

Campus Emergency Handbook

Purpose of an Emergency Response Protocol

A campus-based Emergency Response Protocol is necessary:

- To provide management plans and procedures that most effectively protect the health, safety, and welfare of students, faculty, staff, and the public, protect the environment, and to mitigate potential damage in the event of an emergency.
- To provide a coordinated response to emergencies that may impact members of the campus community and/or the environment while paying special attention to the safety and security needs of all.
- To provide for the essential needs of students and employees during and following an emergency.
- To coordinate training and review procedures in order to maintain a state of readiness and provide effective response should an emergency occur.
- To use critical emergency incidents, when appropriate, as teachable experiences to enhance the quality of life for all those impacted by the incident.

Campus State of Emergency

The authority to declare a campus state of emergency rests with the President of the University or his designee as follows. During the period of any major campus emergency, the president of the University will place into effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. When necessary, the President will convene the Emergency Operations Center Team (EOCT).

Emergency Response

During a campus emergency, the Fitchburg State University Police Department will take appropriate and immediate measures necessary to meet the emergency and to protect persons and property. The Chief of University Police, or designee, will immediately notify the University President regarding the emergency.

The EOCT will be activated depending on the level of emergency designated by the University Police Chief or designee. The level of the emergency and instructions will be communicated with the University community through the University Police Department in conjunction with the University's Chief of Staff/General Counsel and the President by one or all of the following:

- Campus wide e-mail
- Campus wide telephone broadcast
- FSU Alert text message and cell phone community notification system
- Public announcement (PA) systems (WEBS Wide Area Emergency Box System)
- Alert scrolls that will appear on university computers, monitors and electronic message boards
- University Social Media, Specifically Facebook and Twitter.

Definition of an Emergency

Fitchburg State University has defined an emergency as an event that would likely result in injury to members of the community and/or destruction to facilities and equipment. Such events include unanticipated circumstances such as fire, explosion, natural disaster, acts of violence, or release of hazardous materials. Other events may be foreseeable and there may be sufficient warning to provide for a planned response; such emergencies include forecasted storms or pandemic conditions.

Localized Emergency: Localized emergencies impact only a small part of the University community and do not impact the overall functioning of Fitchburg State University. A localized emergency may not require the intervention of the EOCT as a whole but may require certain members of the team to be involved as necessary. Examples include a small, localized fire, an isolated power failure, or a hazardous material spill of small proportion.

Major Emergency: A major emergency is defined as a serious emergency that completely disrupts one or more major operations of Fitchburg State University. The EOCT would need to make major decisions about the functioning of the University.

Disaster: A disaster is defined as a campus wide, municipal, regional, national, or global emergency that seriously impairs or halts the operation of Fitchburg State University. Outside public safety and other emergency services will be required but may not be immediately available. In this scenario, major policy decisions will always be required by the EOCT.

Emergencies Involving: Harassment, Violence, or Threats of Violence

Harassment, threats, and violent behavior are unacceptable and will not be tolerated at Fitchburg State University. All reports of harassment, intimidation, threats, and physical violence will be investigated and individuals found responsible for such actions will be subject to disciplinary action, including expulsion, termination, and prosecution.

Planning and practice are effective tools individuals may use to prevent and protect against the unlikely event of violence on campus. Preventive actions include:

- Learning to recognize early warning signs
- Early reporting, and intervention
- Considering potential scenarios
- Planning a response

Every hostile or potentially violent situation is different; threatened individuals will have to rely on their best judgment on the best course of action, given the unique situation. Your own safety and the safety of others are the top priority.

Harassment

Do not ignore harassing behavior, which is defined as behavior that causes alarm or concern for the safety of oneself or others. Report concerns to your supervisor or, if the individual exhibiting such behavior is a student, to the Dean of Student and Academic Life. Any time a person believes that violence is imminent, University Police should be called. Treat all threats or rumors of violence as serious.

Call University Police if you observe a weapon, are informed of someone on campus in possession of a weapon, or informed of someone's intent to bring weapons to campus.

