

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

**HAMPTON CAMPUS**

4410 E. Clairborne Square  
Suite 233  
Hampton, VA 23666

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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://www.rave.com) and [bryantstratton.edu](http://www.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://www.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.

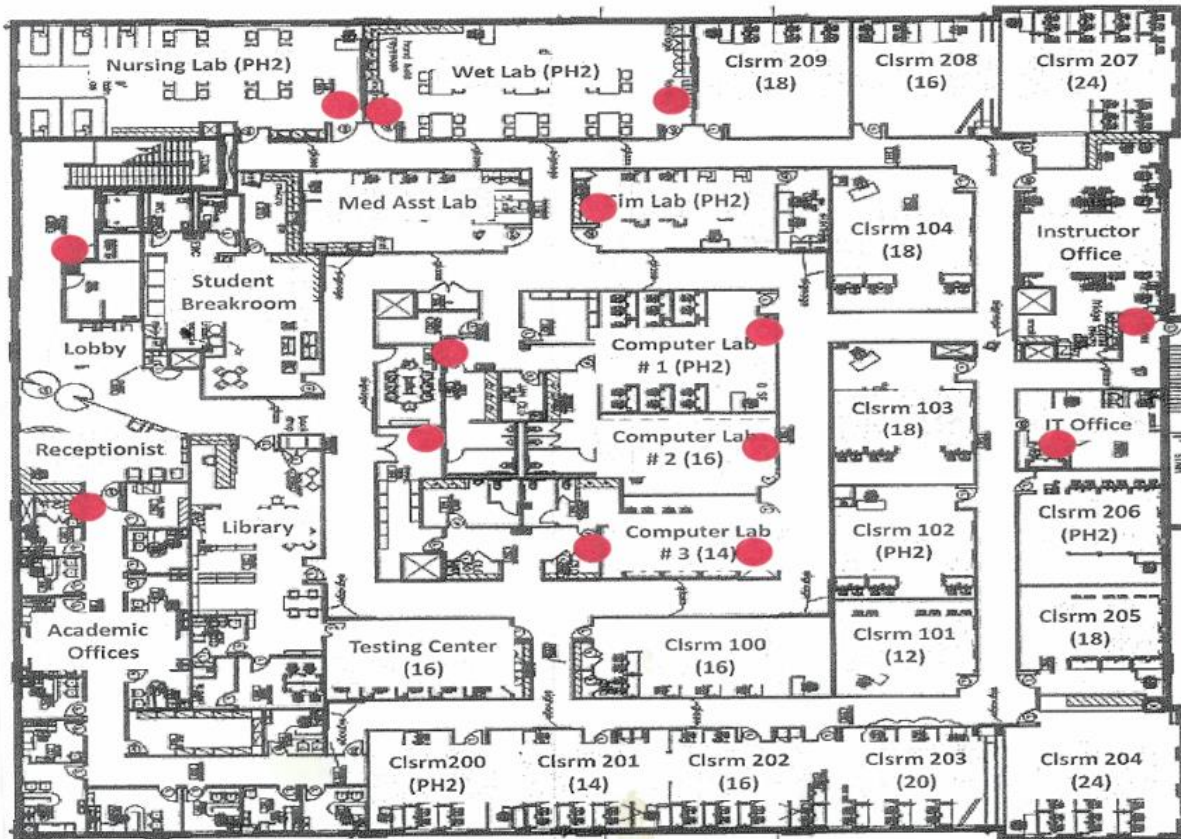
Try to keep everyone together until the police arrive to give directions, but do not jeopardize your safety to do so.

#### **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**  
**Hampton Campus Evacuation Map – Academic Building**  
500 Kilgore Avenue, Hampton , VA



## **Campus Policy for Medical Emergencies or First Aid Assistance**

### **Medical Emergencies**

Medical emergencies shall be defined as those medical situations that are serious and/or life threatening.

Should a member of security be notified of such a situation, they will first make sure that 911 have been called. They will then communicate to the Campus receptionist on the radio that they have a medical emergency and give the exact location of the medical emergency.

Any staff person encountering a medical emergency of this type should first call 911 if not rendering aid.

Should this be the case then another staff person at the actual location of the medical emergency should call 911 advising the police dispatcher of the address of the Campus and the exact location of where they are. It is important that this staff person stay on the phone line with the police dispatcher so they can provide further information as well as updates on the condition of the victim.

