

JACKSON THEOLOGICAL SEMINARY

Facilities, Security and Emergency Preparedness Plan 2020-2021



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FACILITIES

ABOUT THE CAMPUS

Jackson Theological Seminary is adjacent to Shorter College's campus. It is collocated in the 12th Episcopal District Headquarters building. The classrooms are located on both ends of the building. It is bounded by Interstate 30 on the west side, Vine Street on the east side, Broadway Street and the Alltel Arena on the south side, and Eighth Street on the north side. Jackson Theological Seminary is a private, faith-based, Seminary that includes a program for the Master of Divinity Program and the Bachelor of Art in Biblical Studies completion program. Jackson Theological Seminary currently utilize Shorter College's AW Young Library for learning and library resources. The library is equipped with a spacious, well-lit reading room, which contains carrels and study tables, two sizeable conference rooms, and two classrooms.

SPACE ALLOCATION

This facility is comprised of two floors, with the 12th District occupying the second floor and Jackson Seminary occupying the entire first floor. The space allocated to Jackson Seminary includes the following:

- President Office – Total of 151 SF
- Chief Academic Office/Registrar Office – Total of 152 SF
- Classroom 1 – Total of 741 SF (can be utilized as two classrooms with partition)
- Classroom 2 – Total of 741 SF (can be utilized as two classrooms with partition)
- Waiting Area – Total of 348 SF
- Shared Conference Room on 2nd Floor – Total of 517 SF
- Shared Break Room on 2nd Floor - Total of 193 SF

These spaces do not include Restrooms, closet space or Mechanical.

The A.W. Young Library houses approximately eight thousand books, purchased, collected or donated. The Library has approximately 4790 square feet of space. It also has 20 computers with internet access. There are two class small rooms, and separate men and women laboratory.

SMOKE-FREE CAMPUS

Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors the College is a smoke-free campus. All employees of the College are asked to support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.

POLICY GOVERNING USE OF COLLEGE FACILITIES

Jackson Theological Seminary is permitted to use the space allocated for the following:

Priority 1 - Instructional Activities: Regularly scheduled credit, non-credit classes, and college-wide instructional activities, e.g., faculty meetings and College workshops. These activities require the approval of the Chief Academic Officer/Dean of Student Affairs.

Priority 2 - Student Activities: Student activities and co-curricular activities sponsored by the Student Government Association and recognized student clubs/organizations require approval from the Chief Academic Officer/Dean of Student Affairs. The responsibility for scheduling such activities will be handled by the Chief Academic Officer/Dean of Student Affairs.

Priority 3 - Institutional Events: Institutional events are events sponsored by the President and/or Administrative departments. Staff wishing to schedule any special events involving non-College participants or use of College facilities when they are normally not open are expected to contact the 12th District Headquarters for approval.

FOOD OR DRINK IN CLASSROOMS, LABORATORIES, OR OTHER DESIGNATED AREAS

Food or drink in classrooms, laboratories, or other designated areas (except for special functions where food is served) is prohibited. This is necessary to maintain the level of cleanliness we all desire.

PARKING

The Seminary has limited parking for students, faculty, staff, and guests. The parking space allocation in all College facilities conforms to federal, state, and local laws. Parking spaces include those designated for the exclusive use of individuals that have a certified physical disability. In order to park in these designated spaces, vehicles must have a state-issued handicapped license plate or a state-issued handicapped placard. Vehicles parked in designated handicapped spaces not displaying either of these items will be removed from the parking area at the owner's expense. College parking at all locations is on a space-available, first-come, first-park basis. Parking along the perimeter of Shorter College Campus is permissible.

SECURITY PROCEDURES AND GUIDELINES

DEFINITIONS

- A. Emergency Incident: Any situation to which the emergency services organization responds to deliver emergency services, including rescue, fire suppression, emergency medical care, special operations, law enforcement, and other forms of hazard control and mitigation.
- B. Emergency Responders: A group of individuals who are properly trained and equipped to handle the emergency for which it is called. The unit provides, on a 24 hour basis, immediate response in order to bring the emergency situation under control. Emergency Units are identified, but not limited to:
- Shorter College Police Department
 - NLR Police Department
 - Little Rock Police Department
 - NLR and/or Little Rock Fire Department
 - Central Arkansas Ambulance
 - Pulaski Co HAZMAT Team
 - Pulaski County Sheriff's Department
- A. Resource Unit: A unit which provides assistance to emergency units in the form of information, expertise, and or procurement of materials and services. The unit may or may not respond immediately to an emergency site. Examples of resource units are:
- Business Services
 - Facilities Management
 - Environmental Health and Safety Office (Formerly the Health Protection Office)
 - Information Technology Services
 - Pulaski County Emergency Management Agency
 - Arkansas Homeland Security & Emergency Management
- B. State of Emergency: This situation exist when a critical incident has resulted in substantial disruption of colleges functions and is likely to be long term and it becomes necessary, for continuity of normal operations and/alter normal functions, established procedures and/or policies without submitting to a formal process.

