehicles.
  13. NEVER RE-ENTER ANY BUILDING until instructed to do so by Claremore Fire Department or RSU Police or other properly identified emergency personnel.
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## EXPLOSION-EARTHQUAKE-SEVERE BUILDING DAMAGE

### IN THE EVENT OF AN EARTHQUAKE OR EXPLOSION, TAKE THE FOLLOWING ACTIONS:

1. **If you are outside, stay outside.** Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster, and other debris.
2. Move away from fire and smoke.
3. Once outside, move **at least 300 feet** away from the affected building. Proceed to the *Emergency Assembly Area* for your group, if safe to do so. Check with your supervisor to determine your assembly area location if you do not already know it.
4. Check for injuries and give or seek first aid.
5. Be alert for safety hazards (fires, electrical, gas leaks, etc.).
6. Do not use telephones or use roadways unless absolutely necessary.
7. Be prepared for aftershocks.
8. Cooperate with emergency response personnel, keep informed, and remain calm.

### IF INDOORS:

1. Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
  2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
  3. In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
  4. Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
  5. If possible, stabilize laboratory procedures that could lead to further danger (turn off gas or electrical equipment).
  6. After the effects have subsided, evacuate the immediate area and call RSU Police 343-7624.
  7. Seek and assist injured and disabled persons in evacuating the building.
  8. Do not light matches and DO NOT turn lights on or off.
  9. Exit via the stairway.
  10. DO NOT USE ELEVATORS.
  11. Keep roadways and walkways clear for emergency vehicles. Wait for further instructions from RSU Police or other properly identified emergency personnel. DO NOT RE-ENTER the building until instructed to do so.
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# FIRE

## ADVANCE PLANNING IS ESSENTIAL!

1. All faculty should review fire safety procedures with students during course orientation.
2. Know the location of fire extinguishers and fire alarms in your area (if any) ahead of time and how to use them. Fire alarms are usually located at or near the exit.
3. If you have not had fire extinguisher training and want to be trained, call the Physical Plant 343-7818.
4. Be familiar with at least TWO fire exits in your area in case one is blocked or unusable.
5. Know the locations of any Fire alarm pull stations in your area.
6. Refer to General Building Evacuation for detailed procedures.

### UPON DISCOVERY OF A SMALL FIRE (about the size of a basketball):

1. First call 911 and then notify RSU Police Department at 343-7624. Pull the nearest fire alarm (if available in your building) List which buildings don't have alarms. Give a verbal alarm to others in the area if a fire alarm is not available.
2. If you have had fire extinguisher training, remove the fire extinguisher from the wall or bracket and remember PASS:
  - **Pull** the pin (remember - you must pull out the pin to discharge the fire extinguisher).
  - **Aim** the nozzle at the base of the flames 8 to 10 feet from the fire.
  - **Squeeze** the trigger.
  - **Sweep** the nozzle back and forth across the base of the flames.

### UPON DISCOVERY OF A LARGE FIRE:

1. Call 911 and 343-7624 to reach the RSU Police Department.
2. Activate the fire alarm and give verbal alarm to others. Fire alarms are generally located near the exits.
3. Evacuate the building using the general building evacuation plan.
4. Exit using the stairways only. DO NOT USE ELEVATORS.
5. Close all doors leading to the main hallways to prevent further spread of the fire. NEVER prop stairwell doors open.
6. Once outside move to the predetermined emergency assembly area.
7. Keep roadways and walkways clear for emergency vehicles. Remain upwind from smoke and fumes.
8. Wait for further instructions from Fire Department or RSU Police Department. DO NOT RE-ENTER THE BUILDING UNTIL THE BUILDING HAS BEEN CLEARED BY THE FIRE DEPARTMENT.

## **\*EMERGENCY EVACUATION OF PERSONS WITH LIMITED MOBILITY/SPECIAL NEEDS**

### **VISUALLY IMPAIRED PERSONS:**

In an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your arm and escort them out. This is the preferred method when acting as a "sighted guide". Be sure and give detailed instructions as you evacuate this visually impaired person.