A staff member at the location of the emergency should then call or radio the Campus receptionist. They should advise the receptionist that they have a serious medical situation and require additional staff assistance. They will then give the receptionist their exact location within the building and will alert the Campus receptionist if they believe that the AED is needed.

The Campus receptionist will first notify members of the Campus Emergency Response Team (CERT) via radio so they may respond to the location with a medical kit and with the AED if needed. They will also file a campus incident report if necessary.

The Campus receptionist will then check to see if any medical personnel (staff or instructors) are working within the building and then have them respond to the medical emergency to offer assistance.

Those staff members that are trained to handle this type of medical emergency will then respond to the location given by the Campus receptionist.

It is important to remember that everyone needs to remain calm during these types of situations. Communication should be clear and easy to understand by whoever is receiving it.

### **Notifications**

Once the front desk has been notified of the medical emergency and the appropriate staff members are responding, the Campus receptionist will immediately notify the Campus Director and the appropriate Deans of the Campus.

## **First Aid**

First aid situations are those medical situations that are not deemed to be a medical emergency. A first aid situation would be an injury that is not considered serious and is definitely not life threatening. Some examples would be:

- (1) Someone requires a band aid due to a cut or laceration
- (2) Someone slips and scrapes their knee and needs first aid assistance
- (3) Someone falls and has sprained their ankle.

One must always remember that certain injuries may appear to be minor but due to the age of the person, the possibility of an existing medical condition and/or the onset of shock, the “minor” injury may rise to the level of a medical emergency.

First aid situations can normally be handled by the staff person who has encountered the situation. But there may be those situations where the staff person feels that they cannot provide the assistance that is needed.

First aid situations will be treated in the same manner as a medical emergency if assistance cannot be provided by the staff person who has encountered the First aid situation.

If the staff person needs first aid assistance, they will contact the Campus receptionist. The Campus receptionist will notify the appropriate personnel or seek the assistance of a member of CERT to assist them in this task.

Those staff members, qualified to provide proper first aid, will respond and assist with the situation at hand.

A member of the security team will also respond to the location so a campus incident report can be filed if necessary.

## **Notifications**

Once the front desk has been made aware of medical emergency or first aid situation, the Campus receptionist will immediately notify the Director and the appropriate Deans of the Campus.

## Campus Evacuation and Lockdown Policy

### Statement of Policy

This policy deals with those individuals who have come onto the property or near the campus property but not within the facility **or** those individuals who have come onto the campus property and have entered or are attempting to enter the campus facility and are acting in a suspicious and/or threatening manner.

This policy also applies to those situations where a firearm has been brandished or gunshots have occurred on or near the campus.

This policy is for the safety of not only those within the school but of all those who are on the property or within the entire facility.

### Definitions

**Campus Emergency Response Team (CERT)** - Security officers, Maintenance & IT Staff, Security & Safety Committee Members.

An individual acting in a **suspicious and/or threatening manner** would be defined as:

- (1) Someone who is not allowed on the property.
- (2) Someone who is allowed on the property but is acting in a manner that would be considered suspicious. Some examples of suspicious behavior of are:
  - (a) Someone being in a part of the building or on a part of the property where they are not allowed.
  - (b) Someone exhibiting bizarre and/or unusual behavior.
  - (c) Someone who is not responding to verbal cues from staff members and/or security. **Please note that this type of behavior may indicate a medical condition.**
- (3) Someone who is acting in a threatening and/or violent manner, or brandishing or firing a firearm in the area near the campus or on the campus property or within the campus facility, whether the threat is either implied or involves acts by the individual that may result or did result in harm to anyone near the campus property or on the campus property or within the campus facility.

### Action Taken

Everyone should work together to ensure that immediate and appropriate action is taken concerning those individuals that may be deemed suspicious and/or threatening. This does not mean that one is expected to confront a suspicious and/or threatening individual but there are other things that one can do to help deal with the situation.

Should you see or encounter someone suspicious but the person does **NOT** appear to be a threat to anyone it is recommended that:

- Notify a member of Campus Emergency Response Team (CERT) if close by or notify the campus receptionist who will then notify the appropriate personnel. You will need to give the exact location of the individual as well as a good description of the person. The receptionist will immediately notify a CERT member via radio.
- If you feel that you can **safely** approach this individual, then you may want to consider approaching the individual and asking them if you can help them. If it is possible, it is recommended that you approach the person with at least one other staff member.
- If you feel that your personal safety may be jeopardized then you should first go to a safe area, call 911 and advise the local police. You should then notify the Campus receptionist and notify them as to what has transpired.

