

**BRYANT & STRATTON COLLEGE  
SAFETY AND SECURITY MANUAL**

**BAYSHORE CAMPUS**

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## **Crime Prevention Programs**

Bryant & Stratton College takes safety awareness and crime prevention seriously and offers crime prevention presentations on campus to provide important information regarding personal safety to all newcomers to the College. Information on individual campus security procedures is available through your campus security official and included in the campus orientation program held at the start of each semester. Safety procedures, requirements and maps that are specific to your campus can be found in Appendix A to this document.

Individual awareness of our surroundings is one way in which you can keep safe. The following safety measures can contribute to keeping yourself and the College environment safe:

- Always be alert to your surroundings;
- Lock your car and keep your keys with you at all times;
- Do not leave valuable items visible in your car, including personal items such as purses, backpacks, mobile phones, or other school-related items such as laptops or textbooks;
- Leave highly valuable items at home;
- Do not park in isolated areas;
- Do not walk or park your car in poorly-lit areas;
- Do not leave personal items unattended;
- Mark personal items used on campus; including laptops, textbooks, calculators and other personal equipment;
- Keep your purse and/or backpack close to your body;
- If you suspect you are being followed, do not ignore your intuition, go to a public area or group;
- If you feel unsafe or threatened, notify a Campus Security Authority or dial 911.

## **Reporting Criminal Actions or Other Emergencies on Campus**

### **Procedures**

The primary responsibility for crime prevention and personal safety rests with each individual. For this reason, we ask that any member of Bryant & Stratton College's community who has become a victim or observes a crime or suspicious incident to report such occurrences as soon and as accurately as possible. Campus telephones are located at all campuses that can access 911. In addition to campus telephones, emergency telephones are located at some campuses.

From 9:00 a.m. to 5:00 p.m., victims and witnesses are encouraged to report all crimes and other suspicious incidences either verbally or in writing to the individual campus security official designated below for each campus. The telephone numbers of these individuals for each campus are listed below.

### **New York Campuses**

- Albany: Dean of Student Services: 518-437-1802 ext. 214
- Buffalo: Security Officer: 716-884-9120
- Amherst: Business Office Assistant: 716-625-6300, ext.202
- Greece: Business Office Manager: 585-720-0660
- Henrietta: Business Office Manager: 585-292-5627
- Saratoga: Associate Dean of Student Services: 518-437-1802 ext. 214
- Southtowns: Career Services Director: 716-771-5719
- Syracuse: Security Guard or Resident Director/Assistant (on campus): 315-472-6603 or security cell 315-363-9384
- Syracuse North: Dean of Student Services or Campus Director: 315-652-6500

### **Ohio Campuses**

- Akron: Campus Director: 330-598-2500
- Cleveland Downtown: Campus Director: 216-771-1700
- Solon: Campus Director: 440-510-3151
- Parma: Campus Director: 216-265-3151

### **Virginia Campuses**

- Richmond: Business Office Director: 804-745-2444
- Virginia Beach: Dean of Student Services or Security Guard: 757-499-7900
- Hampton: Dean of Student Services or Security Guard: 757-869-6001

### **Wisconsin Campuses**

- Wauwatosa: Market Facilities Manager: 414-302-7000, ext. 580
- Racine: Auxillary Manager: 414-302-7000. Ext. 568
- Bayshore: Campus Security: 414-906-8054 and/or Business Office Assistant: 414-961- 9600

In the event the individual designated above is not available at the time of the incident, you should report the matter to any available Bryant & Stratton College associate or faculty member. Residence Hall incidents should be reported to the Residence Hall Director or Facilities Manager. If the Director or Manager is not available, report the matter to any available Bryant & Stratton College associate or faculty member.

In emergency situations, or where staff is not available, you may report the incident to the local police department by dialing 911. Speak clearly and remain calm. Provide the address of the crime scene, the type of crime, your name, and your specific location. Provide as much detail as possible, such as a description of the suspect including gender, type of clothing, vehicle make, year, and model, license plate number, etc. Stay on the line until you are told to hang up. Inform your Campus Director or for Residence Hall incidents (in applicable locations only), advise your Residence Hall Director or Facilities Manager as soon as possible

In some circumstances, crimes may be reported on a confidential basis if the victim or witness so chooses. Persons who want to report a crime on a confidential basis can do so by calling the designated security officer or confidential resource for your campus location, listed on page 34 of this report. These crimes will be included in Bryant & Stratton College's Annual Disclosure of Crime Statistics and Bryant & Stratton College will have the discretion to report such crimes and reveal the name of the person reporting such crime to appropriate law enforcement personnel when necessary to ensure the safety and wellbeing of any student or associate.