Every situation is different and the threatened individual will have to rely on his or her best judgment as to the best course of action. Your own safety and the safety of others are the top priority. General guidelines include:

- Do not tolerate verbal or physical harassment from anyone. Do not give out personal information about yourself or others (co-workers or students). Information you should protect include your home address, class schedule, or telephone number.
- Those using web-based social networking sites such as Facebook, Twitter, and Instagram should not include private information such as phone numbers and addresses in profiles.
- Report civil protection orders ("No Contact Orders", "Restraining Orders" or "Harassment Prevention Orders") to University Police. The University Police Department will request a copy of the order. If you encounter a stranger whose actions appear to be suspicious:
- Establish eye contact and ask if you can help him or her.
- Do not physically confront the person. Keep a safe distance.
- Do not let anyone block your access to an exit.
- Do not let anyone into a locked building or office.
- Do not block the person's access to an exit.
- Note the person's travel direction, clothing, body type (weight and height), sex, race, approximate age, jewelry worn, any visible scars, identifying body marks, body piercing, tattoos, etc.

Active Shooter Incident

Students, staff, and faculty are encouraged to review the following video, which was developed by the U.S. Department of Homeland Security (DHS). As part of Fitchburg State University's emergency preparedness efforts, we have adopted many of the recommendations from the DHS model.

<https://www.dhs.gov/video/options-consideration-active-shooter-preparedness-video>

How to Respond When an Active Shooter is in your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that people are likely to follow the lead of employees and managers during an active shooter situation.

1. Get Out

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

- Have an escape route and plan in mind
- 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 any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. 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 the active shooter's 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

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 and/or pager
- 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

3. Take Out

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

Training for your Group

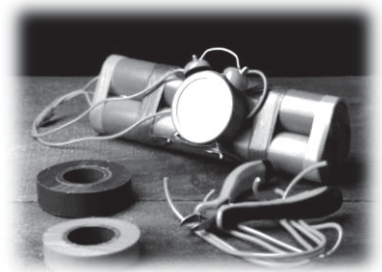
The Fitchburg State University Police Department delivers presentations on a range of public safety topics. Our staff may serve as guest lecturers in classrooms, attend student events and participate in forums designed to provide training on particular topics for students, staff, and faculty.

If you would like to schedule an **active shooter presentation** for your group, please contact Michael Cloutier, Interim Chief of Police, at 978-665-3111.

Bomb Threat

If you receive a bomb threat over the telephone:

- Be calm--do not panic.
- On display-type telephones, note the number from where the call is coming. Note the exact time of the call.
- Write down as accurately as possible the statements made.
- Listen to the voice to determine, if possible, the sex and age of the caller and note any identifying attributes such as an accent, a lisp, or a background noise. Attempt to question the caller.
- Immediately notify your supervisor and the University Police Department at 3111.
- Complete a Bomb Threat report form, available from University Police. The on-duty University Police shift supervisor will direct the following: notify the appropriate responders (Fire Department, Fitchburg Police Department) and campus staff (President's Office, Dean of Resident and Academic Life's Office).



If a bomb threat is received, University Police, in conjunction with other emergency responders as appropriate, will conduct a thorough search of the campus or specific area under threat. The following procedures are followed in order to conduct such a search:

- The University Police department shift supervisor will direct the search in such a manner that all areas of the threatened facility is methodically searched.
- All available University Police officers will be dispatched to conduct a discreet search of the location involved.
- Maintenance personnel will be asked to assist in the search on a volunteer basis.

- Radios will not be transmitted within 500 feet of the threatened facility. A location outside the area will be designated for pre-search instruction and searchers can monitor their radios for instructions during the search.
- The search will include all rooms, locked and unlocked (unless otherwise directed by the University (University Police Department shift supervisor), all unlocked cabinet doors and drawers, classroom furniture, trash receptacles, shelves and ledges, and all other unsealed containers (boxes and crates).
- If a suspicious item is discovered, it will not be touched or moved. University Police will coordinate the securing of a safe perimeter pending the arrival of personnel equipped and trained to remove the threat.

Threatening Behavior and Classroom Disturbances

Behavior that is clearly intended to pose a threat to self or others is not tolerated at Fitchburg State University. Report such disturbances to University Police immediately:

- Be prepared to give a description of the person or persons causing the disturbance.
- Gather key details of what happened.

If the disturbance is in a classroom, faculty can take the following actions:

- If safe to do so, the disruptive person(s) should be told to leave the classroom.
- If the safety of the others is threatened, dismiss the class; ask students to leave the room in an orderly manner.
- Inform University Police of any incident involving overt threats or acts of violence.
- Notify the Dean of Students if a student's disturbing behavior is ongoing or is disruptive of the teaching and learning environment of the classroom.

