

Shelter in Place or Evacuation Procedures

The College is committed to getting accurate emergency alerts and information to members of the community as soon as possible. However, in the first minutes of an emergency, you may need to make an immediate decision to “shelter in place” or move to a safer location. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is immediate danger.

There may be situations when it’s best to stay where you are and avoid any rapidly changing or unknown situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

Shelter in Place

Depending on the circumstances, when the College issues a campus alert calling for a shelter in place, you should:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Turn off all lights.
- If possible, close and cover all windows, lock doors, and turn off ventilation systems (including air conditioning and heat, bathroom and kitchen exhaust fans).
- If the door has a window, cover it.
- Then, stay away from windows and doors.
- Put cell phones and other electronic devices in silent mode.
- Remain in place until notified by proper College administration officials, Public Safety Officer, or any responding police or fire department personnel.

Evacuation

There may be situations when there is a dangerous situation inside a specific building and you need to evacuate quickly to ensure your safety. If notified to evacuate, please do so in an orderly fashion, move to a safe area away from the evacuated building, and alert others in your area if possible.

In situations when you are ordered to leave an area, be sure to take necessary items such as keys, glasses and wallets. You may not be able to return to your residence hall, office or classroom for some time. It is best to be prepared, just in case.