## **Campus Security Authority**

Bryant & Stratton College does not have a privately owned security department. The majority of Bryant & Stratton Campuses utilize uniformed private security guards. While Bryant & Stratton College does not have a privately owned security department, it does work with local law enforcement agencies to make our campuses safe and secure. The campus will investigate criminal incidents reported to designated campus security authority and will, upon request, file the necessary report with the local law enforcement agency at the campus location. There are currently no written agreements between Bryant & Stratton College and local law enforcement.

## **Security of and Access to Campus Facilities**

Students and associates are permitted access to school buildings and parking areas during normal business hours. At some campuses, students and associates are provided a swipe card with their picture, name, and a bar code, for use with an internal security system. To obtain access to the campus, the cardholder must use his or her swipe card. At campuses where swipe cards are used, individuals not possessing a swipe card may enter the building only after being given electronic access by the receptionist.

You are welcome to have your parents, relatives, or friends who are prospective students visit the campus. However, they must register with the receptionist upon arrival. It is the policy of Bryant & Stratton College not to permit students to bring young children to school with them at any time during school hours with the exception of children enrolled in Bryant & Stratton College's Children's College/Center (available at selected campuses). Young children are not allowed in the classroom under any circumstances.

For additional information about the unique features of your campus' security and access to on-campus housing, please contact your Campus Director and review the campus-specific safety procedures, requirements and maps contained within Appendix A to this document.

## **Emergency Response and Timely Notification**

Bryant & Stratton College will, without delay, and taking into consideration the safety of the campus community(ies), determine the content of its notification and initiate its timely notification system, unless the notification, in the judgment of the campus management team and if necessary, in conjunction with local law enforcement agencies; compromises efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. Bryant & Stratton College Emergency Response and Evacuation Procedures includes information about the College's response. The Campus Director or appropriate authorized personnel are ultimately responsible for notifying students, faculty, and staff of an emergency. Please refer to the list of individuals provided above for the designated campus security official at your location.

Each campus utilizes emergency response and evacuation procedures that include, but are not limited to, an evacuation plan, Report of Weapons Fired on Campus or Near School, shelter in place plan, and an emergency notification system. For emergency response and evacuation procedures specific to your campus, please review Appendix A in addition to the below information. The Campus Director or if necessary, his or her designee will review reports of an emergency situation on campus and in collaboration with his or her Emergency Response Team and local law enforcement, if necessary to confirm that there is an emergency or dangerous situation on campus that poses an immediate threat to the health or safety of some or all members of the campus community. These individuals, will determine if the emergency response system should be initiated as outlined below.

### **Campus Emergency Notification**

Campus notifications may be made through student and associate email and by utilizing an emergency notification system. Bryant & Stratton College will attempt to notify students and associates of events on campus that present a clear safety risk. The Campus Director or appropriate authorized personnel will notify students, faculty, and staff of such events by sending a message through the College emergency notification system. Students, associates and faculty members are automatically set up on the RAVE system to receive notifications to their college email address and need not take any action to receive those updates. Updates to notification options may be made through the registration system to receive

these notifications through any mobile phone numbers or other email addresses. Students, faculty, and staff may update, register and adjust their notification preferences at <https://www.getrave.com/login/bryantstratton>.

If you want to receive text notifications, you will need to log in to enter or verify your mobile phone number and provider. Otherwise, you will be notified of emergency situations only via your College e-mail. Note that your mobile phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone.

Once you have updated your information, remember to tell your friends to sign up too!

## **Emergency Notification System – Frequently Asked Questions**

### ***What is Rave Alert?***

Bryant & Stratton College has partnered with Rave Mobile Safety to offer an emergency notification system, Rave Alert, capable of sending users text, voice and e-mail messages. You may learn more about Rave Mobile Safety at their corporate site ([www.ravewireless.com](http://www.ravewireless.com)).