Contaminated Mailings

Campus and non-campus based mail and delivery services may be used to distribute toxic or lethal materials such as Anthrax. Some characteristics of suspicious packages and letters include the following:

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discoloration, or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Excessive security material such as masking tape, string, etc.



- Restrictive terms such as “Personal “or “Confidential “or a state postmark that does not match the return address

If you receive a package you feel to be suspicious:

- Do not shake or empty the contents of any suspicious envelope or package.
- Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- If you do not have any container, COVER the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover
- Leave the room and CLOSE the door or section off the area to prevent others from entering.
- Call the University Police.
- Wash your hands with soap and water to prevent spreading any contaminant to your face.
- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling. SHOWER with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- List all people who were in the room or area when this suspicious letter or package was received. Give this list to law enforcement officials for follow-up investigations and advice.
- Note: Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. To do so, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another.
- If you have reason to believe that a room or area on campus has been contaminated by AEROSOLIZATION (a small device triggered, warning that air-handling system is contaminated, or warning that a biological agent has been released in a public space):
 - Turn off all local fans or ventilation units in the area.
 - LEAVE the area immediately.
 - CLOSE the door or section off the area to prevent others from entering (i.e., keep others away).
 - Report the incident to University Police and your supervisor.
 - List all people who were in the room or area. Give this list to law enforcement officials for further investigation.

See the Centers for Disease Control web site on Emergency Preparedness for more Anthrax information; www.emergency.cdc.gov/preparedness/

Emergencies Resulting from: Accident, Power Outage, or Fire

Aircraft Crash

The following procedures should be followed should an aircraft crash on the campus:

- Immediately take cover under tables or desks and remain clear of all windows to protect against debris until mass movement stops.
- Activate the nearest fire alarm pull station and evacuate the building quickly, following the established routes and procedures if possible. Even if fire or explosion does not occur on impact, the threat of fire or explosion remains and individuals should respond accordingly.
- Assemble at the pre-designated assembly point if it is safe to do so or proceed to an alternate assembly point as directed by University Police or other emergency response personnel. Wait at the safe assembly point until otherwise directed.
- If required, a campus wide evacuation will be conducted when it is safe to do so without complicating the emergency response.

Persons who are trapped and unable to evacuate a building should:

- Alert emergency search and rescue crews or anyone within shouting distance of your location.
- If a telephone is available, attempt to call University Police at extension 3111 (or 978-665-3111 from a cell phone) and report your location.
- If a window is accessible, place an article of clothing or other signal in the window to alert rescuers to your location. Whistle, shout, use any object at hand to pound on a wall or door to make noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor. During a fire the air nearest the floor will contain the least smoke, contaminants, and heat.
- If you are injured, tend to your wounds.
- Remember, the first priority during any emergency is life safety. Help is on the way.

If an airplane crashes near campus:

- The campus may be used as a staging area or command post by emergency responders.
- Keep campus access roads open and remain clear of the command post and responders.
- Follow building evacuation plans.
- Wait at designated assembly points until receiving further instructions from a campus official or emergency responder.

Power Failure

If there is a large-scale power failure, you should do the following:

- Contact University Police at 3111 from any telephone on campus (or 978-665-3111 from a cell phone) and give your name, telephone number, location, and nature of the emergency.
- University Police will notify appropriate university officials.
- Representatives of the Capital Planning and Maintenance will verify the failure and its cause.
- In cases where power failures will affect classes, residence halls, or other university activities for extended periods, the University EOCT will be notified to respond to campus.



Fire

Fire and the associated dangers of smoke, structural damage, or toxic releases can pose serious threats of injury and death to faculty, students, staff, visitors, and emergency personnel. **DO NOT TRY TO FIGHT A FIRE UNLESS YOU HAVE RECEIVED TRAINING IN HOW TO SAFELY DO SO.** In order to control a fire and minimize its damage, the following steps should be taken immediately:

- Leave the area at once.
- Pull the fire alarm.
- Alert other people in the area and instruct them to leave the building.
- Close, **DO NOT LOCK**, all doors and windows if you can safely do so to help contain the fire.
- Stay as low as possible to avoid smoke and heat.
- Evacuate the building calmly, but quickly, following evacuation and assembly procedures posted in the building (see Evacuation Plan).
- Do not use elevators.
- Go directly to the designated assembly area and await additional instructions.
- Report anyone who is missing and who was in your classroom or area when the evacuation began to the University Police or Housing and Residential Services' staff.
- Remain at the assembly area until you are instructed how to proceed by the University Police or Fitchburg Fire Department official.

