

## Initial Actions

The individual discovering or receiving information about an incident should take the following steps:

1. Call Public Safety 203-773-8509/ 203-507-5204 or 911
2. Provide the following information:  
Your name  
  
Nature of incident  
  
Location of incident  
  
Severity of injuries/property damage
3. Take action to protect students, faculty, staff and property. This may include:  
  
Moving people away  
  
Isolating and securing the area  
  
Providing assistance as needed  
  
Directing first responders to the scene
4. Await instructions from Public Safety, Police, Fire or College officials.

## Public Safety

**203-773-8509 office**

**203-507-5204 cell**

## Response Options

Please take the following steps in response to the specific directions issued by College officials

### Lockdown

- No one will be allowed to enter the Campus
- Draw blinds, where possible, lock doors and windows and turn off lights
- Disregard knocks on the door and be alert
- Move into isolated sections of a room or building and remain quiet
- Campus officials will notify you when it is safe to resume normal operations

### Evacuation

- Evacuate the building quickly and in an orderly fashion
- Calm students, assist handicap persons or those in need
- Do not turn off lights or equipment
- Close doors behind you
- Remain in a safe area until receiving instructions by College officials to return to the building

### Seek Shelter

#### If Inside

- Use a desk or other piece of furniture as a shield
- Move away from windows and doors
- Make body as small as possible and stay low
- Remain quiet, still and be prepared to move quickly

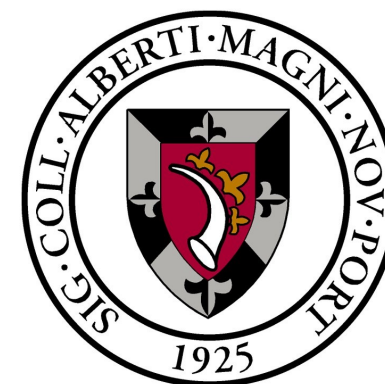
#### If Outside

- Try to get behind any solid object
- Try to get into a building that is not near the event
- Lie flat, with face away from the source of the event
- Cover your face and head
- Remain quiet, still and be prepared to move quickly

# Emergency Guide

## Albertus Community

This is a quick reference guide that covers potential emergencies on campus and what you can do to respond. It should be kept in an easily accessible location at all times.



Albertus Magnus College

November, 2013

## Types of Incidents

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In response to the following incidents, please take the recommended actions:

### Hostage Situation

- Avoid reckless actions of quick movement
- Do everything your captor says to do
- Speak only when spoken to
- Stay calm, try not to show emotion openly
- Sit, if possible to avoid appearing aggressive
- Don't turn away from your captor unless told to
- Model the appropriate behavior that you would expect of your students

### Fire/Explosion

- Activate the fire alarm system by pulling the alarm
- Evacuate the building immediately in a safe and orderly manner
- If heavy smoke conditions exist, get low to the ground and crawl to the safest exit

### Hazardous Material/Gas Leak

- Avoid contact with the material
- Do not turn any electrical devices on or off
- Do not use cell phones
- Be prepared to evacuate the building

### Bomb Threat

If you receive a call indicating there is a bomb in the building:

- Remain calm, do not hang up
- Record time of call
- Attempt to keep the caller on the phone as long as possible
- Document and report everything the caller says: ask questions about type and location of device, time of detonation, and reason for planting the device
- Document characteristics of the caller's voice (loud, muffled, accented, intoxicated, etc.)
- Listen to any background noise that may be present (TV, traffic, music, etc.)
- Do not pull the fire alarm

### Violent Intruder/Active Shooter

- Do not confront the intruder
- Calm students and remain calm
- Draw blinds to windows, secure doors, turn off lights and equipment

- Disregard any knock on the door or unfamiliar voices
- Be alert for people who may still be in the hallway
- Everyone should move into an isolated corner of the room or building, reducing their exposure to windows and doors
- Get low to the ground

### If Inside

- Use a desk or other piece of furniture as a shield
- Move away from windows
- Make body as small as possible and stay low
- Remain quiet, still and be prepared to move quickly

### If Outside

- Try to get behind any solid object
- Lie flat, with face away from source of event
- Cover your face and head
- Try to get into a building that is away from the event
- Remain quiet, still and be prepared to move quickly