### ***What does the Rave service cost?***

Rave does not charge students, faculty, or staff for sending or receiving messages through this service. However, your carrier's standard messaging and/or data charges may apply. Please consult the details of your mobile phone plan.

### ***What type of messages will I receive?***

The College will send you messages related to critical campus information and emergencies. The College also conducts regular tests of this system which will result in you receiving test messages. You will never receive advertisements and your information is never provided to advertisers.

### ***What is my username and password?***

Your username should be your Bryant & Stratton College e-mail address. You will receive an initial start-up password from Rave Wireless that you may change online.

### ***I already have contact information in the system. Where did this data come from?***

The college pre-populated the Rave Campus Alert system with campus e-mail addresses. In addition, if you provided information to your campus, your data was entered into the Rave system.

### ***What if I did not receive a welcome e-mail?***

If you did not receive a welcome e-mail, you may still login by requesting a password reminder at [www.getrave.com](http://www.getrave.com), using your campus e-mail address. Please be assured [getrave.com](http://www.getrave.com), [rave.com](http://rave.com) and [bryantstratton.edu](http://bryantstratton.edu) are excluded from any spam filters or block lists in your e-mail client, spam blocking programs or your e-mail service (if you are forwarding e-mail from [bryantstratton.edu](http://bryantstratton.edu)).

### ***What mobile phone carriers are supported by the alert system?***

All U.S. mobile carriers are supported.

### ***What if my mobile phone number changes?***

If your mobile number ever changes, please login to the [www.getrave.com](http://www.getrave.com) site to update your contact details.

### ***What if my mobile phone provider changes?***

You may login to update your carrier on the [getrave.com](http://www.getrave.com) site. If you keep the same mobile number, and simply change mobile phone provider, you do not have to change anything. However, it may take several

weeks for your mobile provider to update the Rave Alert system. During that time, it is possible that you will not be able to receive messages unless you login to update your carrier information online.

***Will I receive advertisements or text messaging SPAM from Rave Wireless?***

No, never. We respect your privacy and you will never receive any messages other than official Bryant & Stratton College communications.

***How will I identify incoming messages from Rave Campus Alert?***

You will be sent messages from what are known as short codes. The messages will come from either 67283 or 226787. We encourage you to save these numbers into your phone so you will recognize them when messages are sent. Some smaller carriers do not support short-code messaging. For these carriers, you will receive messages from @getrave.com.

***I do not want to receive SMS (text) messages on my phone. How do I stop them?***

If you have signed up to receive text alerts, you can stop these at any time by sending a text message containing the words STOP or QUIT to 67283 (MRAVE) or 226787 (CAMPUS), or by logging in and updating your profile on the [www.getrave.com](http://www.getrave.com) site.

***Whom do I call for assistance?***

You may contact the Bryant & Stratton College at your [local campus numbers](#) and they will refer you to the proper associate to address your issue.

## **Evacuation Plan**

It is important that all students, faculty, associates and guests of our campuses become familiar with the exit(s) closest to their location in the building. The recommended point of exit may change based on circumstances and situations involving emergency incident(s) and drill(s).

The Campus Director is ultimately responsible for the safe evacuation of the building. A Campus Emergency Response Team (CERT) will be responsible for each area or quadrant to including monitoring the evacuation process and ensuring the security of their area. To effectively communicate with other, essential persons (i.e. Campus Director) will use a cell phone, walkie talkie or radio.

A “disaster” is defined as any situation, man-made or natural, that could result in a significant disruption to the academic mission of the College, a potential loss of life, injuries, damage to facilities, and the need for external resources (i.e. police, fire, ambulance). A disaster most often occurs rapidly, allowing little time to consider courses of action to address the situation. This evacuation plan will serve as a guide for all Bryant & Stratton Associates, students, and instructors. For evacuation procedures specific to your campus, please see Appendix A.

Each campus will conduct a minimum of two emergency response and evacuation drills each year utilizing the format outlined above. Each drill is documented and includes a description of the exercise, the date and time of the exercise, and whether or not it was announced or unannounced. The tests are designed to assess and evaluate the emergency plans and capabilities of the campus.

