

LEE  UNIVERSITY  
Campus Security

**Campus Emergency**  
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***KEEP THIS GUIDE READILY ACCESSIBLE AS A REFERENCE FOR THE STEPS TO TAKE SHOULD ONE OF THE EMERGENCIES MENTIONED ABOVE OCCUR.***

When dealing with any of these scenarios while working inside a Lee University-owned or operated building, the health and safety of the students, faculty, staff, and guests is paramount. The contents and property of the building are prioritized after the safety of all personnel and guests has been established.

***EMERGENCY CONTACT INFORMATION***

Emergency Dispatch - (911)  
Campus Security Dispatch - (423-303-4444)  
Non-emergency - (423-728-7311)

## ***SEVERE WEATHER/WINTER WEATHER***

Sheltering in place is preferred for building-occupant safety when confronted with severe weather conditions. Below are guidelines building occupants should follow when dealing with these events.

### **SEVERE WEATHER:**

**TORNADO WARNING** - Issued when a tornado has been sighted or indicated by weather radar. Campus Security will notify the administration about the warning and work with the building emergency contact to move everyone to a designated shelter area. Residential Life and Housing will work on getting all students in dorm rooms on campus to designated shelter areas.

#### ***Once a tornado warning has been issued:***

- 1) Lee University will give emergency notification to take cover immediately in appropriate locations:
  - Interior hallways
  - Interior restrooms
  - Areas protected from flying glass and debris
- 2) Do not shelter in large open rooms.
- 3) Campus Security will work with Residential Life and Housing to assist students in finding safe shelters.
- 4) Remain sheltered until receiving the all-clear notification. (LEEUALERTS)
- 5) Once the warning has expired, the administration will work with Campus Security to give the all-clear to return to work.

**TORNADO/THUNDERSTORM WATCHES** - Watches do not require occupants to seek shelter. Monitor local weather updates via radio, internet, or television, and be aware that conditions may change.

### **WINTER WEATHER:**

- 1) Monitor storm progress via National Weather Service, local media, weather radio, E.M.A. Notifications, or LEEUALERTS.
- 2) Prepare for early closing if the Lee University President's Office makes the decision.
- 3) Building emergency contacts will help facilitate that employees in their building receive the announcement to close.
- 4) Building emergency contacts will encourage all students, faculty, and staff to leave the building safely. If the situation requires building occupants to shelter in place and the building loses heat and/or power, we will make efforts to move employees to another location.

## ***FIRE/EXPLOSION***

In these emergencies, the Cleveland Fire Department is in command of the incident once on scene. Below are some guidelines to follow when dealing with such cases.

**1. PULL FIRE ALARM.**

**2. ALWAYS CALL 911 TO REPORT ANY FIRE.**

3. Notify Campus Security so they can evacuate or attempt to extinguish the fire. **423-303-4444**

**4. Evacuate the building in an orderly fashion.**

5. Initiate the following steps in the event of any fire by following the acronym **"R.A.C.E.":**

-**"R": Report/Rescue:** Report the fire immediately to those in the general area and sound the alarm. Contact 911 for the Fire Department response. Rescue or remove anyone in the immediate vicinity of the fire.

-**"A": Attempt** to extinguish the fire with an appropriate portable fire extinguisher if the fire is minor in nature only. Only personnel trained in the use of portable fire extinguishers should perform this action.

-**"C": Confine** the fire to the area of origin by closing unlocked doors to the affected area after all personnel have evacuated.

-**"E": Evacuate** the entire building and go to a predetermined rally point outside, where the building contact should take a head count.

6. Stay clear of the building and out of the way of emergency responders during their response and operational functions.

7. Once the fire is out, local authorities and the building engineer will inspect the building and determine if it is safe for re-entry.

## ***BOMB THREAT / ATTACK***

On the next page of this Guide is a Bomb Threat Checklist.

### **TELEPHONE THREAT:**

1. Record every word spoken by the caller or try to make notes of as much as possible (if possible, get the caller's time and the number used by the caller).
2. Keep the caller on the line if possible.
3. Have someone else in the office **call Campus Security (423-303- 4444) and 911** while you talk to the caller.
4. Ask for the location of the bomb.
5. Ask when the bomb will detonate.
6. Try to note the caller's gender.
7. Note the age of the caller.
8. Note accents or patterns of speech.
9. Note background noises (music, road noise, motors).

### **MAIL THREAT:**

1. Avoid touching or moving the letter or package.
2. Have everyone near the letter or package move out of the area until law enforcement can check/ clear the package.
3. Call Campus Security and 911.
4. Save all materials (envelopes, packaging, labels).
5. Note if the letter or package is lopsided or bulky.
6. Note the address, the intended recipient, and whether the information is handwritten.
7. Note if the letter or package is making noise.