### **HEARING IMPAIRED PERSONS:**

1. Turn light switch off and on to gain the person's attention and then use gestures to show what to do.
2. Write a note, telling what the emergency is and the nearest evacuation route. For example: "Fire - go out rear door to the right, and down, NOW".

### **AMBULATORY PERSONS USING CRUTCHES, CANES, OR WALKERS:**

Carrying options include a two-person locked arm position if trained in this procedure or having the person sit in a sturdy chair, preferable an arm chair. If time permits call RSU Police Department for assistance.

### **NON-AMBULATORY PERSONS (e.g., wheelchairs):**

If possible, transport non-ambulatory persons to the designated area of refuge in the building where the emergency exists. Immediately notify the fire department personnel arriving on the scene as to the location of the non-ambulatory persons for rapid and safe evacuation.

### **WHEN LIFTING A PERSON PROPERLY TRAINED FACULTY AND STAFF SHOULD REMEMBER TO USE PROPER LIFTING TECHNIQUES:**

1. Never try to lift someone alone. Always get two persons to help lift a person.
  2. Place one foot a little ahead of the other with toes pointed out slightly.
  3. Place your feet about shoulder width apart.
  4. Bend at your knees and lift yourself and the person with your legs, keeping your back straight.
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## **UTILITY FAILURE - GAS LEAK - PERSONS STRANDED IN ELEVATOR**

### **POWER OUTAGE:**

1. Notify Physical Plant at the proper number(s) listed above. After hours notify the RSU Police Department at 343-7624.
2. If phones are not working properly use a cell phone to contact RSU police.
3. If evacuation of the building is required, utilize the General Building Evacuation Plan. Remember to exit using the stairways. **DO NOT USE ELEVATORS.** Seek out persons who need assistance in the evacuation.
4. Notify fire department if a power outage occurs in a laboratory setting and mechanical ventilation is interrupted as vapors of chemicals may reach hazardous concentration levels and a hazardous materials team is needed. Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Close sashes on fume hoods and clean up or put away chemicals. Notify the lab supervisor immediately. Do not perform procedures using hazardous materials until power is restored.

### **FLOODING:**

1. If flooding occurs because of a plumbing failure or other problem, stop using all electrical devices.
2. Notify the Physical Plant of the problem (343-7818) and the specific location.
3. As necessary, evacuate the area or building. See the GENERAL BUILDING EVACUATION section of this document.

### **GAS LEAK:**

1. Cease all operations immediately and evacuate the area using the General Building Evacuation Plan.
2. Do not switch lights on or off. Do not take time to open windows or close doors.
3. Leave the area to report the gas leak. Call 911 and notify RSU Police at 343-7624 by using a cellular phone or one of the Emergency Call Boxes after evacuating.
4. **DO NOT** re-enter the building until cleared to do so by the fire department or RSU Police or other proper authorities.

### **PEOPLE TRAPPED IN AN ELEVATOR:**

1. Use the emergency phone in the elevator and/or push the alarm button and

- wait for help. Alternatively, call RSU Police at 343-7624 if a cell phone is available.
2. If you discover trapped persons, talk to them and try to keep them calm until an officer or other help arrives.
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## **INJURY REPORTING**

### **SLIPS, TRIPS AND FALLS**

Spilled liquids and wet floors are one of the major causes of slips, trips and falls. If you spill something, please clean it up immediately. If you discover a spill or wet floor and need assistance, please contact the Physical Plant at the appropriate number(s) listed above. Report all other trip and fall hazards (malfunctioning elevators, holes in the sidewalk, loose carpet, etc.) to Physical Plant immediately at the number(s) above.

