



VALLEY COLLEGE

MARTINSBURG CAMPUS

EMERGENCY RESPONSE & EVACUATION PROCEDURES

SEPTEMBER 2025

Please note: Policies on Bullying, Cyberbullying, and Anti-Hazing can be found in the Student Catalog: <https://valley.edu/catalog/>

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EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Phone Numbers:

Ambulance, Fire, Law Enforcement: 911

Non-Emergency:

Martinsburg Police Department: (304) 264-2100

Campus Director: Marianela Alberto

Phone Number- (304) 263-0979 Email: malberto@valley.edu

Campus Safety Monitor: Marianela Alberto

Phone Number- (304) 263-0979 Email: malberto@valley.edu

Senior Staff:

Chief Strategy Officer: Matthew Jenkins

President: Michael Graham

School Closings and delays will be decided by the Campus Director. Announcements of such will be made on Facebooks, Portal, email, or text message.

Text message blasts are used to notify staff and faculty to notify them of emergency situations. The Campus Director sends a mass text to all staff and faculty.

EMERGENCY NOTIFICATIONS AND TIMELY WARNINGS

Emergency notifications are issued from the Campus Director or Campus Safety Monitor through text messaging. The notification will be sent to the students' email address or phone number (via text message) on file. Faculty will be notified via email or text message by the designated employee.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through email, text message, or posted on Facebook. The staff will attempt to contact any visitors who are scheduled to be on campus. During Orientation students will be told who they should contact to update their contact information.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice is posted at the front and back door of each campus, as well. Anyone with information warranting a timely warning should report the circumstances to the Campus Security Monitor or Campus Director.

HOW TO REPORT AN EMERGENCY

Call 911 and Calmly State:

- Your name
- Address
- The nature of the emergency
- Whether injuries have occurred
- A phone number near the scene where you can be reached
- Call reception desk to notify reception of emergency

Name of Institution:

Valley College – Martinsburg Campus

Physical Address:

287 Aikens Center

Martinsburg, WV 25404

Phone number:

304-263-0979

Communication of Emergency Information and Instructions

Emergency conditions occurring during business hours will require expeditious communication of instructions to faculty, staff, and students. Uncertainty and confusion should be prevented or minimized, and the protection of lives should be paramount over all else.

Instruments of communication will include but are not limited to text messaging, email, voicemail, postings on Facebook, or by word of mouth depending upon the unique circumstances of the emergency. In the event of an actual emergency, the institution will provide up to date information as long as that information does not impede upon the effectiveness of the plan and risk the safety of any individual.

Media Procedures

The Campus Director or Chief Officer serves as media spokesperson unless he/she designates a spokesperson. If a spokesperson is unavailable, an alternate assumes responsibilities. All staff should refer to media contacts to the Campus Director. The Campus Director should speak to the Chief Officer. The Chief Officer will speak with the Valley College President before addressing the media.

Media Checklist:

- **Campus Director or Campus Security Coordinator relays all factual information to Chief Officer / President.**
- **Establish a media information center away from the affected area. Consider:**
- **Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.**
- **Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.**
- **Before holding a news conference, brief the participants and coordinate information.**
- **Determine the message you want to convey. Emphasize the safety of students and staff.**
- **Engage media to help distribute important public information. Explain how the emergency is being handled.**
- **Respect privacy of victims and families of victims. Do not release names to the media.**
- **Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with the media.**
- **Maintain a log of all telephone inquiries for future use.**

TRAINING

All students, faculty, and staff will be provided with a direct notice explaining the content of this plan and where it can be retrieved at www.valley.edu under the Consumer Information link. A student or staff member can request a hard copy of the plan from the Financial Aid Office. This plan is Appendix C of the Campus Security Report (Clery Report).

The campus community will participate in drills which are conducted annually at a minimum. This plan is also reviewed for all new students during the Orientation process.

Staff and Faculty that are part of the Emergency Plan Team will be required to review the plan and understand their role in the plan. The annual drill will serve as “on the job training” which will prove critical in the event of an actual emergency.

BUILDING EVACUATION:

Upon hearing the fire alarm or announcement, evacuation procedures begin.