If Trapped:

- Alert emergency responders of your location by whistling, shouting, or using an object to beat on walls or floor in a rhythmic manner.
- If a telephone is available, call extension 3111 (or 978-665-3111 from a cell phone) and notify University Police of your location. You may also place an article of clothing or other device to use as a signal in a window, if a window is available.
- Stuff material in door cracks to minimize smoke and try to stay low near the floor where heat, smoke, and contaminants may be less.
- If you are injured, tend to injuries.

General Medical Emergencies

A medical emergency can occur anywhere on campus. The reaction of the victim or those around him/her can ensure quick arrival of trained emergency personnel. What to do if someone is injured or becomes ill:



- Stay calm.
- Dial 3111 (or 978-665-3111 from a cell phone) and explain the type of emergency, the location of the victim, and the condition of the victim. Let the dispatcher know of any safety hazards—chemical spill, fire, fumes, etc. Be sure to tell the dispatcher if the person is unconscious, not breathing, is bleeding profusely, or has chest pain. These all cause the dispatcher to summon an ambulance.
- Do not hang up unless told to do so by the dispatcher.
- Do not move the victim unless there is danger of further injury if he/she is not moved.
- Do not give the victim anything to eat or drink.

University Police officers are trained as Massachusetts First Responders. All officers receive annual re-certification in First Aid and CPR and use of the department's Automatic External Defibrillators (AED).

Accidental Poisoning

Call University Police immediately in the case of poisoning:

- Try to provide information about what material may have caused the poisoning.
- Have the container or data sheet available for emergency responders.
- While officers respond quickly on campus, someone in the area can call the Poison Control Center at 1-800-222-1222 for further instructions.



These procedures are taken from the American Association of Poison Control Centers (www.aapcc.org).

Animal Bites

A bite from any animal, wild or domesticated, constitutes a localized emergency. As soon as possible after injury, report the bite to University Police and to the area supervisor. Take the following actions to minimize the effects of the injury:

- Control bleeding by the application of continuous pressure for 5-10 minutes.
- Wash all wounds immediately with soap or detergent solution and a high volume of water for at least 5 minutes. Primate bites require special care. Scrub with an antiseptic solution if available for 15 minutes under running water.
- Seek follow-up medical care.

Emergencies Resulting From Natural Forces

Earthquake

Earthquakes are one of the most potentially damaging emergencies the campus could face. The potential coexistence of other disasters with earthquakes, such as fires, natural gas line ruptures, power outages, and ground failures add to the potential for catastrophic damage to campus and the surrounding area. Organizations are expected to be self-sufficient up to three days following a major earthquake without government agency or utility company response. In the event of an earthquake:

If Inside:

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace in a doorway if cover is not available—be cautious of swinging doors and people traffic. Avoid outside or high use doorways.
- Stay away from windows and objects that could fall.
- If in a theater or lecture hall, stay in your seat or get under it, if possible. Protect your head with your arms.
- When shaking stops, move cautiously outside. Be careful of falling building materials or uneven ground. When outside, move away from the building.

- Proceed to a designated assembly point, or if unsafe, an alternate assembly point.
- Remain for further instruction.
- Instructors and supervisors:
- Notify University Police of anyone unaccounted for from your area.

DO NOT GO BACK INTO THE BUILDING WITHOUT AUTHORIZATION!

If Outside:

- Move away from buildings, overhead lines, poles, or other objects that could fall or move abruptly (vehicles and equipment).
- Get low to the ground and protect your head with your arms.

Always:

- Proceed to the designated assembly area and WAIT.
- Be prepared for after-shocks.
- If you suspect gas, electrical, or other problems, notify campus officials.
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Flood

If you encounter high water, do the following:

- Move immediately to higher ground.
- Do not get under tall trees during rainstorms; lightning may strike.
- Avoid fast flowing water whether on foot or in a vehicle (water depth is not always obvious).
- Avoid contact with and DO NOT USE electrical devices.
- Be especially careful with high water at night as darkness may hide other hazards.