### **RESPONDING TO INJURIES TO STUDENTS, VISITORS OR EMPLOYEES**

**If a situation appears to be a medical emergency, call 911, contact RSU Police at 343-7624 to get help immediately, and take the following actions:**

1. Immediately report the incident to appropriate RSU faculty or staff on site.
2. The RSU employee reporting the incident - NOT the injured visitor - must fill out the following forms. Read the instructions before completing these forms.
  - “Standard Liability Incident Report”.
  - “Scope of Employment” form.
3. Send the original completed forms to Employment and Benefits Office, Markham Hall, Room 102.
4. Do not take documents, estimates, or other paperwork from the claimant. The claimant must contact the State of Oklahoma Risk Management Division in Oklahoma City at 405/521-4999.
5. DO NOT suggest, recommend, or insist that the claimant go to a doctor, call an ambulance, or suggest that the State will pay for it.
6. The reporting forms and detailed instructions are available at the Employment and Benefits office, Markham Hall, Room 102. If you have any questions about reporting an accident or injury involving a visitor or student, call 343-7886 or 343-7796.

**EMPLOYEES:** In the event of an accident involving injury or illness occurring on-the-job by any RSU employee, the following procedures must be followed:

1. If life threatening, call 911 and seek emergency medical treatment.
2. Employees must notify their immediate supervisor as quickly as possible of any on-the-job injury or illness. If not an emergency, the supervisor should be

- notified BEFORE the employee seeks medical treatment.
3. Employees should obtain a "Workers' Compensation Referral" form from their supervisor before seeking medical treatment, if possible.
  4. The supervisor is responsible for recording and investigating the details of the incident.
  5. Forms and instruction for completing the paperwork can be obtained from the Employment and Benefits Office, Markham Hall, Room 102, or Call 343-7886 or 343-7796 for assistance.
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## **BOMB THREAT SUSPICIOUS PACKAGE**

### **IF YOU FIND OR OPEN A SUSPICIOUS PACKAGE, LETTER, BOX, OR CONTAINER:**

1. Do not handle the package. Call 911 and the RSU Police Department at 343-7624.
2. If you have opened a suspicious package or letter:
  - Leave the package or envelope in place. Be careful not to touch any objects or surfaces to avoid further contamination.
  - Slowly leave the room and notify others in the vicinity to leave the room as well.
3. Do not operate any power switches.
4. Do not activate the fire alarm.
5. Move to a safe area outside the building and call 911 and the RSU Police Department.
6. Do not allow reenter the area/location where the package is located.
7. Follow the instructions you will receive for decontamination from the fire department or RSU Police or other recognized authorities in case the material is hazardous.

### **IF A BOMB THREAT IS RECEIVED OVER THE TELEPHONE, TAKE THE FOLLOWING ACTIONS:**

1. Stay calm. Try to pay close attention to all details. They may be important.
2. Take notes. Attempt to get the following information from the caller:
  - Who are you?
  - Why are you doing this?
  - What time is the bomb set to explode?
  - What does it look like?
  - What is your organization?
  - Where is the bomb placed?
  - What type of bomb is it?
  - From where are you calling?

- Who else have you told?
- 3. Have a co-worker or another person contact the RSU Police Department at 343-7624, using another phone.
- 4. Write information down as the caller says it and have the co-worker relay information to RSU Police.
- 5. Try to keep the caller on the phone. Listen for any background noises, voice inflection or accents, and/or anything that would help determine the origin of the call.
- 6. Evacuate the building only upon the instruction from properly identified emergency personnel or as deemed appropriate in individual situations.

**IF YOU ARE TOLD TO EVACUATE:**

1. Be aware of your surroundings as you evacuate. Avoid and do not touch suspicious or unfamiliar items.
2. Take personal belongings when you leave if it will not delay your departure. You might not be allowed back in for an extended period.
3. Leave doors and windows open.
4. **Do not** turn on or off lights.
5. Only use the stairs; **DO NOT USE ELEVATORS.**
6. Move well away from the building to your departmental Emergency Assembly Area and wait for further instructions from RSU Police or other recognized authorities. See GENERAL BUILDING EVACUATION in this brochure for your departmental Emergency Assembly Area.