### **ELECTRONIC COMMUNICATION/SOCIAL MEDIA THREAT:**

1. Contact Campus Security and 911.
2. Save any electronic communication threats and turn them over to law enforcement.
3. Forward any saved images to Campus Security immediately (screenshot if possible).
4. Do not delete any electronic communications on the list.
5. Campus Security will work with I.T. to determine and monitor for additional threats.

# LEE UNIVERSITY

Campus Security - 423-303-4444

## ***BOMB THREAT CHECKLIST***

**INSTRUCTIONS:** if your work place receives a bomb threat by telephone, fill out this form.

### **Step One: Call Comes**

Date:	Length of Call:
Exact Time:	Phone # of Caller:

### **Step Two: Questions to Ask**

1) Where is the bomb located?
2) When is the bomb going to explode?
3) What does it look like?
4) What kind of bomb is it?
5) What will cause it to explode?
6) Did you place the bomb?
7) Why?
8) Where are you calling from?
9) What is your address?
10) What is your name?

### **Step Three: Description of Caller**

Sex of caller: Male or Female	Race:	Age:
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#### **Description of Caller's Voice**

- Calm  Slow  Crying  Slurred  Stutter  Deep  Loud  Broken  Giggling  
 Rapid  Stressed  Nasal  Lisp  Excited  Diguisid  Sincere  Squeaky  
 Normal  Accented  Angry

#### **Description of threat language**

- Well-Spoken  Tape Recorded  Message read by caller  Incoherent  Foul/Irrational  
 If the voice is familiar, who did it sound like? \_\_\_\_\_

### **Step Four: Background Noises**

- Street Noise  Train Noise  Voices  PA System  Factory Machinery  Long Distance  
 Car Noises  Office Machinery  Local  House Noises  Animal Noises  
 Clear/No Noise  Static  Music  
 Any other background noises? \_\_\_\_\_

### **Step Five: Your Information**

Your Name:	Building/office call was recived at:
Your Position:	Telephone number call was recived at:
Cell-Number:	

**CALL 911**

KEEP THIS FORM, AND GIVE TO THE RESPONDING POLICE OFFICIER

## *ACTIVE SHOOTER*

### RUN

If possible, evacuate the building (keep hands visible).

### HIDE

If evacuation is not possible seek shelter or safety

### FIGHT

Attempt to use anything for a weapon, books, pens, etc.

1. Call 911 and or Campus Security as soon as it is safe to do so.
2. Everyone should take directions from the on-scene law enforcement officer.
3. Maintain contact with 911 if you can do it safely and without giving away your position.
4. Provide a detailed description of shooter(s), if possible (height, weight, skin color, clothing, type of gun, pistol or rifle, etc.).
5. Provide a detailed description of the whereabouts of the shooter(s) and the fastest/easiest access to their location.
6. If evacuation is not possible, lock yourself inside a room, turn out the lights, move away from doors and windows, and silence your cell phone.

#### **EMERGENCY RESPONSE AGENCY'S DUTIES AND ACTIONS:**

1. It should be emphasized that this is a crime scene, and immediate law enforcement response is required.
2. If there is an active shooter incident in a Lee University building, there should be an assumption that there could be injured and/or dead persons. Law enforcement will move quickly through the building to engage the shooter(s) per their standard operating procedures.
3. Coordinate response and resources with first responders.

## ***BIOTERRORIST INCIDENT/ATTACK***

### **ANTHRAX/POWDER:**

1. Do not panic, notify Campus Security at 423-303-4444, dial 911 to report the incident, and follow these instructions.
2. Contain/secure any potentially exposed persons to another room away from contaminant. (Evacuation is not recommended or necessary unless other serious threats exist. Once law enforcement arrives, then it can be determined if an evacuation is necessary.)
3. Cover contaminant with a garbage can, box, or other container.
4. Keep everyone out of the area where suspected material is, and control other occupants of the building.
5. DO NOT ALLOW anyone to leave the premises or enter the building.
6. If possible, make a list of people inside the building.
7. Turn off air-conditioning/heating units inside the building.
8. Close vents/windows.

### **EMERGENCY RESPONSE AGENCIES DUTIES AND ACTIONS:**

1. Local law enforcement response will be immediately requested.
2. Follow directions of local law enforcement.
3. Anyone who has been injured should be seen by E.M.S.
4. The scene must be deemed clear before anyone is permitted to return to the area.

***STAY CLEAR OF THE BUILDING AND OUT OF THE WAY OF EMERGENCY RESPONDERS  
DURING THEIR RESPONSE AND OPERATIONAL FUNCTIONS.***