

# **Student & Staff Emergency Procedures**

**Emergency 911**  
**Campus Phone (9) 911**

**Eveleth Police Department 744-7560**  
**Eveleth Fire Department 744-7538**

**Virginia Police Department 748-7510**  
**Virginia Fire Department 748-7520**

<b>Tina Royer</b>	<b>(VA) 749-7730</b>	<b>(EV) 744-7464 Provost</b>
<b>Jean Bailey</b>	<b>(VA) 749-7710</b>	<b>(EV) 744-7475 Dean</b>
<b>David Dailey</b>	<b>(VA) 749-7772</b>	<b>(EV) 744-7459 Dean</b>
<b>Jeffrey Mayer</b>	<b>(VA) 749-0320</b>	<b>Safety</b>
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<b>Jennifer Gifford</b>	<b>(VA) 749-7774</b>	<b>Counselor</b>
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## **ASSAULT/FIGHTS/ACTS OF AGGRESSION**

*This procedure applies to physical confrontation, which may include but is not limited to fistfights, knife assaults, and use of other objects as weapons in which close proximity is required to result in a significant physical threat.*

### **During the Incident:**

- Ensure the safety of students, faculty, and staff.
- Clear onlookers away from area where the physical confrontation is taking place.
- Enlist the help of bystanders (if deemed safe) to contact the following parties:
  - Counselors
  - CIT Leaders
  - Provost and/or Dean of Students to inform him/her of the present situation.
  - If necessary, 911 and CPR/First Aid certified individuals in the building to deal with potential medical emergencies until law enforcement agencies arrive.
- Keep the scene under control (your safety and the safety of bystanders is your primary concern.)
- Do not attempt to separate combatants via physical means.

## **SIGNS OF VIOLENCE**

If you see these immediate warning signs, violence is a serious possibility:

- ◆ Loss of temper on a daily basis
- ◆ Frequent physical fighting
- ◆ Significant vandalism or property damage
- ◆ Increase in use of drugs or alcohol
- ◆ Increase in risk-taking behavior
- ◆ Detailed plans to commit acts of violence
- ◆ Announcing threats or plans for hurting others
- ◆ Enjoying hurting animals
- ◆ Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- ◆ A history of violent or aggressive behavior
- ◆ Serious drug or alcohol use

- ◆ Gang membership or strong desire to be in a gang
- ◆ Access to or fascination with weapons, especially guns
- ◆ Threatening others regularly
- ◆ Trouble controlling feelings like anger
- ◆ Withdrawal from friends and usual activities
- ◆ Feeling rejected or alone
- ◆ Having been a victim of bullying
- ◆ Poor school performance
- ◆ History of discipline problems or frequent run-ins with authority
- ◆ Feeling constantly disrespected
- ◆ Failing to acknowledge the feelings or rights of others

## **BOMB THREAT**

*A bomb threat should always be considered a real and immediate danger to students, faculty, and staff. It requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the procedures established by the college. **NO BOMB THREAT SHOULD BE REGARDED AS A PRANK CALL.***

*It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of law enforcement agencies and appropriate personnel, and the steps to take before the site is cleared for reentry. Please refer to the **Quick Response Emergency Procedures.***

### **Prior to an Incident:**

- Become familiar with your work environment

### **During an Incident:**

**NEVER ATTEMPT TO TOUCH, MOVE, DISMANTLE, OR CARRY ANY OBJECT THAT IS SUSPICIOUS. Call 9-911 and Contact the CIT Leaders immediately.**

- **If you receive a bomb threat by written message,** preserve the note for the police by touching the note as little as possible and placing it in a document protector or plastic bag, if available. Utilize blood borne pathogens kit to ensure evidence preservation.
- **If you receive a bomb threat by telephone:** Record exactly what the caller says. Complete the “Terroristic Checklist”.
- Remain calm, be firm, and keep the caller talking. Listen carefully to the callers voice, speech patterns, and to noises in the back ground
- After hanging up the phone, immediately dial the operator to trace the call if possible.
- Call 911 and report the bomb threat.
- Notify the Provost and/or Dean of Students.
- Contact the CIT Leaders. The EVAC system will be utilized.
- **DO NOT ACTIVATE THE FIRE ALARM** since noise may detonate some bombs.
- Follow the evacuation procedures.
- The local authorities along with Maintenance will search the building.

