



This document was designed by the Wilmington University Department of University Safety to serve as a reference for incidents that may occur on or near university sites. In the event of an emergency, instructors and staff members should comply with the suggested guidelines unless prevailing circumstances prevent such actions or they are otherwise directed by University Safety, Fire or Police personnel.

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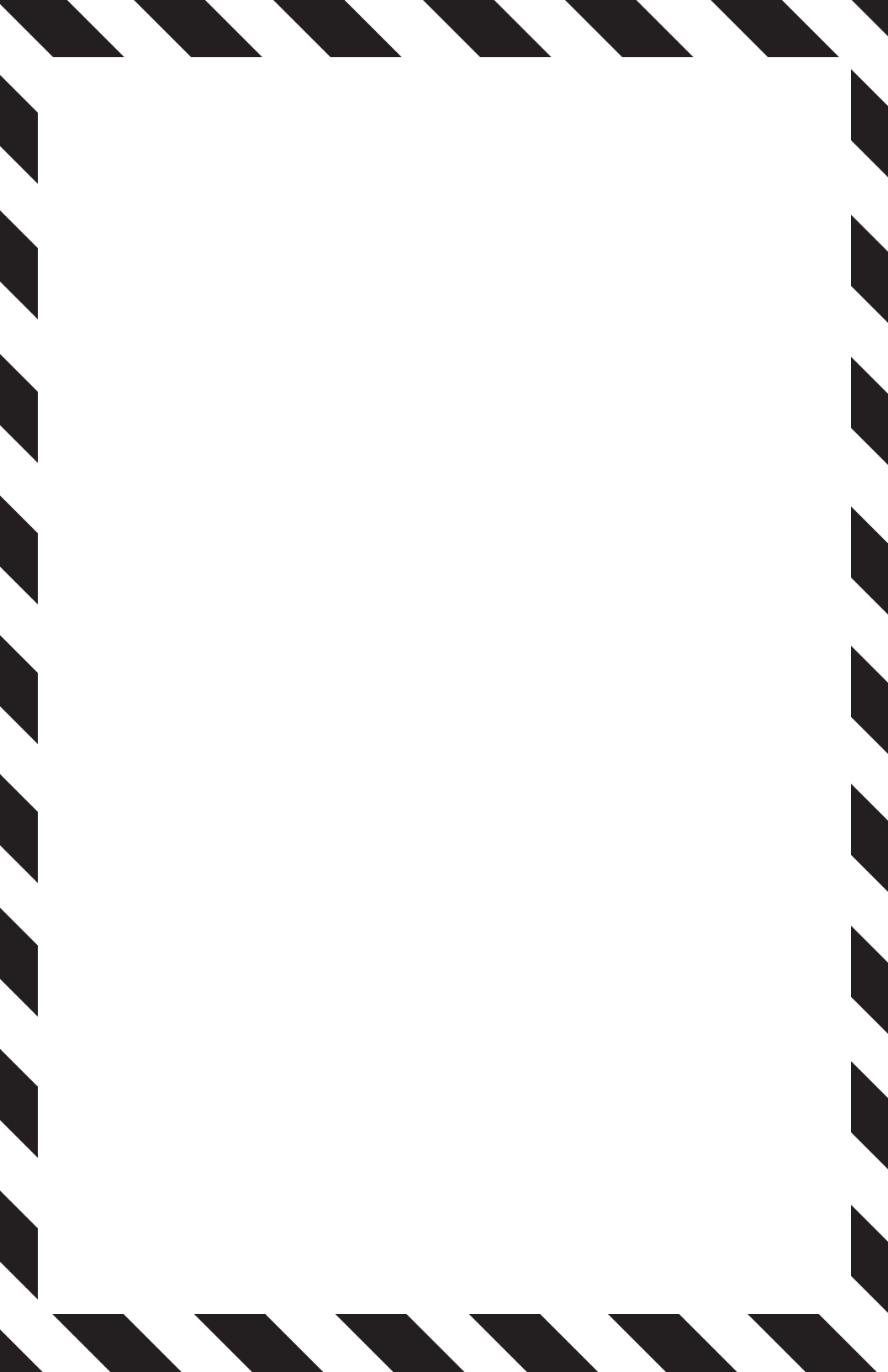
Observation Sheet . . . . . 18

