

SFCC Emergency Preparedness in the Classroom and Work Place

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Evacuation



Emergencies in the
Classroom

The Alarms are Sounding?!?



- Audible alarms or verbal notice will usually be used to sound the evacuation.
- Safely stop your work. Remain calm and orderly.
- Seek out and give assistance to disabled or injured people in your area.

- If safe to do so, close doors and windows, but do not lock them.
- Never block stairwell doors open.
- If time permits turn off power to all electrical equipment.
- Walk quickly, but do not run to the nearest safe exit using stairwells. Never use elevators.
- Follow instructions from C-CERT team, identified emergency personnel or other emergency response personnel.



- Go to your pre-determined **Emergency Assembly Area** and report to your supervisor.
- If you don't know about your departmental emergency area, ask your supervisor.
- Keep all roadways and walkways clear for emergency vehicles.
- Never re-enter a building until instructed to do so by a C-CERT team member, Security, identified emergency personnel or other city/county emergency response personnel.



Shelter-in-Place



Emergencies in the
Classroom

Limiting Exposure



- Once notified by SFCC Incident Command (e-mail, emergency text messaging, JACK, or SFCC web site) close all exterior door & windows
- Remain in the building and in the area designated for your department, maintain shelter in place protocol.
- The Incident Management Team will convene to set-up Incident Command Center to communicate with outside emergency agencies and communicate all updates or changes to the campus community.

Limiting Exposure cont.

- Remain in the center of an interior room, away from the hazard.
- No one will be allowed to enter or leave the building until cleared by Incident Command.



Disruptive Students

Emergencies in the
Classroom



What to do...

- Set boundaries
- Inform the student of the disruption (in a controlled environment)
- Document interactions and notify supervisor and/or security if behavior continues



If it continues or escalates...

- Stay Calm
- Notify Security
- Know the Phrase
“Mr. Pitt” (code word)



Following up

- SFCC Counselors
- Disability Services
- Student Incident Review Committee (SIRC)
- Additional Resources

Available On Jack, under the Employee tab in the Forms and Guideline section

- Campus Guidelines for Responding to Disruptive Student Behavior
- Faculty Guidelines for Responding to Disruptive Student Behavior
- Incident Form
- SFCC Resources for Consultation

Active Killer

Emergencies in the Classroom



Defining an Active Killer situation

An active killer incident is any situation where the suspect(s) or active killer(s), has entered any workplace, school or other facility or institution and is, with intent, actively attempting to cause death by whatever means available to the occupants present. Means to kill can include but is not limited to the use of firearms, energetic materials such as bombs, IED's etc. edged weapons, arson, blunt weapons, explosive gases, liquids, electrical devices or energy, or any other items used by the active killer with intent to cause death.

Possible Situations:

Armed intruder enters SFCC campus



Active Killer Indicators

Indicators

- Suspect wearing clothing not suited for the climate
- Threat towards SFCC or a specific group (hate crime)
- Distraught behavior
- Shots fired
- Visible firearm or weapon on person
- Call in to Safety and Security office
- Walk-in notifies Safety and Security or other campus official





What to notice:

Physical Description

- Clothing
- Height
- Weight/Build
- Item(s) in his or her possession (i.e. large bags, cases etc.)
- Location (as specific as possible)
- Demeanor

Getting A Description

Options once an Active Killer Situation has been identified

Lockdown

Secured in Room

Evacuate Campus



The decision, whether or not remain locked down inside your classroom or office, versus evacuating the campus is a personal choice based on the proximity of the active killer and the ability of you and others in your area safely reaching an exit.

Active Killer

Response and Plan of Action

Lockdown Options if you choose to stay in your office/classroom:

- Notify 911 immediately
- Notify Safety and Security
- Step out of your room and into the hallway to gather students, staff, faculty and visitors-if safe to do so
- Once inside the room secure all doors, lock all windows, close all window shades, and barricade doors if unable to lock them
- Get everyone in the room sitting or lying down
- Stay calm, keep everyone quiet
- Do not take your phones off the hook
- Leave your computers plugged in
- Take a silent roll call (pass a paper around to gather everyone's name)
- Remain out of view from any windows

and stay away from potential flying glass

- Do not provide access to your room for anyone other than law enforcement that can provide their credentials (before given access into the room)
- Wait for further instructions from the authorities

Lockdown Options if you choose to evacuate:

- Run
- Crawl
- Hide
- Use Cover and Concealment
- Fight
- Negotiate
- Play Dead