## **TERRORISM (CHEMICAL OR BIOLOGICAL THREAT)**

*Terrorism (chemical or biological) will always be taken seriously. It requires an immediate response by the person receiving the call. **NO THREAT SHOULD BE REGARDED AS A PRANK CALL.***

### **Prior to an Incident**

- Everyone should become familiar enough with the area they use, to recognize if anything new or unusual is in a given area.
- Faculty and staff should be aware of unattended bags, packages, and items or people that do not belong.

### **During the Incident**

- **If you receive a chemical/biological threat by written message**, preserve the message for the police by not handling it any more than necessary and placing it in document protector or plastic bag, if available. Utilize bloodborne pathogens kit to ensure evidence preservation.
- **If you receive a chemical/biological threat by telephone:** Record exactly what the caller says. Complete the “Terroristic Checklist” (page 40).
- Remain calm, be firm, and keep the caller talking. Listen carefully to the caller’s voice, speech patterns, and to noises in the back ground.
- After hanging up the phone, immediately dial the operator to trace the call if possible.
- Call **9-911** and report the chemical/biological threat.
- Notify the Provost and/or Dean of Students who will notify the CIT.
- The team will meet at the switchboard and each member will be assigned a section of the building to notify (See Appendices).
- **DO NOT** activate the fire alarm system for this type of evacuation.
- Students and staff should be evacuated from the building (refer to building evacuation procedures.) Once outside, proceed to the pre-designated assembly point. Move away from the building so that the people behind you can get out. Instructors should account for their students and notify the CIT Leaders, Provost and/or Dean of Students of any missing students.
- Everyone should remain calm.

- If the chemical/biological threat message contained a specific time of detonation, the building should not be reentered until the significant period of time has lapsed after that time, no matter how thorough a check was conducted.
- Remain outside the building until re-entry is approved by local authorities.
- When reentry is permitted, faculty and staff should once again visually inspect their classrooms and work area before students are allowed to enter.
- Report to the CIT Leaders, Provost and/or Dean of Students any unusual item, package, or personnel in an area of the building. **Under no circumstances should anyone attempt to remove any suspicious packages or articles.**
- Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

**Failure to leave the building when the fire alarm or EVAC system is sounded can result in legal action through city and/or campus disciplinary processes.**

## TERRORISTIC CHECKLIST (Bomb, Chemical, or Biological Threat)

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Questions to Ask

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

### Caller's voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Sex of the Caller? \_\_\_\_\_ Race, if known? \_\_\_\_\_

Age of Caller? \_\_\_\_\_ Length of call? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_ Report immediately to: \_\_\_\_\_

(Refer to Bomb Threat/Terrorism section)

## **DEPRESSED AND SUICIDAL STUDENTS SIGNS OF DEPRESSION**

Depression is often the major reason students take their own lives. The following list consists of possible signs of depression:

- ◆ Persistent sad, anxious, or “empty” mood
- ◆ Feelings of hopelessness, pessimism
- ◆ Feelings of guilt, worthlessness
- ◆ Loss of interest or pleasure in ordinary activities, including sex
- ◆ Sleep disturbances (sleeping too much or too little)
- ◆ Eating disturbances (loss of appetite and/or weight gain or loss)
- ◆ Decreased energy, fatigue
- ◆ Thoughts of death or suicide
- ◆ Restlessness, irritability
- ◆ Difficulty concentrating, remembering, making decisions
- ◆ Recently experienced the death of a family member or a break-up with girlfriend/boyfriend/spouse
- ◆ Use drugs/alcohol regularly
- ◆ Abusive home life

## **SIGNS OF VIOLENCE TOWARD SELF**

Warning signs of potential self-violence include:

- ◆ Previous suicide attempts
- ◆ Significant alcohol or drug use
- ◆ Threatening or communicating thoughts of suicide, death, dying or the afterlife
- ◆ Sudden increase in moodiness, withdrawal, or isolation
- ◆ Major change in eating or sleeping habits
- ◆ Feelings of hopelessness, guilt or worthlessness
- ◆ Poor control over behavior
- ◆ Impulsive, aggressive behavior
- ◆ Drop in quality of school performance or interest
- ◆ Lack of interest in usual activity
- ◆ Getting into trouble with authority figures
- ◆ Perfectionism
- ◆ Giving away important possessions
- ◆ Hinting at not being around in the future or saying goodbye.