## **Campus Emergency Response Team (CERT) Responsibilities**

***Campus Director:***

- Respond to directions from the System Office, if time allows
- Assess the situation at the campus

- Communicate to deans, department heads, faculty, staff, students, and visitors.
- Communicate with local law enforcement, as necessary.
- Direct campus personnel in meeting the needs of affected people and minimizing damage to property and injury or loss of life.
- Communicate and/or direct communication with local outside agencies to access resources and/or services for the campus.
- Direct immediate damage assessment at the campus
- Direct media inquiries to the System Office

***Campus Disaster Response Coordinator (Campus Director or Designee):***

- Take steps as needed to provide a safe and secure environment
- Manage evacuation/lock-down procedures
- Report actions taken to the Campus Director
- Identify damage effects
- Maintain an “Emergency Bag” that contains blankets, water, a flashlight, non-perishable food items, and other identified items necessary to care for the children (campuses with Children’s College locations) for up to four hours.

***Quadrant or Area Leader Responsibilities:***

- Report to the CDRC their area is evacuated or clear
- Facilitate the safe evacuation of all persons in their quadrant or area
- Lead persons in their quadrant or area to one of the two identified rally points.
- Close all doors to offices and classrooms
- Remain in contact with the CDRC and/or Director and
- Complete the “Quadrant/Area Check-Off List”

***Dean (designee):***

- Assist academic staff and students in responding effectively to a disaster situation.

***Department Heads:***

- Assist campus community in responding to a disaster situation.

***Facilities Manager:***

- Monitor soundness of the facility, report damage effects.

***Emergency Runner:***

- Assist the Campus Director and CERT members as needed during disaster situations.

***Faculty:***

- Assist Dean(s) in helping students deal with a disaster situation.

***Staff:***

- Assist campus community in responding to a disaster situation.

**Emergency Drills/Tests**

Each campus will conduct a minimum of two emergency response and evacuation Drills each year utilizing the format outlined above. Each drill is documented and includes a description of the exercise, the date and time of the exercise, and whether or not it was announced or unannounced. The tests are designed to assess and evaluate the emergency plans and capabilities of the campus.



## Evacuation

The Campus Director (or an identified designee) will serve as the Campus Disaster Response Coordinator (CDRC). The Campus Director will establish a Campus Emergency Response Team (CERT). Each member of CERT will be responsible for identified area in each campus building. The CERT team member will ensure that all persons in their area of responsibility has exited the building and doors to classrooms and offices are closed.

The CDRC will set up a command post (CP) safely away from the building. The CDRC will remain in contact with the Campus Director and CERT members via cell phone, walkie talkie, or radio. If any or all of these communication tools are inoperable and if it is safe, the CDRC will identify a capable runner who can carry messages to the Campus Director and CERT members that may be in one of the identified rally points.

During evacuations, each instructor will take charge of his/her class and move them into the hallway and towards the closest exit. The instructor and student(s) will listen carefully for instructions provided by the CDRC or CERT member. Once outside and safely arriving at one of the rally points, the instructor will account for all students that were in the classroom. The instructor will provide a "student accountability report" verbally to the CERT member (or designee) and that information will be relayed to the CDRC. The CDRC will forward a report to the Campus Director. **No one will be allowed to re-enter the building until it has been deemed safe by the Campus Director.**

In the event there are elderly, physically disabled or those with injuries that need to be evacuated, the CERT member will identify and designate a person to assist in evacuating such persons with special needs. If necessary, the CERT member will identify more than one person to render assistance. Additionally, the CERT member will either identify or personally assist anyone with a small child to exit the building.

**DO NOT USE ELEVATORS DURING EVACUATIONS.** Only the stairs should be used during any type of emergency.

## Fire and Fire Drills

Fire alarms are strategically positioned throughout all campuses. When pulled, the fire alarm will make a loud noise and the flashing lights may be visible, will be activated. At the sound of the fire alarm or during a fire drill, gather all essential items (i.e. medications, coats, etc.) and move quickly and calmly to the nearest exit to evacuate the building. All persons should listen carefully for instructions provided by the instructor, a CERT member or the CDRC. Once exiting the building, quickly move to one of the identified rally points. The instructor will account for students that were in their class and the information will be relayed to the CERT member who will forward a report to the CDRC. The CDRC will forward a report to the Campus Director. No one will be allowed to re-enter the building until it has been deemed safe by the Campus Director.