# GET AHEAD

# IBI I IE

- » **Don't panic!** — Students will panic if you panic.
- » Verify information.
- » Call 911 (if necessary or if a delay in reporting may cause further injury or damage).
- » Call Department of University Safety.
- » Render first aid.
- » Warn students if advised to do so.
- » Lock classroom doors, unless evacuation orders are issued.
- » Account for all students. If evacuation is required, take the class roster.
- » Assist special needs students.
- » Stay with students during an evacuation and at the evacuation points.
- » When feasible, take all personal belongings prior to evacuation.
- » Keep detailed notes of the event in this book (back page).
- » Refer all media inquires to University Safety personnel.

## Instructors:



# AC I E H E C I ED...

## C 911, ...

- » When an active shooter is in your vicinity:
  - Do not stop to ask questions.
  - Remain calm and follow instructions.
  - Put down any items in your hands and keep them visible.
  - Avoid quick movements toward officers.

## I ...

»



## **A A , FIGHT , A D DE E**

- » Call 911 if there is an injury, or if a weapon is observed.
- » Provide your location, type of problem, and description of parties involved.
- » Lock classroom down and take cover.
- » Notify the Department of University Safety to get assistance.
- » Verbally attempt to restore order.
- » Keep students in classroom, if the incident is taking place outside of the classroom.
- » Do not allow students outside the classroom until an “all clear” has been received from police or University Safety personnel.
- » Any “threatening confrontations” must be reported and documented immediately.
- » Document your observations.

## **B B H EA**

- » Notify University Safety.
- » The Assistant Vice President of University Safety or his designee may order the evacuation of all persons inside the building(s).
- » The Assistant Vice President of University Safety or his designee will report the incident to the police.
- » If an evacuation is ordered, take all personal belongings with you.
- » Stay off the cell phone.
- » If a suspicious item is found, note the location, do not touch or change the environment around it (lights, motion) and report it.
- » Instructors should account for all students.
- » No one may re-enter until an "all clear" is declared by police and University Safety personnel.

# E I B I I F E ECEI I G HE CA

## B ( ) C ( )

Exact time of call:

Person receiving the call:

Exact words of caller:

## A ( )

1. When is bomb going to explode?
2. Where is the bomb?
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?

## C ( ) ( )

Calm

Slow

Crying

Slurred

Stutter

Deep

Loud

Broken

Giggling

Accent

Angry

Rapid

Stressed

Nasal

Lisp

Excited

Disguised

Sincere

Squeaky

Normal

If the voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Telephone number call received at:





# EA H A E

## ... D D E ...

Minimize your movements. 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.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- 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.
- Stay inside until the shaking stops and it is safe to go outside. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- **DO NOT use the elevators.**



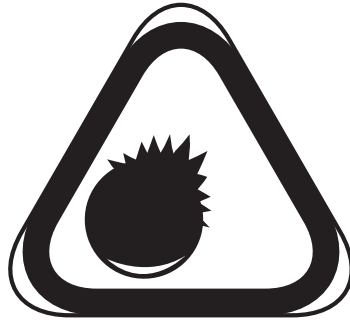
## **EA H A E C I ED...**

### » If Outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.
- 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.



## **E**      **I**

- » Call 911 and notify University Safety.
- » Report your observations (smoke, fire, injuries etc.).
- » Provide first aid.
- » Injured students may not be able to hear after the incident, you must calm them, and give slow instructions using your hands.
- » If it is safe evacuate away from the sound / source of the explosion.
- » Once you are outside, stay away from trash containers, receptacles, and strange vehicles. A second device could be planted at those locations.