### **Activation of Code Blue**

Should you see or encounter someone who is acting in a violent and/or threatening manner, it will be deemed as a “**Code Blue Situation**”. It is recommended that you immediately:

- Go to a safe area where you are out of harm’s way
- Call 911 to notify the local police
- Notify a member of CERT or call the campus receptionist so the appropriate action can be taken. A **Code Blue Lockdown** or **Code Blue Evacuation** would be communicated via radio to members of CERT.
- IT members of the security team will then communicate this via our RAVE Emergency Notification System. The RAVE text will indicate whether it is a school lockdown or an evacuation of the school. The RAVE notification would be either, “The Hampton Campus is now in LOCKDOWN. Further updates will follow” or “Please evacuate the Hampton Campus. Further updates will follow”.
- Once notified of a Code Blue situation, the campus receptionist will forward all the incoming calls to the IT Room functioning as the CP or Command Post. The receptionist will then take the radio and respond to a safe location behind the card access doors or evacuate the campus with radio if necessary.
- A security member at the Command Post (The IT Office), utilizing the camera system and monitoring all radio traffic, should stay in constant communication with the police keeping them updated on all the information that can be provided. This room will be considered a Command Post for relaying information and monitoring movement of people in and around the building.



### Faculty Responsibilities:

- Each instructor, that has a class in session, if notified of an evacuation, will take charge and move their class in an orderly fashion to the closest exit unless circumstances dictate otherwise or you are told otherwise.
- Each instructor, if possible, will have their class attendance sheet with them when they exit the building.
- Each instructor, if in an area deemed safe, will then take roll once they and their class have properly evacuated the building.
- Each instructor, that has a class in session, if notified of a school lockdown, will close their classroom door, turn off the lights, close the window blinds, move to a part of the classroom that is the furthest away from the door and windows, try to get everyone behind the instructor desk or the classroom tables, remind everyone to have their cell phones on vibrate, and stress to everyone to be QUIET!
- Please remember that if the police are present when you are evacuating the building that you need to obey all their commands! Keep your hands in the air and do exactly what they tell you to do. Remember they don't know who you are.

The announcement of "Code Blue" on the radio can be done by any member of CERT or the Campus receptionist once notified. The announcing of a "Code Blue" will be as follows:

- Should a "Code Blue" situation require a **lockdown**, then it will broadcast **three times** on the radio, "Code Blue Lockdown". Members of CERT will take responsibility for making sure that everyone is notified. Members of CERT will ensure that all students, staff, and any campus visitors are in a classroom or office and that the door to the classroom or office is locked.
- Those staff members that are not in their office or who do not have an office that can be locked, should proceed to the nearest office that can be locked. It is **not** recommended that you attempt to get to your office if you are some distance away.
- Those individuals who may be in the bathroom when a Code Blue lockdown is in effect, should go in a stall and then step up on the toilet and remain very quiet.
- Everyone should stay away from the door. Turn off the lights to the classroom or office. Close all blinds on the windows. Get down behind desks or some form of cover. You have the option of turning the tables on their sides and getting behind them. All cell phones should be put on vibrate and everyone should stay off of them unless absolutely necessary. **REMAIN QUIET!**

- Some classrooms provide areas of cover or other rooms that you may want to hide in until the situation has been rectified. It is recommended that everyone keep away from exterior windows. If you are not near your assigned classroom, then you should enter the nearest classroom or office that can be locked.

**PLEASE REMEMBER THIS IF NOTHING ELSE:**

- **RUN IF POSSIBLE TO GET AWAY FROM THE THREAT**
- **HIDE IF YOU CAN IF YOU CAN'T RUN AWAY**
- **FIGHT IF YOU FEEL THAT IS THE ONLY WAY TO SURVIVE**

**SO REMEMBER THESE THREE VALUABLE WORDS IF YOU FEEL YOU ARE IN DANGER: RUN, HIDE, OR FIGHT!**

- The uniformed campus security officer, if it can be safely done, and the Campus Network Administrator or designee (if possible) will respond to the IT room.
- Should a member of CERT or the Campus receptionist be notified of a “Code Blue” situation that requires **evacuation**, then they will broadcast **three times** on the radio, “Code Blue Evacuation”. All members of CERT will immediately notify all occupants of the building.
- IT members for the campus will send out the appropriate RAVE text.
- All faculty, staff, students and visitors should evacuate the building by the normal fire evacuation route (**unless told otherwise based on the location of the threat**).