## Bomb Threats

All reports of a threat or suspected threat, from whatever source, must immediately be reported to the Campus Director or a CERT member. The Campus Director or CERT member will make the decision to contact the Police.

If a bomb threat is received by the telephone, the person taking the message should keep the caller talking as long as possible and make written notes of the following:

- The time and date of the call;

- The assumed age and sex of the caller;
- Any distinguishing speech characteristics;
- What was said by the caller, as precisely and completely as possible;
- Any background noise that may help identify the source of the call;
- The phone number of the caller.

Any unusual or suspicious object should immediately be reported to the Campus Director or CERT member. Suspicious objects or materials should not be touched or disturbed. The Campus Director or CERT member will evaluate and determine whether to contact the Police.

After an evaluation/assessment of the content of a received threat or suspicious object, the decision to evacuate or close a building shall be made jointly, whenever possible, by the Campus Director or CERT member and the Police. If the decision is made to evacuate, an announcement will be made to initiate evacuation procedures. If necessary, the building's fire alarm system may be activated to aid in the evacuation.

Every bomb threat or incident of a suspected explosive device should be considered as valid until all reasonable precautions for public safety have been taken or until the danger to life and property is terminated. Directions given by law enforcement in response to such a situation should be followed without question.

## **Lockdown Procedures**

If a lockdown is announced, everyone should stay where they are. Classroom teachers are to quickly check outside their room to direct any students or staff members in the hall into the room. Once inside, lock the door (if lockable), close any blinds or curtains, place students against the wall so that if an intruder is in the building the students cannot be seen. Turn out the lights, turn off computer monitors (if any). Keep quiet.

If you are in a bathroom when the lockdown is announced. Move to a stall, lock it and stand on top of the toilet.

If you are in the hallway when the lockdown is announced, move to the closest classroom immediately.

Everyone is to stay in a safe area until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made.

An administrator will signal all personnel if the lockdown has been lifted.

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll call to account for all students present in class.

## **Report of Weapons Fired on Campus or Near School**

If shots are fired or an armed intruder is reported **outside** the building, take cover immediately and do not exit the building.

If shots are fired or an armed intruder is reported **inside** the building and you are near an exit or determine that you can access one without exposing yourself to threat, exit the building immediately and run as far away as you can. If shots are being fired as you exit, take cover – ideally behind the front wheel of a vehicle in the parking lot - and wait for police instruction. Once outside **DO NOT RE-ENTER THE BUILDING.**

If it is not safe to exit the building, take cover in a room (with a lockable door if available) and hide behind a barrier away from the door. Avoid bathrooms or interior rooms, if possible. Position yourself along the front wall out of line of sight. Close blinds or curtains and stay away from windows. If you are in an exterior room, exit through a window if possible. Turn off lights, all audio equipment and silence cell phones.

Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit. Try to remain as calm as possible.

If shots are being fired, do not go into a hallway to investigate. Stay where you are. Stay out of open areas and be as quiet as possible.

Try to keep everyone together until the police arrive to give directions, but do not jeopardize your safety to do so.

#### **RUN, HIDE, FIGHT.**

- *RUN* – If you can run – run and keep running.
- *HIDE* – If you must hide, get behind cover and hide. Do not have everyone dial 911 as this will overload the dispatch center.
- *FIGHT* – This option requires total commitment until the intruder is disabled.
  - Wait for the shooter to enter the room. Be positioned beside the door.
  - Attack as a group. Hit the intruder's knees while another person grabs the barrel of the weapon, forces it downward and holds it down. The others tackle the intruder and take him/her to the ground. Everyone jump on the suspect and kick, grab and/or poke anything on the suspect. Remember the suspect's intentions are to kill.

When interacting with the police, immediately drop any weapons and keep your hands in the air where they can be seen. Do not shout and do not make any quick movements. Follow all directions given, without hesitation. Answer all questions and do not impede the officers' work.