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## **CHEMICAL BIOLOGICAL RADIOLOGICAL SPILLS**

**CHEMICAL SPILLS:**

1. Upon recognition of the spill, call 911 and RSU Police Department and secure the area. Do not allow additional people to enter the building as they may become contaminated. Chemical spills may be hazardous and require special decontamination procedures. Contact with others may spread the chemical. Do not leave the site until properly decontaminated or released by emergency personnel.
2. Evacuate the area, as needed moving uphill, upwind or upstream. Allow designated emergency personnel to remove injured persons.
3. For questions on spill response, call Physical Plant at 343-7818.

**CHEMICAL SPILL OR SPLASH ON BODY/EYES:**

1. Know the location of any eyewash or safety showers in your area. Remove contaminated clothing. Brush off any remaining dry chemical. Flush skin or eyes with water for at least 15 minutes.

2. Make sure chemicals have not accumulated in the shoes.
3. Seek medical attention for all splashes in the eye(s).
4. **For questions on spill response, call Physical Plant at 343-7818.**

**BIOSAFETY LEVEL 1 ORGANISM SPILL:  
(low risk agents for healthy adults)**

1. Wear disposable gloves.
2. Place paper towels over the spill and soak with an appropriate disinfectant.
3. Place towels in a plastic bag for disposal.
4. Clean up spill area with fresh towels soaked in disinfectant.
5. If disinfectant does not completely decontaminate the waste material, autoclave wastes prior to disposal.

**BIOSAFETY LEVEL 2 ORGANISM SPILL:  
(moderate risk agents)**

1. Alert people in immediate area of spill.
2. Put on protective equipment.
3. Cover spill with paper towels or other absorbent materials. Avoid splashing.
4. Carefully pour a freshly prepared 1 to 10 dilution of household bleach or other appropriate disinfectant around the edges of the spill and then into the spill.
5. Allow a 20-minute contact period.
6. After the spill has been absorbed, clean up the spill area with fresh towels soaked in disinfectant.
7. Place towels in a plastic bag and decontaminate in an autoclave.

**BIOSAFETY LEVEL 3 ORGANISM:  
(serious or lethal agents)**

1. Hold your breath. Do not inhale. Leave the room immediately and close the door.
  2. Notify others in the area to evacuate immediately, and assist others, if necessary.
  3. Remove personal protective equipment in the airlock or access zone. Turn potentially contaminated clothing outward. Remove gloves last and wash any exposed skin areas with antiseptic soap and warm water.
  4. Call RSU Police (343-7624) and alert them of the situation.
  5. Warn others not to enter the contaminated area. Place an appropriate sign on the door.
  6. Wait at least 30 minutes to allow dissipation of aerosols created by the spill.
  7. Coordinate cleanup with Physical Plant at 343-7818.
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## **SEVERE WEATHER LIGHTNING SAFETY TORNADO**

### **LIGHTNING SAFETY:**

All thunderstorms produce lightning that can strike as far as ten miles away from any rainfall. On average, 20% of strike victims die; 70% of survivors suffer serious long-term effects. Lightning kills more people than tornadoes do.

1. Postpone activities promptly if you hear thunder and go to a safe shelter immediately. Get out of the water and don't stand in puddles of water, even if you are wearing rubber boots.
2. Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
3. If you can't get to a shelter, avoid trees. Crouch in the open, keeping twice as far away from a tree as it is tall.
4. Coaches and leaders should monitor the weather during any practice sessions or games.
5. Avoid metal! Drop metal backpacks, stay away from clotheslines, fences, exposed sheds and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.
6. Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

### **WHAT TO DO IF SOMEONE IS STRUCK BY LIGHTNING:**

1. Call Med-Tech Ambulance (911), then RSU Police immediately. Get medical attention as quickly as possible.
2. Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries.
3. People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

### **SEVERE WEATHER AND TORNADO SAFETY:**

The City of Claremore maintains a citywide civil defense warning siren that will be sounded in the event of a tornado warning.

If severe weather is imminent and you are outdoors, move indoors as quickly as possible.

