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| Emergency Response Procedures<br>for Violent Behavior | 06-0616        | 1 of 4 |
| DATE ADOPTED  | APPROVED BY    |        |
| 07-15-02 (AC)   | President/Date |        |

1. PURPOSE:

The purpose of this section is to provide an outline of guidelines and procedures to faculty, staff, students, and visitors in the event of an emergency situation.

2. PROCEDURES:

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and **promptly reporting them to the security office at ext 250.**

**Give the following information:**

- \$ Nature of the incident
- \$ Location of the incident (which building, near which room # or entrance)
- \$ Description of the person(s) involved
- \$ Description of the property involved

*If you are a victim or a witness to any violent or criminal behavior on campus, AVOID RISKS! Get to a telephone and call 911 first. As you complete the call with 911, call campus security. If you feel that you are unable to call security for safety, request the 911 police dispatcher to notify Wayne Community College Security for you.*

*If you judge the situation to be an emergency, take all precautions necessary once you have contacted the police. DO NOT TAKE UNNECESSARY RISKS! If security approaches you and there is a problem you should acknowledge that there is a problem, this will allow security to proceed with all necessary actions.*

If you are, or if you become a witness to a victim of criminal or violent behavior, assist attending officers upon

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their arrival by supplying them with any additional information and ask others to cooperate.

The Chief of Security or a Security Officer should assist the person reporting the incident or the victim in completing a WCC Incident Report. This report must be completed within 24 hours of the incident.

#### **Armed Perpetrator and/or Hostage Situation**

Situations that include an armed person who may threaten others, an injured person, or a hostage situation should immediately be referred to security. In the event these situations do occur, you will need to provide the following information:

- \$ Identify the threat
- \$ Identify the building and room location
- \$ Identify the visible weapon(s)
- \$ Describe the perpetrator(s)

#### **Code Red**

Under the above circumstances, the President or his designee will initiate a **Code Red**. The verbal cue "Code Red" will be announced over the Public

Address System and will remain in effect until terminated by law enforcement.

At this signal, college administrators and key employees will assume their previously assigned roles and continue in them until law enforcement issues the **"Code Green" (or all clear)**.

#### **Lockdown**

**Faculty** who are in classes when they hear the announcement, **"Code Red,"** should close the classroom door, move all students away from the windows, and close the blinds. If you can lock the door from the

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inside, do so; if not, block the entrance in some way by sliding a bookcase, instructor's desk, or a chair against it.

1. Pick up your class attendance roster and keep it with you because the information on it will be necessary should the building be evacuated. As quickly as possible, assess and note who is in the room and who is not. **If anyone in the room has been injured,** place the "Response to School Violence" placard, **RED** side outward to the window. If there are no windows, place the **RED** side up, sliding it under the door. Administer what first aid you can.

**If there are no wounded in the room,** place the placard with the **GREEN** side out to indicate that the room is occupied, but no immediate threat or injured persons are in this area. If there are no windows, slide the placard under the door with the **GREEN** side up to indicate that the room is occupied, but there is no immediate threat or injured in this area.

2. Instructors and students should lie face down on the floor and stay there  
until instructed to do otherwise by law enforcement or until they hear  
the **Code Green** (all clear) signal.
3. Do not leave your students and do not allow anyone to leave the room for any reason until an administrator has identified him or herself, evacuation of the building is ordered, or you hear the **Code Green** signal.

**Staff** members or faculty who are in their offices or in another location when the **Code Red** is announced should lock themselves inside the location that they are in unless they have been assigned specific duties during a crisis that require them to report to the Incident Command Center (ICC). Call switchboard for location of the ICC.

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1. Do not let anyone you do not know inside your locked office; stay in your office until the **Code Green** is issued.
2. Secure your area. If you have a service window or open counter in your work area, try to close it or lower the barrier. If that is not possible, quickly move out of the exposed area into individual offices and lock those doors.
3. Do not use your office telephone at all unless you have pertinent information to report to the switchboard of the ICC. **Do not call people off campus on your cell phone to tell them about the crisis.**
4. If you or anyone else in your office have been injured, place the "Response to School Violence" placard, **RED** side outward to the window. If there are no windows, place the **RED** side up, sliding it under the door. If there are no injuries, place the placard with the **GREEN** side out to indicate the room is occupied, but no immediate threat or injured persons are in the area. If there are no windows, slide the placard under the door, **Green** side up.
5. Do not leave the area until an administrator or individual requesting you to leave the area has identified him or herself, or an evacuation of the building is ordered, or you hear the **Code Green** signal through the public address system.

#### Evacuation of Wounded

Once the location(s) of the wounded is identified, a law enforcement officer will ask from outside the door, **AI's Billy in Class?**@ You will respond **AYes** or **No.**@

**AYes** @ means the armed suspect is in the room.

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**ANo @** means the armed suspect is not in the room.

Once it has been determined that the suspect is not in the room, medical personnel will be directed to the room, and the wounded will be evacuated to the triage area. From there, they can be transported to the appropriate medical facility.

### **General Evacuation**

Once the wounded are evacuated, a general evacuation will begin. The College property is divided into sections, and each section will be evacuated separately.

1. The code "**Is Billy in Class?**" will be used prior to your room being evacuated.
2. When you are instructed to evacuate your room or office, listen carefully to law enforcement and Emergency Response Team members so that you can follow their instructions to transportation point A or B.
3. Everyone should move quickly, quietly and in an orderly manner so as not to show or to create panic or possible injury to oneself or others.