

Active Shooter

An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately **contact 911** **Develop a Survival Mindset**

- Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, "What if?" questions and develop a plan.

In an Active Shooter Emergency

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- Get away: Can you safely escape?
- Hide: Is there a good place to hide?
- Confront: Will you take out the shooter?

Public Safety Contact Numbers

Call 911 in an emergency

- * Life-threatening situation
 - * Medical emergency
 - * Crime in progress
 - * Fire
- * Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- * Crime report
- * Suspected drug activity
- * Advance request for police presence to deal with potentially-disruptive person

Maintenance Department (760)835-5203

Call Security (760)534-3849

Campus and Parking Services

- * Automobile assistance
 - * Parking
 - * Lost & Found
 - * Safety Escort
- * Room Unlock/Lock

Getting Out

- If you can and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.

Hiding in a Safe Place

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

If Outside When a Shooting Occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.

- Wait and listen for directions from law enforcement personnel.

If Suspect is in Close Proximity

- An individual must use his/her own discretion about when he or she must engage a shooter for survival.
- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

Help Out

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm

Calling for Help

- If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.

- Call 911.**

- Be persistent, phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.
- Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

During your 911, call you will be asked questions, such as:

- What exactly is happening and how do you know? Is it still happening?
- Where is the suspect now? What was his/her last known direction of travel?
- Are there any wounded and how many?
- What is the specific location of occurrence?
- What types of weapons were used?

Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:

- Rifle
- Shotgun
- Handgun: revolver or automatic
- Ammunition: Describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)
- Knife or other dangerous weapons
- Explosive device: Give specific description
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.

When Law Enforcement Arrives

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

In the Event There are Hostages

Call 911 and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailants, if known
- Any description of assailants and weapons
- Any demands made by the assailant/s
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate area to a safer location.
- If possible provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.

Bomb Threat

- The majority of bomb threats are crank calls where a bomb has not been planted. The caller achieves satisfaction by observing a building being evacuated because of his/her telephone call.
- If you receive a bomb threat:
- Stay calm and courteous. Keep the caller talking. Ask for the specific location and time of detonation. Gather as much information from the caller as possible.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Write down the information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- If you see a suspicious object, **DO NOT HANDLE THE OBJECT OR TURN ROOM LIGHTS ON OR OFF**. Begin moving people away from the area around the device.
- **Immediately call 911**

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
 - *Medical emergency
 - *Crime in progress
 - *Fire
 - *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

Maintenance Department (760)835-5203

Call Security (760)534-3849

Campus and Parking Services

- *Automobile assistance
 - *Parking
 - *Lost & Found
 - *Safety Escort
 - *Room Unlock/Lock

- **Suspicious Package**
- If you see a suspicious package:
- Immediately **call 911**. Provide the exact location and description of the package.
- Do not touch or disturb the package. Do not use **radios** or **cell phones** as these may **activate** some types of bombs.
- Evacuate all staff and students away from the location, a minimum of 500 feet.
- If possible, shut off the gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement officers to interview.

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
- *Medical emergency
- *Crime in progress
- *Fire
- *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

**Maintenance Department
(760)835-5203
Call Security
(760)534-3849**

Campus and Parking Services

- *Automobile assistance
- *Parking
- *Lost & Found
- *Safety Escort
- *Room Unlock/Lock

Hazardous Materials

- All district employees who work with or around hazardous materials must familiarize themselves with the following:
- **Fire alarm** location and operation
- **Emergency exits and Evacuation Plan**
- Fire extinguisher location and operation
- Spill and containment response measures for specific hazards in their area.
- Available spill response equipment
- Specific immediate first aid measures for hazards in their area.
- Immediate action in the event of a spill:
- If an immediate fire hazard exists or medical assistance is required, **call 911**. Evacuate the area and await assistance.
- For spills not involving immediate danger to life or property:
- Confine the spill.
- Evacuate the immediate area and limit access.
- Notify your supervisor.

