



## **Classroom Emergency Preparedness and Response Information**

### **To Report an Emergency or Suspicious Activity**

To reach The Police in an emergency, dial 9-1-1 preferably from any campus phone. Using a campus phone triggers an automatic internal notification to SSCC administrators.

The non-emergency number for Student Services during the hours of 8AM-5PM, Monday through Friday is 2613 (Central Campus); 5610 (Fayette Campus); 4520 (North Campus); 3630 (South Campus).

### **SSCC Alerts**

SSCC Alerts is a comprehensive alert notification system which Southern State Community College uses to broadcast important information regarding campus emergencies, closures, or delays via email, text, or voice messaging. An account has already been created for recently registered students and employees using their college email address. To learn more about this service and/or update your preferences go to:

<http://www.sccc.edu/students/alerts.shtml>.

### **Building Security/Lockdown – General Guidance**

No matter where you are on campus, the basic steps of shelter in place will generally remain the same. A message will come over the intercom saying, LOCK DOWN:

- If you are inside, stay where you are unless the building you are in is affected. If it is affected, you should evacuate. If you are outdoors, proceed into the closest building or follow instructions from emergency personnel on scene.
- Seek shelter in an interior room, above ground level and with fewest windows. If sheltering in a room with windows, keep away from the windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Lock the door and windows, turn off the lights, stay put, and stay quiet until law enforcement arrives.
- Close vents to ventilation systems if you are able. Maintenance staff will turn off ventilation systems as quickly as possible.
- Silence your cell phone. If your mobile device is registered with SSCC Alerts notification system, check for alert notifications and updates. Faculty: make sure students have cell phones silenced.
- Make yourself comfortable and look after one another. DO NOT open the door until the message comes back over the phone system of LOCK DOWN IS OVER!

### **Evacuation**

An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather our personal belongings quickly (purse, keys, cell phone, etc.) and proceed to the nearest exit. Always know 2 ways out of every building. Instructors should take attendance records; LRC/One Stop should take sign-in sheets.

### **Tornado Watch/Warning**

Each Campus has a weather radio and it is monitored by the Campus Director or their designee. In the event of a tornado warning the Campus Director or designee will inform everyone via the telephone

system (our internal PA system). All personnel and students are directed to seek shelter upon activation of the notice. Instructors should take attendance records; LRC/One Stop should take sign-in sheets.

#### *INDOORS*

- Move quickly to the tornado shelters listed on the Emergency Exit diagram (posted throughout campus).
- Stay away from windows.
- Remain in the tornado shelter until the “all clear” signal has been given by the Campus Director or their designee.
- If a tornado strikes, help avoid telephone overloads. Do not use telephones (including cell phones) except for emergency.

#### *OUTDOORS*

- Seek indoor shelter if possible.
- Parked motor vehicles are unsafe. Seek indoor shelter.
- If an indoor shelter is not available and there is not enough time for escape, lie flat in a ditch or low spot.
- If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.

***Tornado Watch*** means that conditions are favorable for tornadoes to form. Be alert to weather conditions and announcements.

***Tornado Warning*** means that a tornado has been sighted or radar indicates rotation in the clouds.

#### Personal Safety:

- **Stay Alert:** Focus on surroundings. Avoid texting while walking, especially when crossing streets.
- **ICE:** Assign an "In Case of Emergency" number (ICE) in your cell phone. Rescuers are trained to check your cell phone for an ICE entry. This is the person you want contacted in an emergency.
- **Pathways:** If possible, travel on well-lit pathways and be accompanied by another person.
- **Buddy System:** If you have a class in the evening, walk to your car with another person.
- **Do Not Wear Headphones/Bluetooth Devices:** These inhibit your ability to hear approaching automobiles, audible alerts and individuals who may be intent in harming you.
- **Plan-Seeking Assistance:** Know where to obtain help in the event you may need it; pre-plan escape routes.
- **Prevent Injury/Falls:** Do not carry bags with the hand strap secured around your neck, you must be able to let go in the event you are involved in a struggle. Have bag draped over shoulder to prevent injury.
- **Reality:** Be realistic about your ability to protect yourself in certain situations. Consider escape routes and yelling for help. Your safety is far more valuable than any material items.

Every emergency situation is different. Only you can decide what course of action is appropriate.