**Please remember that if the police are present when you are evacuating the building that you need to obey all their commands! Keep your hands in the air and do exactly what they tell you to do. Remember they don't know who you are.**

**Staff Responsibility**

It is everyone's responsibility to remain calm and assist others who may not be aware of what is occurring. During a “Code Blue” **lockdown** or **evacuation**, it is recommended that staff assist those who may be students, guests and/or visitors, and also assist those that have special needs such as children, the elderly and/or the handicapped. It will also be staff's responsibility to ensure that the “Code Blue” has been communicated to everyone.

- The Campus Director, Campus Dean, and/or designee, and members of the Security Team, after announcing or being made aware of a “Code Blue” evacuation or lockdown, will stay in constant communication with the Campus Network Administrator and/or their designee and members of CERT.

**Resolution of a “Code Blue”:**

Once it has been determined by the Police that the “Code Blue” situation has been resolved and it is safe to return to normal operations, the Director of the Campus or Campus Dean or designee, will communicate to the Campus receptionist that we can resume normal operations. The Campus receptionist will then communicate to all staff that everyone can resume normal operations.

The Campus Director or Campus Dean and/or designee will also need to coordinate with all its’ staff a “roll call”. This will account for the whereabouts of all students, all staff members, and visitors that were present inside or outside of the building during the “Code Blue” situation.

The Administrator of the campus communications system, utilizing our Rave system, will send out the following communication, “The Virginia Beach campus is now open. All staff will resume their normal working hours and all students may report to their classes at the normally scheduled times.”

## Campus Bomb Threat Procedures

### **If a threat is received by e-mail:**

- **STAY CALM!**
- Do not turn off your computer or attempt to open any other site.
- Calmly notify your Network Administrator.
- Contact the Campus Receptionist, the Deans and the Director of the Campus
- Call 911
- If the threat states that the bomb is imminent, please notify the Campus Receptionist so an orderly evacuation can be done. Please refer to the **fire evacuation policy and announce a Code Blue Evacuation.**

### **If threat is received through the mail system:**

- **STAY CALM!**
- Avoid handling the postage material
- Walk away from the document/packet and its location and notify appropriate personnel
- Call 911
- Contact Campus Receptionist, the Deans and the Director of the Campus.
- Keep track of the following information
  - Who found it
  - Who else was present
  - Where was it found or how was it delivered
  - When was it found or delivered
  - Who touched it
  - Have any previous threats been received

### **If threat is made by telephone:**

- **STAY CALM!**
- Ascertain
  - When is the bomb going to explode? ( date and exact time)
  - Where is the bomb located?
  - What kind of bomb is it?
  - Description of the bomb, reason for planting the bomb and also making notes from the Caller ID
    - Time of the call
    - Sex of the caller
    - Speech patterns
    - If caller has an accent, try to determine nationality
    - Emotional state (agitated, calm, excited)
    - Background noises (traffic, music, voices, etc)
    - Ask the caller their name
      - If practical, do not hang up the phone.

- If an evacuation is warranted, follow the guidelines in the fire procedure evacuations. Please refer to the **fire evacuation policy and announce a Code Blue Evacuation.**
- If an explosion has already occurred occupants should leave the building using the procedures outlined for fire emergencies.
  - Call 911
  - Contact Campus Receptionist and the Deans and the Director of the Campus.

### **Identifying Suspicious Items**

- Look closely around the work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- Report potential safety or security problems to the Campus Receptionist.
- Be on the lookout for anything unusual, particular packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- If asked to assist in a search for a suspicious item:
  - Be thorough
  - DO NOT USE cell phones
  - Do not touch anything you suspect
  - If necessary move people away for the suspicious item
  - Look for anything and everything that might conceal a bomb
  - Do not panic people in the area.
- Follow all instructions from the police and/or security personnel.

## Campus Evacuation Quadrant/Area Check-Off List

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Name of Coordinator (Receptionist): \_\_\_\_\_

### Quadrant # 1

Area Checked and All Clear: Yes \_\_\_ Time \_\_\_\_\_ Name of Monitor \_\_\_\_\_

### Quadrant # 2

Area Checked and All Clear: Yes \_\_\_ Time \_\_\_\_\_ Name of Monitor \_\_\_\_\_

### Quadrant # 3

Area Checked and All Clear: Yes \_\_\_ Time \_\_\_\_\_ Name of Monitor \_\_\_\_\_

### Quadrant # 4

Area Checked and All Clear: Yes \_\_\_ Time \_\_\_\_\_ Name of Monitor \_\_\_\_\_