# **FI E/ E**

- » Call 911 and notify University Safety. Provide as much detail as you can.
- »



## **HA A D            A E IA**

- » Call 911 and report the incident if people are becoming ill or unconscious.
- » Person discovering the incident will notify University Safety and take immediate action to assure the safety of students.
- » Evacuate the facility, and seek fresh air.
- » Close windows, and cover air vents if possible.
- » Follow directions provided by first responders.

Remember that some chemicals that are lethal are odorless and colorless. This should be taken into consideration when deciding if a room should be entered to perform rescue functions.



## **H      AGE**

- » Call 911 and notify University Safety.
- » Obtain a detail clothing and physical description of the suspect.
- » Weapon? Description:

### **IF BEI G HE D H      AGE:**

- » Follow the instruction of the hostage taker.
- » Try not to panic.
- » Calm students if they are present.
- » Treat the hostage taker as normally as possible.
- » Be respectful.
- » Ask permission to speak and do not argue or make suggestions.
- » Avoid eye contact.
- » If police make entry, it will be swift and very loud. Take cover and lay on the floor with your hands to the sides of your face.

I J , I , E I , E HA

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# I D E / A I E

- » Call 911 if there is an immediate threat and notify University Safety.
  - Person armed with a weapon
  - Person yelling threats
  - Person that is damaging school property
- » Lockdown the classroom.
  - Turn lights o
  - Silence phones
  - Turn desk / tables on side

- » Notify University Safety.
- » Approach the person with another faculty member, only if the person is passive.
- » Identify yourself and ask for student I.D.
- » Ask the intruder the purpose of the visit.
- » If the intruders purpose is not legitimate, ask them to leave.
- »





## C D

## CE E

If a lockdown is ordered, please perform the following functions.

### A 1 (Faculty):

- » Move all persons from the hallways into a classroom.
- » Close and secure classroom door and turn off the lights.
- » Instruct students to silence cell phones.
- » Advise students that the University is in lockdown status.
- » Keep students away from doors and windows.
- » Close all blinds, drapes, etc.
- » Minimize student's exposure to the hallways. Students may need to gather in the blind spot of the classroom – extreme corner in some cases.
- » Turn desks and tables on their sides and advise the students to assume a position behind them.
- » Keep students calm and address them in a calm voice.
- » Note attendance, including persons who are not part of your class.
- » During a lock-down no one is permitted to enter or exit the classroom with the exception of police / fire/EMS, University Safety or administrative personnel.
- » Lockdown concludes only with notification from University Safety or law enforcement.
- » At the end of the incident members will prepare a report if requested by the Assistant Vice President of University Safety.

### A 2 :

- » Close and lock the classroom doors, make sure all students are accounted for.
- » Try to clear all common areas in the proximity of your class.
- » Wait for further instructions or "ALL CLEAR" from University Safety.