- ☐ **Keep yourself and others calm.**
- ☐ **Quickly proceed outside** the building to the announced safe area using the planned evacuation route. (Safe area is treed island in the front parking lot or the dumpster enclosure in the parking lot)
- ☐ **If you have personal belongings near your person**, take personal belongings with you.
- ☐ **Close doors as you leave.** If possible, unplug or disable any device that could make a dangerous situation even worse.
- ☐ **Instructors will take the Attendance Sheet/Book for correct head count.**
- ☐ **Check with Campus Director (or person in charge), who will take a head count from the instructors.**
- ☐ **Wait for instructions** from emergency response personnel. **Do not re-enter the building until told it is safe to do so.**

SAFE AREA LOCATIONS

EVACUATION: The safe area for the staff and students is designated as the parking lot island containing the small trees toward the front of the Comfort Inn in the front parking lot and/or the dumpster enclosure area at end of the parking lot area at the back of the campus close to rear of the Shepherd State University building. This will provide room for emergency vehicles in the front of the campus and back of the campus.

This will provide room for emergency vehicles in front of the campus and back of the campus staff parking area closest to the building.

SHELTER-IN-PLACE: The classrooms, computer labs, file room and interior staff offices, are the safe areas for both students and staff since these rooms, labs and offices do not have windows. The reception area, and all staff offices and the MCA computer lab at the very front of the building are not to be used because of the number of windows and class doors in those areas.

Interior corporate offices and rooms are safe areas for corporate personnel with the exception of the outer offices and the front entry and rear kitchen area because of the windows and glass doors located in those areas.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

PLANNED EVACUATION ROUTE

Faculty and students will follow a planned evacuation route when exiting the building.

That route will be from the front classroom exit or from the inner classroom and lab areas through the hallway and out the front main entrance door bearing to the left to the treed island in the front parking area.

If that escape route is blocked by fire, students and faculty will exit through the hallway or Room 106 and out the back door behind Room 106 turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

Students in the rear section of the building will exit out the rear door between Room 106 and Room 107, turning to the left and proceeding to the end of the parking area near the dumpster enclosure.

ALL EVACUATION ROUTES ARE CLEARLY POSTED AND MARKED BY EXIT SIGNS THROUGHOUT THE BUILDING.

EVACUATING THE DISABLED:

- **Students and staff members should make the Campus Director and/or Director of Academic Affairs aware if they will need assistance evacuating in an emergency. It may not be apparent to staff and faculty if a student or coworker has a disability and need assistance during an emergency.**
- **Communicate ahead of time what your capabilities and limitations are. Be clear and concise. If necessary, carry a preprinted message that will help others assist you.**
- **Establish a personal network consisting of people who are regularly in the same area as you are. Do not depend on just one person as they may not be there during an emergency.**
- **Preplan and determine all evacuation options. Consider the pros and cons of being carried. For example, there is a possibility that you or others may be injured if you are carried down the stairs.**

BUILDING SAFETY SYSTEMS

The school building located at 287 Aikens Center has the following safety systems:

- **Alarms:** Fire alarms are located throughout the building.
- **Smoke Detectors:** Smoke detectors are located throughout the building.
- **Fire Extinguishers:** Fire extinguishers are in various locations throughout the building and in or near all labs.
- **First Aid Kits:** First aid kits are available in the administrative office area and in all labs.
- **Panic Buttons:** Panic Buttons are in designated areas in the building.
- **The campus is armed with security cameras.**

EVACUATION PERSONNEL:

The following staff will serve as evacuation personnel.

- **Emergency Announcer:** Campus Director/Evacuation Warden – or Campus Coordinator/Alternate Warden Announcer will announce any disasters to all areas of the building.
- **Evacuation Warden:** Campus Director
- **Alternate Warden:** Bursar

Wardens will:

- **Supervise** evacuation procedure.
- **Check with searchers** to get an “all clear” report or find out any problems.
- **Report to the Command Center** if areas were unsearched due to lack of personnel.
- **Ensure** that all people from the area proceed to the designated meeting place to check in and wait for “all clear” which will come from the Command Center.
- **Report** any problems to the Command Center.

The Command Center will be the Fire Department.

- **Searcher:** ADN Admissions Representative
- **Searcher:** DOAA (MCA Program Head)

Searchers will:

- Check all rooms including restrooms, conference rooms, and remote areas, closing all doors behind them.
- They will advise remaining employees or other persons on the floor about the emergency and the requirement to evacuate.
- When the area is “clear” they will proceed out of the building.

Note: Campus Safety Coordinator is to keep in contact with the campus’ designated Chief Officer throughout the emergency. The Chief Officer will relay necessary messages to the College President. Once the emergency is over, the incident will be documented on the Valley College Incident Report. The report will be disbursed as directed on the form.

