

# **Lenoir Rhyne University**

## **CAMPUS SAFETY & SECURITY**

**“WHAT TO DO IF...”**

**A Quick Reference Guide**

***WHAT TO DO IF...***

**INTRODUCTION: Campus Safety & Security Basics**

This “What to do if...” document is intended to be a succinct guide to refer to in the event of a campus emergency (any event that threatens student safety and security). This document is a supplement to the overarching Campus Safety and Security Plan designed for use by Lenoir Rhyne University.

**TABLE OF CONTENTS**

<b><i>WHAT TO DO IF...</i></b>	<b><i>PAGE</i></b>
<b><i>...YOU BECOME AWARE OF A PREVIOUSLY UNKNOWN EMERGENCY</i></b>	<b><i>3</i></b>
<b><i>...WE EXPERIENCE A WINTER STORM</i></b>	<b><i>4</i></b>
<b><i>...WE EXPERIENCE SEVERE THUNDERSTORMS AND TORNADOS</i></b>	<b><i>4</i></b>
<b><i>...THERE IS A FIRE ON CAMPUS</i></b>	<b><i>5</i></b>
<b><i>...WE EXPERIENCE AN EARTHQUAKE</i></b>	<b><i>5</i></b>
<b><i>...A HURRICANE IS APPROACHING</i></b>	<b><i>5</i></b>
<b><i>...YOU BECOME AWARE THAT THERE’S AN ACTIVE SHOOTER ON OR NEAR CAMPUS</i></b>	<b><i>6</i></b>
<b><i>...YOU RECEIVE “LOCK-DOWN” NOTIFICATION</i></b>	<b><i>6</i></b>
<b><i>...THERE IS A BOMB THREAT</i></b>	<b><i>6</i></b>
<b><i>...THERE IS AN ON-CAMPUS DISTURBANCE OR DEMONSTRATION</i></b>	<b><i>7</i></b>
<i>(Including an encounter with a mentally ill person)</i>	
<b><i>...YOU ARE INSTRUCTED TO EVACUATE</i></b>	<b><i>8</i></b>

**WHAT TO DO IF...**

**...YOU BECOME AWARE OF A PREVIOUSLY UNKNOWN EMERGENCY:**

In the event of any emergency—any event that poses a threat to the safety and security of any person— the first person to become aware of the emergency should immediately **dial 911** (or “9-911” if using an on-campus phone).

Once someone has made an initial 911 call and if the situation allows (i.e., your safety and that of others is not a concern), that person or another in the vicinity should contact Lenoir Rhyne Security.

Explain the situation to those you inform as thoroughly as possible.

**Important numbers:**

<b>Emergency -</b>	<b>911</b>
Hickory Police Department -	(828) 328-5551
Lenoir Rhyne Security Services -	(828) 328-7146

**ONCE ADMINISTRATION BECOMES AWARE OF AN EMERGENCY...**

Administration will follow protocol outlined in the Campus Safety & Security Plan to inform students, faculty and staff.

The primary means of communication to Lenoir Rhyne University constituents will be through Lenoir-Rhyne University’s **RAVE Alert** system. This system sends thorough but succinct messages to constituents.

**A Note about RAVE Alert:**

Lenoir Rhyne University has been set up as a separate population in this system to inform those on the campus of emergency notifications. By default, everyone’s email is entered into the system. As a Lenoir Rhyne user, you may add land lines and cell phones (including the texting component) to receive messages in alternate ways. Simply log into the system at <https://www.getrave.com/login/lr> using your existing LR username and password, proceed to your profile page, and follow the instructions.

## ***WHAT TO DO IF...***

### ***...WE EXPERIENCE A WINTER STORM:***

Pay attention to your email and other devices that receive RAVE Alert messages for information about delays and closings—and the resuming of normal operating schedule once conditions allow. Also, check the university website, the university social media pages, and local television stations.

[Note: The Administration will make any decisions regarding the closing of campus—as well as the return to a normal schedule]

### ***...WE EXPERIENCE SEVERE THUNDERSTORMS AND TORNADOS:***

Pay attention to your email and other devices that receive RAVE Alert messages for information. You may also receive notification in person by security or administration. Also, tune in to local news stations for weather alerts.

- **For a Severe Thunderstorm:** Remain inside and alert. Thunderstorms can have high, straight-line winds, hail, and can develop into tornado activity.

- **For a Tornado Watch** (i.e., conditions are good for a tornado, but there have been no sightings): Remain inside and alert to the possibility of tornados.

- **For a Tornado Warning** (i.e., a funnel cloud or tornado has actually been sighted): **TAKE COVER**
  1. Go to the lowest, center-most room possible.
  2. Avoid windows, corners, doors, and outside walls.
  3. Cover head and neck if possible.

- **If a Tornado hits campus:** After the immediate danger has passed, please follow directions from Emergency Messages, University Officials, or Emergency Personnel.

## ***WHAT TO DO IF...***

### ***...THERE IS A FIRE ON CAMPUS:***

#### **RESPOND & REPORT**

1. Pull nearest fire alarm, if available.
2. Use fire extinguisher to contain fire, if this can be done safely.
3. EVACUATE (see below).
4. Call 9-1-1.
5. Notify Security Services.