All faculty and staff should be familiar with suicidal warning signs and notify the Counselors if witnessing the below stated signs:

## **Suicidal Warning Signs**

There are several signs that a student may take his/her own life, including the following:

- ◆ A change in appetite and energy
- ◆ Sudden weight loss or weight gain
- ◆ Outbursts of hostility
- ◆ Acting bored or withdrawn
- ◆ Quality of school work goes down
- ◆ Lack of attention to personal grooming
- ◆ Talking about suicide, even jokingly
- ◆ Writing notes, papers, or poems about death
- ◆ Depression

## **Responses to Suicide (A Student Dies, a School Mourns)**

### **Warning Signs to be aware of after a suicide:**

- Depressing thoughts and feelings
- Wishing to punish the person who died
- Wishing to die to relieve tremendous guilt
- Exhibiting self-anger and self-hatred
- Crying out for help
- Flirting with death
- Losing touch with reality
- Being preoccupied with one's own death
- Becoming socially isolated

### **Needs of Suicide Mourners**

- To understand as much as possible
- To talk about the person and event
- Support from family and friends
- To express their emotions
- To look at guilt realistically
- To be reassured that their feelings are normal
- To memorialize the person's life

### **Helping Mourners of Suicide**

- Let them talk about what they want when they want to
- Listen, reflect, clarify
- Give them permission to express any emotion
- Do not try to make them stop crying
- Help them piece facts together
- Don't try to move them along; let them lead

- Do not try to give answers
- Help them look at feelings realistically
- Encourage them to attend a support group
- Provide helpful literature
- Avoid simplistic explanations or clichés
- Use the name of the deceased

## **Responses to Grief**

### **Physical Responses to Grief**

- Stomach distress
- Difficulty breathing
- Muscle weakness
- Dry mouth
- Headache
- Chest pain or discomfort
- Change in bowel pattern
- Change in eating habits
- Lack of energy
- Nervousness
- Difficulty sleeping/Change in sleeping patterns
- Over activity
- Sighing
- Rash

### **Mental Responses to Grief**

- Negative thoughts
- Confusion
- Difficulty concentrating
- Lower productivity
- Sleeplessness
- Forgetting details
- Mind going blank

### **Feeling Responses to Grief**

- Shock/disbelief/denial
- Sadness
- Loneliness
- Guilt
- Anger
- Anxiety
- Crying
- Preoccupation with thoughts of the deceased
- Dreams/nightmares
- Confusing awake events

### **Spiritual Responses to Grief**

- Strengthening of a person's spiritual beliefs
- Weakening of a person's spiritual beliefs
- Causing questions as to the meaning of death

## EVACUATION PLAN PROCEDURES

*In a number of situations, it may be necessary to evacuate a college building or shop. These situations may include, but are not limited to, fire and bomb threats. The decision to evacuate buildings will be made by the Provost or the Provost's designee.*

*Upon notification to evacuate a building, the Maintenance Department personnel or the Crisis Intervention Team will activate the EVAC system and ensure complete building evacuation is conducted in a safe and orderly manner. Building occupants will be instructed to move to pre-designated locations, away from the affected facility. This location will be governed by the nature of the hazard, prevailing weather conditions, number of employees and students to be relocate and available facilities.*

The following steps must be followed:

### **Prior to an Incident:**

- Maps should be posted in all classrooms and shops indicating the evacuation route, and the pre-designated assembly points.
- Be familiar with pull stations.
- Be familiar with the appropriate evacuation exits from the classroom/shop.
- *Students who feel they need special assistance during an evacuation should notify Student Services so special arrangements can be made prior to an evacuation.*