SEVERE WEATHER PLAN

Severe weather includes tornados, severe thunderstorms, violent snowstorms, and flooding.

Tornados/Severe Thunderstorm Watch:

If a **tornado or severe thunderstorm watch** has been issued in an area that includes the campus:

- **Monitor local emergency alert weather stations** or the National Weather Service.
- Faculty and staff should be alerted to inform students of the building's safe areas and be ready to relocate to those areas in case the Watch is upgraded to a Warning.

If a **tornado or a severe thunderstorm WARNING** has been issued in the area that includes the campus:

- **Move students and staff** to safe areas **IMMEDIATELY**.
- **Close classroom, laboratory, and office doors.**
- Instructors should **take the attendance sheet/book** to the safe areas with them.
- **Remain in safe area** until warning expires or until the "all clear" has been issued.

HAZARDOUS MATERIALS

Incident occurs in school:

- **Notify** Campus Director or Campus Safety Monitor.
- **Call 911**. If the type and/or location of hazardous material is known, report that information to 911.
- **Evacuate** to an upwind location taking class roster. Instructors take attendance after evacuation.
- **Seal off area** of leak/spill. Close doors.
- **The fire officer in charge will determine additional shelter-in-place or evacuation actions.**
- **Shut off heating, cooling, and ventilation systems** in contaminated areas to reduce the spread of contamination.
- **The Campus Director or Campus Safety Monitor notifies the Business Office in Administrative.**
- **Resume normal operations when fire officials approve.**

Incident occurs near school property:

- **Fire or law enforcement will notify Campus Director or designated Staff Member.**
- **Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building** until emergency passes or relocation is necessary.
- **Fire officer in charge of scene will instruct Campus President or designated Staff Member on the need for sheltering or evacuation.**
- **Follow procedures for sheltering or evacuation.**

- If evacuating, instructors take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in the health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Resume normal operations when fire officials approve.

Rooms that contain biohazardous materials are labeled with signage. All biohazardous material is handled by Valley college staff who have received appropriate training. All biohazardous material is removed from the building and disposed of by an outside vendor. MSDS sheets are available in rooms that contain biohazardous materials.

BIOHAZARDOUS MATERIALS

Biohazardous materials (medical waste) may include things like used syringes, needles, or other tools contaminated with human blood, human body fluids, bacteria, or other microorganisms.

- Valley College only uses approved Biohazardous disposal containers. These containers are clearly marked with the biohazardous symbol. Room doors that may contain biohazardous wastes are clearly marked with the biohazardous symbol.
- All biohazardous material is handled by Valley College staff who have received training and are removed from the building and disposed of by an outside vendor.
- Students are taught how to properly handle biohazardous material collected during clinical-related courses.

BLOOD-BORNE PATHOGENS

Accidental Needle Stick Policy - If you pierce or puncture your skin with a used needle, follow this first aid advice immediately:

- ☐ **Immediately "bleed" the injured site** by holding their finger or area of puncture under cold running water for several minutes. Apply slight pressure to ensure the blood is flushed out - this will try to prevent potential infection or virus from entering the bloodstream and just flushing out through the wound.
- ☐ **Wash the injured sight with soap** - which can kill the bacteria/infection. Do not scrub the wound while you are washing it. Do not suck the wound.
- ☐ **Wrap the site with gauze.**
- ☐ **Go immediately to a healthcare facility** to get tests for HIV/HCV/Hep, any blood borne pathogens. The individual should tell receptionist that they had an accidental needle stick injury. It is possible that the provider may prescribe prophylactic antibiotics. The hospital/facility will also make sure they get follow up testing done as well - after 6 weeks, 3 months, 6 months, a year, and then three years from exposure date.
- ☐ **Document.** Supervising instructor (instructor witnessing the event) will fill out an incident report with time, date, details, student comments, their signature, etc. You will be asked to sign/date the report.

Students in clinical or externships classes should use the universal blood and fluid precautions established by the clinical or externship site. Reference: Chapter 16-3-1 West Virginia Administrative Code <http://code.wvlegislature.gov/16/>

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- **Notify Campus Director** to make emergency calls. If unable to reach the office immediately, call 911. Work as a team. Give as much information to the 911 operator as possible regarding the injury or illness, whether or not the victim is conscious or unconscious. Do not hang up unless directed to do so by the 911 operator.
- **Give full attention to the victim(s).**
- **Do not attempt to move a person** who is ill or injured unless he/she is in immediate danger of further injury.
- **If possible, isolate the affected student/staff member.**
Disperse onlookers and keep others from congregating in the area.
- **Check breathing.** Is the airway clear? Is the victim in a position to facilitate breathing?
- **Help stop bleeding.**
- **Applying pressure on wound or elevating wound** may help stop or slow bleeding.
- **Protect yourself from body fluids.** Use gloves if available.
- **Check for vital signs.** Initiate first aid, if you are trained.
- **Comfort the victim(s)** and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, **remain to assist emergency medical services personnel** with pertinent information about the incident.
- **Document action** taken on Valley College Incident Report form and send a copy to the Administrative Office as directed.