Tornado Warning

When a tornado warning is issued by the National Weather Service, University Police will activate the emergency notification system(s). All individuals on campus should proceed to the nearest designated shelter. Persons already in a building should stay in that building and go to the nearest designated shelter area. Those outside should immediately enter the nearest building and proceed to the nearest designated shelter area. Note: only resident students have card access to the residence hall to which they are assigned.

During a tornado or other weather crisis, persons who are not resident students or students who are not near their residence halls should seek shelter in classroom or administrative buildings.

During a tornado emergency, faculty members and supervisory personnel will:

- Direct occupants to proceed in a quick and orderly manner to the nearest designated shelter area in the building.
- Instruct occupants not to leave the building.
- Turn off all lights and electronic equipment in the room.
- Provide assistance to persons with disabilities if necessary.

All others should:

- Proceed to the nearest designated shelter area in the building by the closest route.
- Move quickly but in an orderly manner so that all may arrive safely.
- Take a seat in the shelter area.
- Residence hall residents will follow the specific residence hall guidelines for a tornado warning.

Places to avoid during a tornado emergency include:

- All outside walls, elevators, and windows of buildings.
- Any low-lying area that could flood.
- Vehicle—these should not be used for shelter.
- Building areas with a large roof span.

Remain in the shelter until the tornado warning is over. There is no “all clear” signal given. Listen to a radio or television station to determine when the threat has passed, or call University Police.

Emergency Evacuation Plans for Campus Buildings

The following instructions apply to evacuation of ALL campus buildings:

- When leaving, do not stop to gather personal belongings other than key and immediate essentials.
- Do not open any door if it feels hot. If you are inside a room and cannot exit the building, open a window, and signal for help. Do not panic. Do not jump.
- If you are able to exit, open curtains, leave lights on and close door.
- When descending stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department
- Only re-enter building when told to do so by a uniformed University Police officer.
- When exiting a building due to emergency, keep all roadways and walkways clear to allow access of emergency personnel.

Emergency Response Plans

Emergency Response Plans are plans that a department develops for a specific area or unit that provides direction to employees on what to do in specific emergency situations (i.e., fire, severe weather). Emergency Response Plans are incorporated into the Building/Departmental Emergency Plan Annex. Employees are trained on these plans so that a common response protocol is understood. Faculty and staff who work in multiple locations will also need to know

the evacuation assembly areas and tornado shelter areas for all buildings in which they work. Department Emergency Response Plans at a minimum addresses:

- Evacuation;
- Sheltering in place;
- Severe weather shelter;
- Medical emergencies;
- Communication methods to contact employees who do not have access to customary modes of emergency notification;
- Reporting protocols relative to communicating information relevant to an on-going emergency situation;
- Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure;
- Methods to ensure that all personnel have been made aware of the plan and the plan is reviewed and if necessary, revised at least annually.

Emergency Support Plans

During an emergency, support is provided to emergency responders from many entities, including the university. While the university support can come in the form of many types of actions or activities, preplanned actions of the university are called Emergency Support Plans. Emergency Support Plans which require significant coordination must be developed and documented so that they can be called upon to provide quick and efficient direction to university personnel during an emergency. These plans will be campus specific and support Incident Command operations and/or continuity of operations to the university. The intent of each plan should focus on the appropriate response to specific identified emergencies in an effort to mitigate or resolve a situation.

Exercises/Drills

In order for the university to maintain a state of readiness and test critical response components, semi- annual exercise and drills will be conducted. These drills provide opportunity to ensure that adequate preparations are in place to effectively respond to emergencies on campus and personnel are ready to perform their assigned duties. Fitchburg State University Police Department in coordination with Capital Planning and Maintenance will conduct table top exercise and drill scenarios that will challenge the University emergency response groups and affiliated departments to effectively respond to any given emergency. Similarly the FSU Police Chief will schedule drills and table top exercise to ensure that the FSU remains in a ready state to respond to any emergency utilizing the National Incident Management System protocols. To the extent necessary, Incident Command exercises and drills will involve participation from external tactical emergency response organizations and governmental agencies to ensure that responses are compatible, synchronized and interoperable.