### **During an Incident:**

- In the event of actual fire/smoke the first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, the instructor will quickly find an alternate route and lead the students in an orderly manner along the alternative route.
- Students will proceed in an orderly manner to the safe area. Students should not stop at lockers to get books, sweaters/jackets, or other personal belongings.
- Faculty should bring their class roster and class grade book with them when evacuating their classroom, shop, and/or building.
- Faculty should ensure all students are out of the classroom, shops, and area bathrooms.
- Faculty and staff should turn off the lights, close the door, leave the door unlocked, and follow their students out of the building to the pre-designated assembly points.

- Close all doorways to contain smoke and fire.
- Faculty should ensure that all individuals with disabilities in their classrooms are assisted out of the building to the pre-designated assembly points.
- **Failure to leave the building when the fire alarm or EVAC system is sounded can result in legal action through city and/or campus discipline procedures.**

**At the Pre-Designated Point:**

- Classes proceed to the pre-designated assembly points. Once there, the faculty should make note of students who are not present and maintain order.
- If the emergency is a fire, make sure people are upwind or uphill from the smoke
- Keep doors, streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Faculty should remain with their classes until an “all clear” signal is sounded by emergency personnel or further instructions are given by a Crisis Intervention Team Member or emergency personnel.

# Fire

## **Prior to an Incident**

- Check posted maps for the nearest evacuation route and Pre-Designated Assembly Points.

## **During and Incident**

- Pull the fire alarm, notifying building occupants of the need to evacuate
- Quickly evacuate the building in a calm manner and assist others in leaving without putting yourself or others in harms way.
- Call 911 then notify the Provost and/or Dean of Students and the Maintenance team member.
- Make sure people are upwind or uphill from the smoke.

# FLOODING

## During a Flood Warning

- If advised by local emergency management officials to evacuate, do so immediately.
- Follow evacuation procedures, instructors take class rosters.
- Turn off utilities in the school and lock doors.
- Take attendance after evacuation to the designated shelter. Report any missing students to the CIT Leader, Provost and/or Dean of Students.
- Stay with the students until released.

## HAZARDOUS MATERIALS

*If a major chemical accident necessitates student and faculty/staff evacuation, the Fire Department or other appropriate agency will likely be involved and may take command and control of the situation.*

### **Procedures for On-Site Chemical Accidents**

- **Identify** the chemical from a distance, where it is located, and whether or not it is spreading and if so if it is spreading rapidly. Do not attempt to control spill of unknown or dangerous chemical.
- Notify Maintenance.
- Maintenance will determine if evacuation is necessary
- After evaluation, notify Provost and/or Dean of Students.
- Seek treatment for any student or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
- Maintenance or designees will meet with the fire or law enforcement agents upon arrival. Give them an update and a location map when they arrive.

### **Procedures for Off-Site Chemical Accidents**

In the event of an off-site chemical accident, the Provost and/or Dean of Students will be contacted by the police and/or fire department. When evacuation of the area is necessary, students and staff will be directed to a specific relocation area by the local emergency management officials involved. In the event of an evacuation without a specific evacuation assignment made by response agency officials, move to the closest parking lot.

## **INTRUDER/HOSTAGE**

*Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the school or school district of the dangerous situation, or it may be school personnel or students who first recognize the danger.*

### **During the Incident:**

- Notify the CIT leaders of suspicious looking individuals.
- Alert the Provost and/or Dean of Students, and Maintenance of a potential situation.

### **If a Witness to a hostage situation**

- If the hostage taker is unaware of your presence, do not intervene.
- Call **9-911** immediately, if possible. Give the dispatcher details of the situation; ask for assistance from the hostage negotiation team.
- Contact the CIT leaders immediately
- Maintenance will seal off the area near the hostage situation, to the greatest extent possible.