Administrator:

In case of traumatic medical emergency or death at school:

- **Notify Campus Director or Campus Security Monitor.**
- **Notify emergency contact persons** listed in victim's file.
- **Activate post-crisis procedures** if necessary.
- In all other medical emergencies, **assess individual's need for post-crisis intervention.**
- **Document action taken** on Valley College Incident Report form and send a copy to the Administrative Office as directed.

Non-life-threatening injury or illness:

- ☐ **For all non-life-threatening illnesses and injuries, communicate with Campus Director, Campus Security Monitor, or the front desk.**
- ☐ **Document action taken on Valley College Incident Report form and send a copy to the Administrative Office as directed.**

INFECTIOUS DISEASE EPIDEMIC

Valley College has established the following procedures if there is an infectious disease epidemic. Valley College will follow all directives from the local, state, or federal government.

The Covid-19 virus is not the only infectious disease that students and staff must be concerned about. Flu season can impact the students and staff at Valley College. If there is an outbreak of an infectious disease, Valley College will follow the recommendation of the CDC and/or the WV or Ohio Department of Health. This may include but not limited to:

- Wash your hands frequently.
- Stay home if you are sick (so you do not spread the illness to other people).
- Use a tissue, or cough and sneeze into your arm, not your hand. Turn away from other people.
- Use single-use tissues. Dispose of the tissue immediately.
- Wash your hands after coughing, sneezing, or using tissues.
- Do not touch your eyes, nose, or mouth (viruses can transfer from your hands and into the body).
- Do not share cups, glasses, dishes, or cutlery.

Workplaces can help by having an infection control plan which includes:

- Having an infection control plan.
- Providing clean hand washing facilities.

- Offering alcohol-based hand sanitizers when regular facilities are not available (or to people on the road).
- Providing boxes of tissues and encouraging their use.
- Providing disinfectant wipes, especially for use in common areas.
- Cleaning surfaces more often, such as doorknobs, handles, stair railings, bars, desks, phones, kitchens, shared computers.
- Reminding staff to not share cups, glasses, dishes, and cutlery. Be sure dishes are washed in soap and water after use.
- Removing magazines and papers from waiting areas or common rooms (such as tea rooms and kitchens).
- Considering cleaning a person's workstation or other areas where they have been if a person has suspected or identified with an infection.
- Making sure ventilation systems are working properly.

Practice Social Distancing:

Social distancing is a strategy where you try to avoid crowded places, large gatherings of people or close contact with a group of people. In these situations, viruses can easily spread from person to person. In general, one to two meters (3 to 6 feet) will slow the spread of a disease, but more distance is more effective.

If the emergency elevates to the point that the campus has to temporarily close the campus, the students and staff may be able to conduct business (attend classes) by practicing the following social distancing steps:

- Use telephone, video conferencing, or the internet to conduct class and as much business as possible.
- Allow students/employees to work from home, or to work flexible hours to avoid crowding the classroom/workplace. (If allowed, a

clinical lab course may be conducted if we limited students in the classroom.)

- Increase the distance between desks or workstations.
- Increase the number of times surfaces are cleaned.
- Cancel or postpone any travel, meetings, workshops, etc. that are not necessary.
- Drive, walk, or cycle to work, but try to avoid public transit. Schedules may need to be altered if students/staff can arrive early/late so they can use public transit when it is less crowded or take advantage of carpooling situations.
- Have more staggered lunch hours to avoid crowded breakrooms.
- Spend as little time as possible at the photocopy centers.
- When meetings are necessary, have the meeting in a larger room where people can sit with more space between them (at least about one to two meters apart).
- Avoid shaking hands or hugging.