Approximately once every two years, FSUPD and CPM, collaborating with FSU, will develop a comprehensive exercise that will evaluate and test both Incident command capabilities (FSUPD) and university support operations capabilities in unison. All drills and table top exercise will result in an “After Action Report” generated by FSUPD and CPM for their respective drills and table top exercise. After Action Reports’ will be developed and formatted following the Department of Homeland Security HSEEP) (Homeland Security Exercise Evaluation Program) guidelines. All After Action Reports will be maintained by FSUPD.

Training

FSUPD and CPM will specify training requirements and maintain training documentation for those university personnel designated to act in a support role for university emergencies. Similarly, the FSUPD Chief will determine training needs for FSU staff to become compliant with all National Incident Management System requirements, in accordance with the National Response Framework, and Homeland Security Presidential Directives 5 & 8. FSUPD Training documentation will be maintained by FSUPD.

Emergency Response Mobilization

In response to an emergency, the university will call upon its personnel to mobilize and respond in one of three teams to support the response and recovery of the incident, all while providing for continuity of operations. The three groups that work collaboratively to provide these services are the Emergency Management Team, Public Relations Team and the Policy Group (Board of Trustees).

These teams are designed to:

- Oversee university operations during an emergency, ensuring for the overall security and welfare of the campus, as well as addressing all related issues associated with the emergency and university operations;
- Provide accurate and timely information to the campus populations, media, parents and interested parties external to the university;
- Provide university support as requested by the Incident Commander, to include university intelligence, support personnel, equipment, material, etc.

Lock Down Procedures

A “Lock-Down” condition is initiated for weapons related violence, usually involving the presence of an emotionally disturbed person or persons who are threatening, have committed, or are in the process of committing, violent acts.

Lock-Down is a baseline plan designed to deny the attacker access to potential victims. There is no one magic solution to cover all situations and scenarios; members of the campus community are encouraged to “think on their feet.” Lock-Down applies to everyone: faculty, staff, students, administrators, and guests of the University.

Any member of the campus community who believes weapon related violence is taking place should dial 3111 (or 978-665-3111 from a cell phone) immediately.

Lock-Down announcements can be made by FSU Alert, a campus-wide emergency notification system, and by police cruiser public announcement (PA) systems or hand-held bullhorns, WEBS Call Boxes or by Official FSUPD Social Media Account.

Once a Lock-Down order is given:

- Immediately lock classroom or office door.
- Shut lights off, turn monitors off.
- Help students remain calm and caution them to remain completely quiet.
- Maintain your attendance of those you have in your area.
- Ensure everyone remains in a safe spot out of view from both exterior and interior windows.
- Faculty, staff, and students outside should pay attention to police PA system.
- Keep cover and concealment in mind.
- If you are attacked directly, scatter.
- Lock-Down protocol supersedes standard Fire Alarm evacuation procedures. Ignore the Fire Alarm unless evidence of fire is apparent (you see smoke or fire). This is a “think on your feet” moment.

Police Response:

- Lock-Down buys a handful of minutes for police to take action.
- Outer perimeter of the campus will be established and secured.
- Police will arrive and form a contact team.
- Police will make rapid entry to aggressively address the threat—stay out of the way.
- Police will move directly to the violence, past injured people (they will be cared for as soon as possible).

Situation Resolved:

- Unlock or evacuation will begin when situation is resolved or stabilized.
- Be prepared for Lock-Down to last hours.
- Unlock teams consisting of University Police and other law enforcement agencies will open your doors, inspect occupants of the room, and give further instructions.
- Staging areas for medical triage will be established for treating injured.

This Lock-Down plan remains fluid and may be changed during an emergency.

Distinction between “Lockdowns” And “Shelter in Place”



LOCKDOWNS: A lockdown occurs when occupants of the University are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a law enforcement response and immediate intervention. While responsibility for determining an immediate lockdown rests primarily with that University Police, both the University officials and law enforcement officials are strongly encouraged to confer with one another during this process. This will help ensure safe and efficient handling of University lockdown events.

SHELTER IN PLACE: Sheltering in place is similar to lockdown in that the occupants are to remain on the premises, but may require that they be moved to a different part of the University due to an environmental event taking place outside of the University, for example the release of a chemical cloud from a nearby incident, power lines down, hurricane or weather related emergency. To evacuate the occupants may put them at greater risk than sheltering them within the University. However, it may be prudent to move all of the occupants to another part of the University to further minimize the risk of exposure.