### **If taken hostage**

- Follow instructions of the hostage taker.
- Try not to panic. Calm others if they are present.
- Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak, do not argue or make suggestions.
- **TRY TO KEEP THE INTRUDER FROM TAKING YOU OUT OF THE BUILDING.**

## ILLNESS, INJURY, OR DEATH

### During the Incident

- **Assess** the situation. Do not enter an unsafe scene. Do not move the victim unless an immediate life threatening emergency situation dictates the evacuation.
- **Alert** help. Call **9-911**, but do not leave the victim unattended unless necessary. Contact the first responder or a member of the CIT. Notify the Provost and/or Dean of Students.
- **Attend** to the best of your ability. Follow bloodborne pathogen procedures—kits are available in each room.
- Clear onlookers and isolate the victim.

## LOCK DOWN/ SHOOTING PROCEDURES

*This section applies to snipers inside or outside of the school or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants of a demonstration.*

### **Procedures for staff and students if a person threatens with a firearm or begins shooting:**

- ***Shut off your cell phone.***
- **If the occurrence is outside**, go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible. Put something between yourself and the shooter. Do not gather in groups if possible.
- **If the occurrence is inside**, turn off the lights, lock all doors and windows, and close the curtains if it is safe to do so. ***Do not pull the fire alarm.***
- Students, staff and visitors should crouch under desks/tables without talking and remain there until an all clear signal is given by the Critical Incident Personnel or emergency personnel.
- Call 911 then notify CIT.
- A member of the CIT will check the halls for wandering students, and bring them immediately into your classroom, even if they are from another classroom. When it is safe to do so, notify the CIT Coordinator if you have students from another class in your room.
- Take roll and notify the CIT of any missing students or staff, when it is safe to do so.
- Care for any injured as carefully as possible until emergency personnel arrive.

**DO NOT PUT YOURSELF IF DANGER.  
SITUATION DETERMINES COURSE OF ACTION.**

## SEXUAL ASSAULT/RAPE

*Sexual Violence is the use of sexual actions and words that are unwanted by and/or harmful to another person. Some of these actions are defined as crimes by Minnesota law. Some experiences of sexual violence are hurtful violations of personal boundaries but may not rise to the level of a crime. However, that does not diminish the victim's experience of being harmed. Sexual violence creates an environment contrary to the goals and missions of the colleges and universities. Acts of sexual violence include:*

- Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
- Non-forcible sex acts such as incest and statutory rape; and
- The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
  - ❑ touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - ❑ coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - ❑ coercing, forcing, or attempting to coerce or force the sexual intercourse or a sexual act on another; or
  - ❑ threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

### **Reporting and Resolution of Sexual Violence**

Mesabi Range Community and Technical College encourages the reporting of any and all suspected incidents of sexual violence.

If a student has experienced sexual violence, he/she should be referred to:

Eveleth Campus 744-7533  
Virginia Campus 749-7765

Tracy Delich  
Sara Matuszak

- Victims of sexual violence have the right to file criminal charges. Mesabi Range Community and Technical College encourages the reporting of any and all incidents of sexual violence to a law enforcement agency.

- Mesabi Range Community and Technical College will provide advocacy and support, through a counselor, for any person who chooses to report a crime of sexual violence.
- A report of sexual violence that is made to the college will be reported to law enforcement by the Counselor only with the permission of the victim, except when the laws pertaining to minors and vulnerable adults apply.

### **Further Resources for Victims of Sexual Violence**

1. Seek assistance from a counselor, therapist, advocate, or support group.
2. Contact the Sexual Assault Program of Northern St. Louis County, 749-4725 or 1-800-300-3102, or Range Women's Advocates, 749-5054 or 1-800-232-1300.
3. If you have not done so already, report to law enforcement at a time when you are ready.
4. Contact the Office of Crime Victims' Ombudsman, at 612-642-0397 or 1-800-237-0390, if you feel your rights have been violated or that you have been treated unfairly by the criminal justice system.
5. Contact the Minnesota Crime Victims Reparations Board, 1-800-657-3704, to determine if you are eligible for assistance with financial losses due to the crime.