BOMB THREAT PROCEDURE

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

(Bomb Threat) By phone call:

- ☐ **Remain calm.**
- ☐ **Do not hang up. Keep the caller on the line as long as possible and listen carefully.** If at all possible, have a second staff member contact the Campus Director or Campus Security Monitor while you keep the caller on the line and ask the following questions:
 - ☐ Where is the bomb/chemical or other hazard?
 - ☐ When will it explode/be activated?
 - ☐ What does it look like?
 - ☐ What kind of bomb/hazard is it?
 - ☐ What will cause it to explode/activate?
 - ☐ What is your name?
 - ☐ Did you place the bomb/hazard? WHY?
 - ☐ Where are you?

Exact wording of the threat:

If the voice is familiar, who did it sound like? Male Female
Adult Juvenile Age

Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well- spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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- **Did the caller indicate knowledge of the building? Give specifics:**

- **Person receiving call:_____**
- **Phone number where call received:**

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER THE CALLER HANGS UP.

(Bomb Threat) By written note:

- ☐ Preserve evidence.
- ☐ Place note in plastic bag, if available.
- ☐ Photograph words written on walls.
- ☐ Notify Campus Director or Campus Security Monitor.
- ☐ Notify law enforcement.
- ☐ Campus Director or Campus Security Monitor orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property — inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. Do not touch.
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, an announcement will be made. **Do not use cell phones, radios, or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors either unlocked or open. Instructors take class rosters.

SUSPICIOUS PACKAGE

- **Do not open any suspicious items.** If you open the item, remain calm.
- **Contact the Campus Director** or Campus Safety Monitor immediately.
- The Campus Director or Campus Safety Monitor will call 911 and the Chief Officer.
- **Do not move the suspicious items.**
- **Get all people out of the immediate area** of the suspicious package. Close area if possible.
- **Limit communication to two-way radios** and mobile phones in that area.
- **If a package is leaking a substance and you touch that substance** keep your hands away from any part of your face. Do not touch others or allow anyone to touch you.
- **Wash your hands with soapy hot water from elbows down.**
- **Do not clean or cover anything that has leaked from the package.**
- **Follow all instructions given by the emergency responders.**

HOSTAGE/INTRUDER SITUATION PLAN

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, the following guidelines should be followed:

Responsibilities for Chief Officer/Campus Director/Designee:

- ☐ **Immediately notify police (911)**
- ☐ **Initiate Action Secure Building**
- ☐ **Lock down the building** and do not let any students that are not in class enter the building.
- ☐ **Alert all rooms** of the event.
- ☐ **Instructors will lock classroom doors.**
- ☐ **If the Chief Officer/Campus Director is not present, notify the Chief Officer/Campus Director of the situation.**
- ☐ **Monitor the hostage situation** the best you can without doing anything to exacerbate it.
- ☐ **Follow instructions of law enforcement officials who will take over when they arrive on site.**

Staff:

- **Remain calm.** Talk with the individual in a low-key, non-threatening manner. Do not argue with or antagonize the individual in any way.
- **Keep your distance.** Give the intruder ample personal space.
- **Do not attempt to deceive or threaten** the intruder.
- **Do not buy into the delusions** of the intruder.
- **Suggest marching the students or staff quietly out the back door. Back off if this approach angers the intruder.**
- **Be constantly alert and prepared for violence.**
- **Initiate *Flight Hide or Fight*** if the intruder opens fire.

- **Flight** – Move quickly, low and never in a straight line, out of the area of imminent danger.
- **Hide** – Seek cover, if possible, lock or secure door and notify police by calling 911, remain quiet and calm, be alert and look for force multipliers (car keys, chemicals, fire extinguishers, objects. etc.)
- **Fight (last resort, imminent danger)** – Control Distance, Dominate, Disarm and Disable.

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the staff. Individuals who take hostages are frequently emotionally disturbed and the key to dealing with them is to make every attempt to **AVOID** antagonizing them.

Chief Officer/Campus Director/Designee:

- ☐ Inform staff supervising students in the classroom to initiate *Flight, Hide or Fight*.
- ☐ Immediately notify police by calling 911.
- ☐ If the Chief Officer/Campus Director is not present, notify the Chief Officer/Campus Director of the situation.
- ☐ Work in coordination with supervisors of law enforcement until the situation is resolved.
- ☐ Initiate student release procedures and/or evacuation procedures only if it becomes necessary.

Staff and Other Individuals:

In offices, maintain ***Flight, Hide or Fight*** until the situation is resolved.

In open areas, move staff, prospective students, visiting graduates or online students to safer areas as quickly as possible. Only in extreme

cases should it become necessary to initiate *Flight, Hide or Fight*. This should be done only when there is no chance for individuals to reach safer areas.