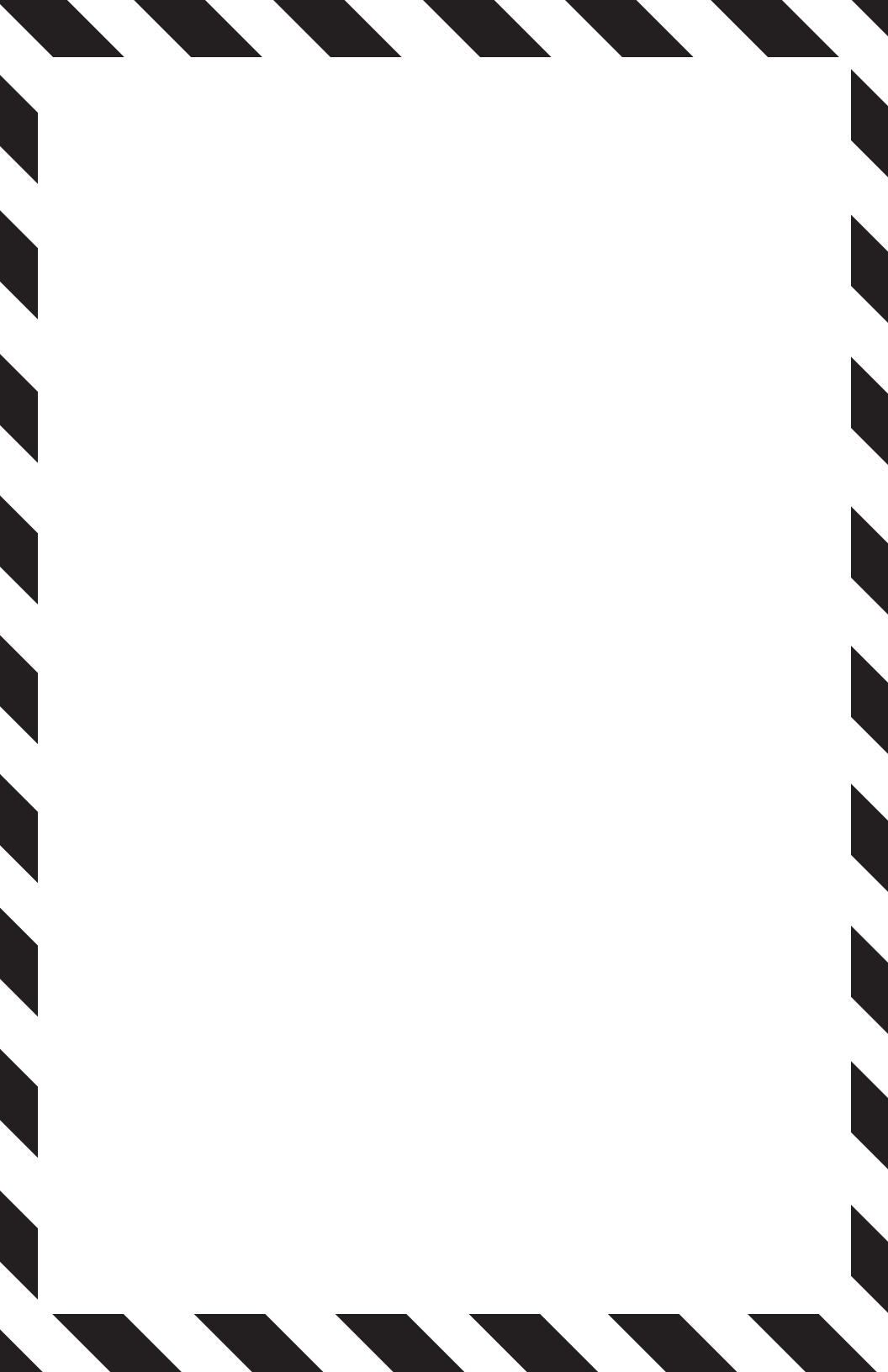
# ICIDE, A E ED ICIDE

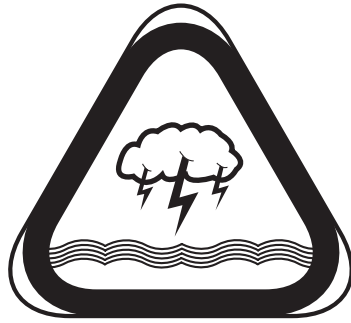
## A. : :

- » Call 911, administer first aid, and notify University Safety. Move any weapon to a safe location. Use extreme caution with firearms.
- » Try to calm the person. Direct someone to call 911 and University Safety. Post a person outside who can direct emergency personnel to the scene.
- » Keep a safe distance, and make every attempt to clear the room of students.

## C. : :

- » Call 911 and University Safety. Move away from the person.
- » Keep other students away.
- » Secure the area until police and EMS arrive.





## EA HE

Tornados, hurricanes, ash flooding, severe thunderstorms with frequent sky to ground lightening, and earthquakes, have occurred in this area. Many times severe weather events occur very short notice.

- » If time permits, evacuate to the designated assembly points.
- » When in doubt keep the students housed (shelter in place), stay away from the windows, and assume a tucked position under a desk, table, or in a doorway.
- » Wait for instructions.