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
- *Medical emergency
- *Crime in progress
- *Fire
- *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

Maintenance Department (760)835-5203

Call Security (760)534-3849

Campus and Parking Services

- *Automobile assistance
- *Parking
- *Lost & Found
- *Safety Escort
- *Room Unlock/Lock

Fire Safety

If you discover a fire in a building on campus:

- Alert the occupants verbally and by pulling the emergency alarms, and evacuate the building.
- Call 911.
- Seek and assist any disabled persons in evacuating the building. Exit via stairway, and **DO NOT USE ELEVATORS.**
- Once outside, move to an open area at least 150 feet away from the affected building(s). AVOID INNER COURTYARDS. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from Public Safety or emergency personnel. **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO** by authorities.

Fire Safety Tips

- Know the location of fire extinguishers in your area and how to use them.
- If a fire is small and can be safely extinguished (e.g., in a waste-basket), immediately call 911 and activate the fire alarm. Then use an extinguisher to put out the fire.
- During evacuation, walk, don't run. Keep noise to a minimum. Close, but do not lock, doors to help contain fire and smoke. Do not use elevators. On stairways, use handrails and stay to the right. After evacuating, **relocate to a safe zone assembly area** and do not re-enter the building until told that it is safe to do so.

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
- *Medical emergency
- *Crime in progress
- *Fire
- *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

Maintenance Department (760)835-5203

Call Security (760)534-4839

Campus and Parking Services

- *Automobile assistance
- *Parking
- *Lost & Found
- *Safety Escort
- *Room Unlock/Lock

Continuation of safety tips

- If you suspect fire in the building, test doors before opening. Use the back of your hand to feel the door or doorknob. If it is hot, use another escape route.
- If you hear a fire alarm, call 911 to report the alarm, evacuate, and do not re-enter the building until told it is safe.
- Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the building. Know the location of the nearest fire alarm and how to use it. Keep corridors free of flammable materials to prevent rapid fire spread.
- Never prop open hallway doors, or lock fire exit doors.
- Report damaged or vandalized fire safety equipment to Public Safety immediately. False alarms cause major problems and risk the safety of building occupants. If you become aware of someone starting a fire or causing a false alarm, notify Public Safety immediately.

Earthquake

- Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.
- *If indoors:*
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
- *Medical emergency
- *Crime in progress
- *Fire
- *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

Maintenance Department (760)835-5203 Call Security (760)534-3849

Campus and Parking Services

- *Automobile assistance
- *Parking
- *Lost & Found
- *Safety Escort
- *Room Unlock/Lock

- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- In a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- **DO NOT** use the elevators.

If outdoors:

- Move to safe zone.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an earthquake:

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons. Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- Inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Inspect utilities.
- Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
- Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
- Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes

Suspicious Person

Often Identified By Their Behavior

Some Factors to Watch For

- *Nervousness
- *Staring
- *Inappropriate language/prayer
- *Repeated entrances in/out of buildings
- *Keeping Hands in Pockets
- *Hanging Around After Hours

Most Important Thing Is To Be Observant

Three Important Things

- 1) Do Nothing
- 2) Investigate & decide whether to take emergency steps
- 3) Emergency steps immediately

This is a decision only you can make in light of circumstances/ personal comfort level & safety considerations

If you choose to in to investigate, greet the person in a friendly fashion. Evasive or unusual questions or answers may trigger your response. Excuse yourself and initiate your procedures/ code word (**EDNA-Emergency Developing Need Assistance**) with colleagues.

Make sure Dispatcher understands nature of call.

Trust Your Instincts

Public Safety Contact Numbers

Call 911 in an emergency

- *Life-threatening situation
- *Medical emergency
- *Crime in progress
- *Fire
- *Major disturbance

Call (760)922-6111 to contact Blythe Police for non-emergency

- *Crime report
- *Suspected drug activity
- *Advance request for police presence to deal with potentially-disruptive person

Maintenance Department

(760)835-5203

Call Security

(760)534-3849

Campus and Parking Services

- *Automobile assistance
- *Parking
- *Lost & Found
- *Safety Escort
- *Room Unlock/Lock