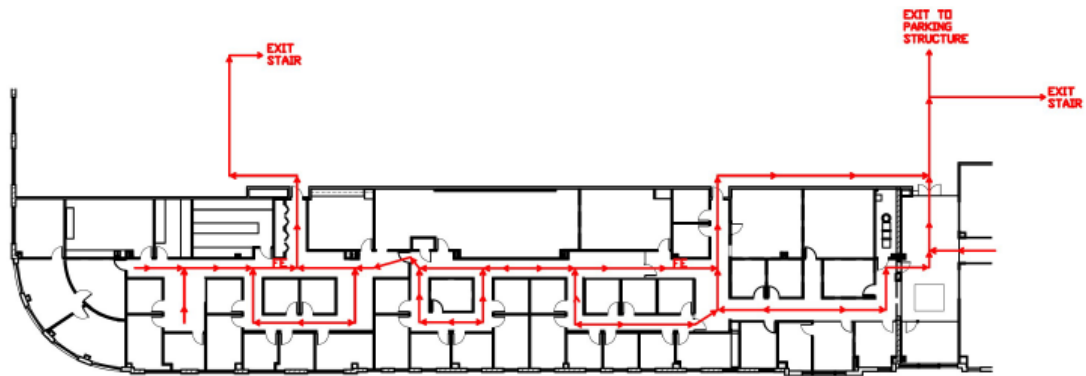
**APPENDIX A**  
**BAYSHORE CAMPUS EMERGENCY CONTACTS**

<b>Emergency and Security</b>	
North Shore Fire & Rescue / Emergency	911
Glendale Police Department	(414) 351-9900
Bayshore Town Center Security	(414) 906-8054
Bryant & Stratton Bayshore Security	(414) 961-9600
Alarm System (ATD)	1-800-269-2647
<b>Campus Contacts</b>	
Campus Director	
Emergency Coordinator	
Maintenance/Facilities Manager	
<b>Key Contacts:</b>	
<b>First Aid/CPR Certified:</b>	

# BAYSHORE CAMPUS EMERGENCY EXIT FLOOR PLAN



EGRESS PLAN - BAYSHORE EAST  
FE=Fire Extingulsher



EGRESS PLAN - BAYSHORE WEST  
FE=Fire Extingulsher  
AED=Defribrillator



## **BAYSHORE CAMPUS SAFETY PROTOCOLS**

### **EVACUATION PROCEDURES**

If an emergency occurs and evacuation is necessary, remember the following:

- Remain calm.
- Choose route carefully.
- Know the type of emergency for which you are being evacuated.
- Don't go back for belongings if it is not safe.
- Help others in need.
- Go directly to the safest evacuation area.
- Stay at evacuation area until authorities indicate it is safe to return.

During an evacuation, follow directions from authorities and communicate any concerns you may have. At Bayshore, the primary evacuation areas are:

- **Fire:** North side of parking garage (toward LA Fitness).
- **Tornado:** East and West stairwell or lowest level of central stairwell.
- **Active Shooter:** North side of parking garage, or as instructed by police.

### **FIRE EMERGENCY PROCEDURES**

If a fire is reported or you witness a fire, activate the nearest fire alarm and call 911 immediately if it is safe to do so. Once you have reported the fire, determine if the campus needs to be evacuated.

Fight the fire **ONLY** if:

- The Fire Department has been notified.
- The fire is small and not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are trained to use it.

Upon being notified about a fire emergency, all staff and students must:

- Leave the building using designated evacuation routes.
- Assemble in the designated meeting area
- Remain outside until authorized individuals declare it safe to return

At Bayshore, fire pulls are located in the lobby outside the main entrance. Fire extinguishers can be found throughout campus, and always near exit doors.

**The primary evacuation area is the parking garage. Make your way to the North end of the garage (toward LA Fitness), away from the building.**

## **MEDICAL EMERGENCY PROCEDURES**

If a medical emergency occurs on campus, contact North Shore Fire & Rescue by dialing 911.

Provide the following information:

- Nature of emergency
- Location (room number, office)
- Your name

Do not move the victim unless absolutely necessary. Call on-campus personnel trained in CPR and First Aid to provide assistance until EMT/Rescue arrive.