1. Consider obtaining a flashlight and weather radio for your department.
2. Shut off any equipment that might be affected by a temporary loss of electricity.
3. Close hallway doors as you leave to shield the corridors from flying debris.

4. Move to any of the designated shelters in each building. (Basements, Stairwells, interior rooms). Become familiar with the location of the shelter in your building **before** a storm occurs. The location of the specific shelters for residence hall is the basement of the Auditorium.
  5. When you are off campus or in buildings without designated shelters, move to a small room on lower levels, an interior hallway, or basement.
  6. Avoid upper floors, large glassed areas, auditoriums, and windows.
  7. Stay out of parking garages, auditoriums and exterior walkways. Stay away from electrical appliances.
  8. Use the telephone for emergency calls **ONLY**.
  9. **STAY CALM AND ALERT.**
  10. On Campus Call 343-7624 to report any damage. Off Campus Call 911.
  11. It is urged that you rely on media broadcast for updated forecast information.
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**RSU INTRUDER/LOCK-DOWN POLICY**  
10/8/2007

If possible, all faculty, staff, and students shall keep their classroom and office doors locked at all time. The doors maybe propped open by means of a door stop.

**“Lock-Down Alert”** Upon receiving a “Lock-Down Alert”

A. Immediately:

1. Close the already locked doors and move all occupants of the room to a safe location and make sure everyone is out of view of any hallway windows.
2. Close and secure any windows and if shades are available keep them closed.
3. Instruct all occupants to turn cell phones to vibrate only.
4. Turn off the lights in the room.
5. Use laptops (where wireless is available) and desktop computers to access campus email.

**Note:** Classrooms and offices should appear as secure and unoccupied from the hallway.

B. The appointed building monitor shall secure all outside doors to the building.

1. No person should be allowed to enter or leave the room or building until the all clear signal has been received. This is because the intruder could be a faculty, staff, or student, and may pretend to seek safety in order to gain access to a room.
2. Should immanent danger be encountered and the rooms are on the first floor, it will be necessary for the person in charge of that room to determine if it is safer to remain in the room or flee from the building through an outside window. However, under no circumstance shall the room be evacuated through an internal hallway until the all clear signal has been received.
3. Any person caught outside of a locked down building should secure themselves inside their personal vehicle, or leave campus by foot. Do not attempt to enter a locked-down building or classroom after an alert has been given.

**“Modified Lock-Down”** All exterior doors locked and no persons in or out unless cleared by the RSU Administration or Campus Police Department. School will continue to function as closely to normal as possible **inside** the building.

**Situation Notification:** The easiest way to notify personnel of the specific problem or event would be through campus wide email and telephone communications system, giving a brief explanation and instructions. Most offices have computers and many faculty and students have laptops. Should an event occur, the President’s Office, or his designee, will authorize specific e-mail wording and will determine which groups the alerts would go to, i.e. faculty, staff, students, or campus wide.

**Additional thoughts for assessing problems around the classrooms:**

- I. **Preplan what you are going to do in your classroom.**
  - A. For Weather-(safest place inside the building)
  - B. Physical Threats-(like building collapse, chemical leaks, electrical problems, and medical problems)
  - C. Actions of others-(like violent student or faculty/staff member)
- II. Are you going to evacuate the scene (leave) or are you going to stay.
  - A. If you leave, do you have a safe place to go and where?
    1. Identify a safe location
    2. Identify a safer location
    3. Run in a zigzag manner if being chased.
    4. Never pop your head up from a safe location.
  - B. If you stay, what do you do?
    1. Secure your area and act your preplan.
    2. Contact Campus Police and how. Call or send someone for help.
    3. Lock your doors, if someone is trying to get into your classroom, you might have to block the door. It might mean telling your largest student or students to block the door.
    4. Isolating you from the threat trying to gain time.

**Remember:** If your life or your student’s life is threaten, you might have to do what you have the fear of doing and that is stopping the immediate threat with all means necessary.