Drills:

Valley College – Martinsburg’s students receive an introductory training during Orientation. The new employees receive Active Shooter training during their on-boarding process. An Active Shooter drill is held annually for staff and faculty members.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Shelter areas may change depending on the emergency.

- ☐ **Identify safe areas in each school building.**
- ☐ **The Campus Director or Campus Safety Monitor announces that students and staff must go to shelter areas.**
- ☐ **Bring all the people inside the building(s).**
- ☐ **Instructors take class rosters.**
- ☐ **Close all exterior doors and windows, if appropriate.**
- ☐ **Turn off ventilation leading outdoors, if appropriate.**
- ☐ **Instructors account for all students after arriving in the shelter area.**
- ☐ **All persons remain in shelter areas until a Campus Director or Campus Safety Monitor, or emergency responder declares that it is safe to leave.**

If all evacuation routes are blocked:

- ☐ **Stay in room and close door.**
- ☐ **Keep the air as clean as possible.**
- ☐ **Seal door.**
- ☐ **Open or close windows as appropriate.**
- ☐ **Limit movement and talking in the room.**
- ☐ **Communicate your situation to Campus Director or Campus Safety Monitor, or emergency responder by whatever means possible.**

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- **Lockdown with intruder, shooter, or other internal threat** – The threat/intruder is inside the building.

Lockdown with warning procedures

- ☐ **Campus Director and Campus Security Monitor (or designee) will order and announce “lockdown with warning” procedures.**
Repeat announcement several times. Be direct.
- ☐ **Campus Director will contact local law enforcement / 911 to report the incident.**
- ☐ **Bring people inside.**
- ☐ **Lock exterior doors.**
- ☐ **Clear hallways, restrooms, and other rooms that cannot be secured.**
- ☐ **Pull shades.** Keep students away from windows.
- ☐ **Control all movement** but continue classes. Move on announcement only.
- ☐ **Campus Director or Campus Security Monitor will announce “all clear.”**

Lockdown with intruder procedures (these actions happen rapidly)

- ☐ **Campus Director or Campus Security Monitor (or designee) will order and announce “lockdown with warning” procedures.**
Repeat announcement several times. Be direct.
- ☐ **Campus Director will contact local law enforcement / 911 to report the incident.**
- ☐ **Immediately direct all students, staff, and visitors** into the nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to primary evacuation site.
- ☐ **Lock classroom doors.**
- ☐ **DO NOT lock exterior doors.**
- ☐ **Move people away** from windows and doors. Turn off lights.
- ☐ **DO NOT respond to anyone** at the door until “all clear” is announced.
- ☐ **Keep out of sight.**
- ☐ **Campus Director or Campus Security Monitor will announce “all clear.”**

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

FIRE EMERGENCY PLAN

If you discover fire or see smoke do not panic. Call 911 and proceed with the following:

R A C E

- ☐ **Remove/Relocate** individuals away from danger; if possible, without endangering your safety.
- ☐ **Activate Alarm:** Call 911
- ☐ **Confine/Contain** fire and smoke by closing doors and windows.
- ☐ **Extinguish fire only if trained** and fire is small by using the nearest fire extinguisher.

Follow Instructions for the Building Evacuation Plan:

- ☐ **Check doors** with the back of your hand to ensure it is cool before opening.
- ☐ **Walk quickly – Do Not Run** – out of the building to the designated safe place.
- ☐ **Instructors should lead students to the designated safe area.**
- ☐ **Instructors should take the Attendance Sheet/Book with them.**
- ☐ **Instructors should take attendance once at the safe area and report to the Evacuation Warden.**

Do Not Re-Enter the Building until the ALL CLEAR is issued by the FIRE DEPARTMENT

Date of Last Drill(s)/Trainings

Campus Wide Evacuation Drills are to be held annually. Students are also given an overview of the emergency plan during their orientation.

Type of Drill	Date
Fire Evacuation Drill	4/2025
Fire Evacuation Drill	9/2024
Fire Evacuation Drill	4/2024
Fire Evacuation Drill	10/2023
Fire Evacuation Drill	4/2023
Fire Evacuation Drill	8/2022 (Employees) & 9/2022 (Students)
Fire Evacuation Drill	7/2021
Fire Evacuation Drill	7/2020
Fire Evacuation Drill	4/2019 & 10/2019

Staff and Faculty that are part of the Emergency Plan Team will be required to review the plan and understand their role in the plan. The annual drill will serve as “on the job training” which will prove critical in the event of an actual emergency.