



# EMERGENCY PROCEDURES

**EMERGENCY: 911**

**CAMPUS SECURITY:  
410-323-7030**

## **LOCKDOWN / ACTIVE THREAT**

### **INITIATION**

A lockdown may be initiated via PA announcement and Ruvna by Security or Administration.

### **IMMEDIATE ACTIONS**

- Move to a lockable room immediately.
- Lock, barricade, and cover doors if possible.
- Turn off lights; close blinds and shades.
- Silence phones and remain quiet.
- Stay out of sight from doors and windows.

### **IF OUTSIDE**

- Seek shelter in the nearest safe building.
- If unable, take cover out of sight and remain still.

### **ACTIVE SHOOTER GUIDANCE (Last Resort)**

- **RUN** if a safe escape path exists.
- **HIDE** if escape is not possible.
- **FIGHT** only if your life is in imminent danger.

Remain in place until an official **ALL CLEAR** is given via Ruvna.

## **SHELTER IN PLACE**

- Remain inside the building.
- Close exterior doors, windows, and blinds.
- Move away from windows and exterior walls.
- Normal indoor activities can continue.
- No one can move between buildings
- No one may leave until the **ALL CLEAR** is issued.

## **CAMPUS EVACUATION**

A campus evacuation may be ordered due to a safety threat that requires clearing multiple buildings or the entire campus.

### **WHEN DIRECTED**

- Follow instructions given via PA system and Ruvna.
- Evacuate calmly and move to the designated campus evacuation location.
- Remain with your class or assigned group at all times.

### **MOVEMENT AND SUPERVISION**

- Faculty and staff are responsible for supervising students.
- Stay clear of emergency vehicle routes.
- Don't return to campus unless instructed to do so.

### **ACCOUNTABILITY**

- Take attendance once safely assembled.
- Report missing or injured individuals immediately to Administration.

Re-entry or dismissal will occur only after an official **ALL CLEAR** or further direction from Administration.

## **FIRE / BUILDING EVACUATION**

### **WHEN ALARM SOUNDS**

- Evacuate the building immediately using the nearest safe exit.
- Do not use elevators.
- Leave belongings behind.
- Feel doors before opening; close doors as you exit.

### **ONCE OUTSIDE**

- Proceed to the designated building assembly area.
- Line up by class or group.
- Stay clear of fire lanes and roadways.

### **ACCOUNTABILITY**

- Faculty take attendance using Ruvna.
- Report missing or injured persons immediately.

Do not re-enter the building until the official **ALL CLEAR** is given by Security or Fire Department personnel.



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## WEATHER / LIGHTNING ALERT

- Clear all outdoor areas immediately.
- Seek shelter inside a building or enclosed vehicle.
- Remain indoors until the official **ALL CLEAR**.

Lightning alerts may include horn blasts, PA announcements, Ruvna alerts, email, or radio communication.

## MISSING STUDENT

- Notify Security immediately.
- Provide student name, description, clothing, and last known location.
- Follow instructions from Administration and Security.

## SUSPICIOUS PERSON

- Do not confront or attempt to stop the individual.
- Note description, behavior, and direction of travel.
- Notify Security immediately.
- Call 911 if a weapon is observed.

## SUSPICIOUS PACKAGE / BOMB THREAT

### SUSPICIOUS PACKAGE

- Do not touch or move the item.
- Clear the immediate area.
- Call 911 and notify Security.

### BOMB THREAT (Phone / Email / Note)

- Remain calm and gather as much information as possible.
- Do not delete messages or handle notes excessively.
- Notify Security immediately.
- Follow instructions from emergency responders.

## MEDICAL EMERGENCY

- Call 911 immediately.
- Do not move the injured person unless necessary for safety.
- Provide first aid or CPR/AED.
- Send someone to meet emergency responders and direct them to the location.

AEDs and first-aid kits are located throughout campus and at all security desks.

## EMERGENCY CONTACTS

**Emergency: 911**  
**Campus Security: 410-323-7030**



Scan QR code to view  
a map of the campus.



Scan QR code to view  
a list of all AED locations  
on campus.