#### **EVACUATE**

1. Locate the nearest exit that can be used safely (follow illuminated exit signs).
2. Immediately assist individuals with disabilities or otherwise in need of assistance.
3. DO NOT USE ELEVATORS.
4. Notify other rooms (classrooms, offices, bathrooms, etc.) of the evacuation.
5. Assemble in a safe area away from building.
6. If you are in a class, please stay with your class so all people can be counted.

### ***...WE EXPERIENCE AN EARTHQUAKE:***

#### **TAKE COVER**

1. Drop down on hands and knees.
2. DO NOT USE ELEVATORS
3. Cover head and neck if possible.
4. Avoid windows, corners, doors and outside walls

### ***... A HURRICANE IS APPROACHING:***

Pay close attention to notifications from University Officials. Watch local weather broadcasts and heed the warnings and directives of the National Weather Service.

Plan ahead by making available any provisions you would need to live up to several days without power: food (e.g., dry goods that don't require preparation), bottled water, batteries, flashlights, etc. Ensure that you have reliable means of transportation (including sufficient fuel) in the event of an evacuation.

## ***WHAT TO DO IF...***

### ***..YOU BECOME AWARE THAT THERE'S AN ACTIVE SHOOTER ON OR NEAR CAMPUS:***

#### **Before**

##### **Be Informed**

- Sign up for an active shooter training.
- If you see something, say something to an authority right away.
- Sign up to receive local emergency alerts and register your work and personal contact information with any work sponsored alert system.
- Be aware of your environment and any possible dangers.

##### **Make a Plan**

- Make a plan with your family, and ensure everyone knows what they would do, if confronted with an active shooter.
- Look for the two nearest exits anywhere you go, and have an escape path in mind & identify places you could hide.
- Understand the plans for individuals with disabilities or other access and functional needs.

#### **During**

##### **RUN and escape, if possible.**

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

##### **HIDE, if escape is not possible.**

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.

- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

### **FIGHT as an absolute last resort.**

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

### **After**

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

### ***...YOU RECEIVE "LOCK-DOWN" NOTIFICATION:***

1. Remain calm. Encourage others to remain calm.
2. Immediately cease all activity (i.e. teaching, group work, meetings, etc...)
3. Enter the nearest classroom, office or secured space.
4. Lock or barricade all doors where possible.
5. Turn off all lights, computers, projectors or any other devices that may indicate a room is occupied.
6. Draw curtains and lower blinds where practical to do so. Stay away from all windows and doors.
7. Sit on the floor or crouch under or behind desks and bookshelves where possible so as to be as invisible as possible.
8. Turn off all cell phones. Calls to 911 should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until "all clear" is announced by LRU administration or if you are

certain it is safe to do so (e.g., if police are at the door).

11. LRU administration or Public Safety Officers will provide additional information and direction through RAVE Alert or vocally when appropriate including notice of termination of the lockdown.

12. If you are directed to leave your secured area by these officials, assist others in moving as quietly and quickly as possible.

13. Should the fire alarm be activated during lockdown, wait for further direction from LRU administration or public safety officers before taking action.

### ***...THERE IS A BOMB THREAT:***

1. Notify LRU administration and Campus Security.
2. Avoid and report any suspicious object or activity.
3. Heed directives from LRU administration, Security, and public safety officers.

### ***WHAT TO DO IF...***

### ***...THERE IS AN ON-CAMPUS DISTURBANCE OR DEMONSTRATION:***

1. Notify LRU administration.
2. Avoid and report any suspicious or dangerous activity.
3. Continue your normal activities as long as you can do so safely.
4. Heed directives from LRU administration, Security, and public safety officers.

[Rights of assembly and free speech are enshrined in the U.S. Constitution. Demonstrations by students which don't constitute "mob action" or otherwise present a danger to the university community or property are allowable. LRU Administration will make any decision regarding the classification of a demonstration as allowable or non-allowable.]

If a disturbance is caused by a mentally-ill person that you encounter:

- A. STAY CALM – DO NOT GET INTO AN ARGUMENT. Speak calmly and firmly to the person involved.
- B. LISTEN – Try to accept the person's point of view.
- C. VIOLENCE POTENTIAL – Be alert to the possibility of violence. If at all possible, contact Campus Security or Administration and give them the following information, if known:
  1. The person's name
  2. The behavioral symptoms/threat presented



3. The precise location of the person

D. BE PATIENT – Gain as much time as possible since a person’s perception may be only temporarily distorted.

E. **Do not attempt to provide professional counseling or care.**

F. Do not allow a crowd to gather, but avoid being alone with the person presenting a threat.

G. Give way to Campus Security, law enforcement or emergency medical personnel upon their arrival.

***WHAT TO DO IF...***

***...YOU ARE INSTRUCTED TO EVACUATE:***

During an emergency situation, the “crisis” itself will dictate how the campus will react. Can we shelter our students here on campus because the crisis has abated? Is our infrastructure and power plant so damaged that we must evacuate the whole campus in an orderly and controlled atmosphere or is the situation so dire and immediate that we must evacuate the campus immediately?

Follow any instructions received through Rave Emergency Notifications, University Officials, or Emergency Services as to evacuation routes and destinations. This may include designated sites on campus.