## STALKING

**If a student reports that he/she suspects or believes that he/she is being stalked, notify the local law enforcement authorities.**

The victim should be informed to locate a safe place. Refer the individual to the Counselor who will discuss safety strategies with the victim. These may include:

- Contacting the police
- Locating alternative residence (i.e., family, friends, domestic violence shelter or local church, etc.)
- Avoiding dark, nonpublic places
- Take steps to ensure your personal safety
- Cell: 780-5089 Describing the physical attributes of the stalker

**If a faculty/staff member is aware of a stalker present on campus:**

- Immediately notify the campus CIT Leaders, Provost and/or Dean of Students.
- Tell them the name of the person suspected of being the stalker, the location of the stalker, if the suspect has threatened anyone, or any other detail that may help prevent the suspect from hurting someone or him/herself.
- The CIT will notify the local law enforcement authorities if deemed necessary.
- If confronted by the stalker ask him/her to leave the premises and advise him/her that the authorities were contacted. Do not threaten that stalker, speak in a calm voice and stay in control of the situation.
- Keep detailed notes of all events.

## **A STUDENT'S ROLE IN RESTRAINING ORDERS**

### **If a student issues a restraining order against another student:**

The student should:

- Notify the counselor who will contact the instructors to initiate a plan to separate the students in the same classes.
- The students avoid contact throughout the day.
- If perpetrator violates restraining order, student should see a counselor and contact local law enforcement immediately.

### **If a student issues a restraining order against someone who is not a student:**

The Student should:

- Notify the counselor.
- Provide a photo or a detailed description of the individual.

The CIT (counselor) will:

- Notify staff and reception area, instructors, counselors, maintenance staff and campus Provost and/or Dean of Students to be aware of a possible situation.

### **If a Violation of a Restraining Order Occurs:**

Staff/Faculty will:

- If the individual enters the premises, notify the campus Counselor, Provost and/or Dean of Students. Ensure the safety of the student. Call **9-911** immediately for local law enforcement.
- Ask maintenance staff to assist.
- Give the individual a verbal warning.
- Keep detailed notes of all events.

### **NOTE**

Restraining orders mandate that law enforcement personnel must arrest the violator upon probable cause that a violation of the order occurred.

## WEAPONS

*Dangerous weapons is defined as any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or may fire that is used to produce death or great bodily harm.*

### **If a student, faculty, or staff member is aware of a weapon brought to school:**

- Immediately notify the campus Provost and/or Dean of Students, instructor, CIT member, or counselor.
- Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself.
- If an instructor suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring instructor or campus Provost and/or Dean of Students. Do not leave students alone in the classroom.

## **WEATHER**

### **Tornado/Severe Thunderstorm**

*This includes any weather situation in which students and faculty should remain in the school and seek shelter.*

#### **Prior to an Incident**

- Maps should be posted in all classrooms and shops indicating “Severe Weather Safe Areas”
- Take attendance at the start of each class.
- Be alert to weather alerts in the area.
- Be familiar with the appropriate “Severe Weather Safe Areas” for each classroom/shop area.

#### **Procedures when a Tornado/Severe Thunderstorm *Watch* has been issued**

- A tornado/severe thunderstorm watch is issued when prime weather conditions exist for the formation of a tornado or severe thunderstorm, but none have been spotted.
- Review tornado safety procedures and the location of the closest “Severe Weather Safe Area.”
- Faculty should review the tuck position (sit down & cover head.)

#### **Procedures when a Tornado/Severe Thunderstorm *Warning* has been issued**

- A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.
- Evacuate unsafe classrooms and offices. Instructors take class rosters. Close classroom doors as you leave.
- Move along inside walls to the “Severe Weather Safe Area” of the building away from windows. If you are unable to reach your area before the storm hits, take shelter under stairwells and tables, if possible, and stay out of all east-west hallways because they may act as wind tunnels. Take shelter in interior rooms whenever possible because they are safer.
- Ensure that students are in the tuck position (sit down & cover head.)

- Account for all students and staff. Report any missing students or staff to the Provost and/or Dean of Students, or Crisis Intervention Team Leaders when it is safe to do so.
- Remain in the “Severe Weather Safe Area” in the tuck position until the warning expires or CIT personnel have issued the “all clear” signal.