

SCF DEPARTMENT OF PUBLIC SAFETY & SECURITY

Community Response Check List

Shelter in Place/Lockdown/Evacuation

SHELTER IN PLACE

SCF has developed a Shelter In Place plan in the event of a natural, weather or man-made disaster that may prohibit our students and staff from leaving a building. In the event of a "Shelter In Place" order by the SCF Administration, the following immediate steps shall be taken:

1. Immediately get students inside the classroom.
2. Check hallways for any other students/staff and get them inside also.
3. Faculty shall immediately and calmly communicate to their students that a "Shelter In Place" order has been initiated by the SCF Administration.
4. After accounting for all students in attendance, faculty will lead students to inner perimeter rooms, offices, bathrooms or hallways that afford additional protection. If you are already in a room that is safe, stay there.
5. Faculty shall advise students and other personnel in their charge to sit on the floor, against a wall, not visible from the classroom door or interior/exterior windows.
6. Close any blinds and shut off the lights.
7. In the case of a hostile intruder event instruct all to remain calm and quiet, listen for special instructions. Stay in place until an "All Clear" is given by law enforcement/public safety personnel.

LOCKDOWN

In the event of a "Lockdown" order by SCF Administration, the following steps shall be taken:

1. Immediately get students inside the classroom.
2. Lock the doors where possible.
3. Calmly advise students of the "Lockdown" status and to follow instructions.
4. Faculty shall advise students and other personnel in their charge to sit on the floor, against a wall, not visible from the classroom or interior/exterior windows.
5. Close any blinds and shut off the lights.
6. Remain calm and quiet, listen for special instructions. Stay in place until an "All Clear" is given by law enforcement/public safety personnel.

EVACUATION

In the event of an "Evacuation" order by the SCF Administration, the following immediate steps shall be taken:

1. Faculty will immediately advise students and other personnel in their charge that an "Evacuation Order" has been issued. Faculty will advise students to calmly and quietly proceed to exits without running or shouting.
2. Depending on the threat or emergency situation, students should be instructed to evacuate at least 300 feet from the building.
3. Do not block or gather in parking lots. Emergency vehicles will need those areas. Stay in place until an "All Clear" is given by law enforcement/public safety personnel.

ALL CLEAR

In the event of an "All Clear" order by law enforcement/public safety personnel, the following immediate steps shall be taken:

1. Faculty shall advise students and any other personnel in their charge of the current "All Clear" status ordered by law enforcement/public safety personnel. Doors should be unlocked and normal operating procedures should be implemented unless otherwise directed by SCF Administration.