First Aid cabinet and AED/Defibrillator are located in the Associate lounge.

Eye Wash station is located in the Nursing Wet Lab (Room 19)

For a list of staff certified in First Aid/CPR, refer to the Emergency Contacts page of this manual.

## **FIREARM / ACTIVE SHOOTER PROCEDURES**

If you witness a firearm assault or active shooter emergency, call 911 if safe to do so.

If possible, notify them of the following:

- Location of shooter(s)
- Number of shooter(s)
- Physical description
- Number and type of weapon(s)
- Number of potential victims

Quickly determine the most reasonable way to protect your own life. Always follow the instructions of the Police or Campus Security. If you have not received specific instructions, consider the following options:

- Evacuate: Have an escape route in mind. Leave your belongings behind. Help others escape, if possible, and prevent individuals from entering an area where the shooter may be. Evacuate regardless of whether others agree to follow.
- Hide: Hide in an area out of the shooter's view, block entry to your hiding place if possible and/or lock the doors. Silence your cell phone, and turn off any source of noise (TV/computer).
- Take Action: As a last resort and only when your life is in imminent danger, you may attempt to incapacitate the shooter or act with physical aggression.



When law enforcement arrives, remain calm and follow instructions. Immediately raise hands and spread fingers, keeping hands visible at all times. Avoid making quick movements, and avoid pointing, screaming or yelling. Do not stop to ask officers for help or directions when evacuating; just proceed in the direction from which officers are entering the premises.

### **SEVERE WEATHER**

If severe weather occurs, Management will notify staff as soon as possible. If you are alerted to severe weather, you may be asked to evacuate to designated severe weather shelter areas. At Bayshore, this area is in an interior room, in the stairwell at either end of the building or on the lowest level of the central stairwell. You may also be instructed to seek shelter on campus. It is always recommended that you move to areas clear of glass or items that could fall and cause injury.

#### **Tornado**

- When a warning is issued by sirens or other means, seek shelter indoors.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the threat is announced to be over.

#### **Bayshore Campus Interior Areas:**

- Classroom 15
- Faculty Room
- East Stairway
- Four offices between Classroom 3 and IT Office

#### **Blizzard**

If on campus in blizzard conditions, stay calm and await instructions from management. Stay indoors. In the case of blizzard conditions prior to your arrival on campus, watch local news for school cancellation information.

## TELEPHONE BOMB THREAT PROCEDURES

### INSTRUCTIONS:

- BE CALM.
- BE COURTEOUS.
- LISTEN.
- DO NOT INTERRUPT THE CALLER.

CALLER'S IDENTITY SEX: Male\_\_\_\_ Female\_\_\_\_ Adult\_\_\_\_ Juvenile\_\_\_\_

APPROXIMATE AGE:\_\_\_\_\_

ORIGIN OF CALL: Local\_\_\_\_ Long distance\_\_\_\_

PRETEND DIFFICULTY HEARING—KEEP CALLER TALKING—IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour\_\_\_\_\_ Time Remaining\_\_\_\_\_

Where is it located? Building\_\_\_\_\_ Area\_\_\_\_\_

What kind of bomb?\_\_\_\_\_

What kind of package?\_\_\_\_\_

How do you know so much about the bomb?\_\_\_\_\_

What is your name and address?\_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Did the caller appear familiar with the campus (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

### **THEFT OR ROBBERY**

If a theft or robbery occurs on campus, contact 911, Campus Security and the Manager on Duty or Emergency Coordinator. Complete an incident report and submit to Business Office.

When notifying 911 or Security, be prepared to share the following helpful information:

- Number of persons involved
- Description of persons involved
- If known, location and direction persons may be walking/running/driving
- Description of any weapons used.

### **CHEMICAL EMERGENCY**

If a chemical spill occurs, follow the procedures below:

- Contain the spill with available equipment.
- Secure the area and alert management and/or facilities staff.
- Do not attempt to clean the spill unless trained to do so.
- Attend to any injured individuals and call 911 if required.
- Evacuate building if necessary.

At Bayshore, MSDS sheets are kept in the following locations:

- Storage Room near Library (cleaning supplies)
- Medical Assisting Room 13
- Wet Lab Room 19