- C. Incident Commander (IC): The individual in overall command of an emergency incident. Different individuals will take on the role of Incident Commander depending on the type of crisis and level of severity.
- D. National Incident Management System (NIMS): The President of the United States, under Homeland Security Directive (HSPD) -5 directed the Department of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide approach for Federal, State, and local governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State and local capabilities, NIMS include a core set of concepts, principles, and technology.
- E. A component of NIMS is the Incident Command System (ICS). ICS is a standardized on-scene emergency management construct, specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of a single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field level incident management operations.

SHORTER COLLEGE POLICE DEPARTMENT POLICY

The Shorter College Police Department is certified by the State of Arkansas to provide security and safety for the campus of Shorter College and its surrounding community, including Jackson Theological Seminary. The officers employed by the department are given full right and authority to respond to and resolve all matters containing violence and/or criminal activity involving the assets, property, and persons on the grounds and vicinity of Shorter College. Incident Reports are filed in the Department Headquarters with a copy being provided to the Office of Student Affairs. The Dean's office will apply the appropriate measure to the offenses as outlined in this Student Handbook. The police officers' scope of duty includes but is not limited to patrolling the campus, stopping vehicles to inquire of the destination and checking identification.

Contact person: Officer Hines, Chief of Security (501.374.6305 x 303)

PUBLIC INFORMATION

The President serves as the authorized spokesperson for the college. All public information must be coordinated and disseminated by the President's staff with assistance from other college departments and/or personnel.

Jackson Theological Seminary policy requires that only certain administrators may speak on behalf of the institution. These spokespersons are the President and the Chair of the Board of Trustees. Under certain circumstances, the previously named administrators may designate others as spokespersons.

Official information will be made available as quickly as possible to public.

During critical incidents, Jackson Theological Seminary will work with each organizational unit to gather accurate and substantial information regarding the incident and will provide an official institutional response to faculty, staff, students, and the general public as progress is made toward recovery.

EVACUATION AND RELOCATION FOR PERSONS WITH DISABILITIES

Though provisions are made for emergency personnel to assist with evacuations, individuals who experience difficulty with independent evacuation are encouraged to coordinate with Shorter Police Department to make preparations which will ensure a safe exit in the event of an emergency.

Individuals are encouraged to become familiar with their area by locating exits, stairwells, elevators, safety equipment, fire alarms and possible areas of rescue.

Possible areas of rescue include stairwells, exit doors, or windows. It is understood that all structures may not have adequate landings within the stairwells to accommodate wheelchairs. Individuals are encouraged to use protected stairwells for exit when possible.

For those who have speaking or hearing impairments, it may be useful to carry a whistle or a similar device for the purpose of announcing your location to emergency services personnel who are searching for those in need of assistance. Individuals are encouraged to carry mobile devices to contact emergency services personnel when in need of assistance. In the case of emergency, dial 911 (or 9911 from a campus phone). Be prepared to provide your name, building, floor and location, the reason why you are calling, and the state of your emergency.

Advise others (supervisors, administrators, instructors, colleagues, fellow students) about any concern related to emergency exiting and how they can assist you in the event of an emergency. This can include assistance in exiting a building, assistance to areas of rescue and alerting emergency services of your location. (For exiting concerns related to Tornadoes or Bomb Threats, please see the appropriate Section herein.)

Assisting Those with Disabilities, Evacuation Guidelines

It is recommended that each Department establish a “buddy” system recruiting volunteers and alternates to assist persons who have known disabilities. Special evacuation procedures and plans to alert and assist them should be established in the event an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

Persons with Impaired Vision

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to safety. As you proceed, advise the person of your location and any approaching obstacles. Do not grasp a visually impaired person’s arm. Offer your arm for guidance.

Persons with Impaired Hearing

Persons with impaired hearing may not hear audible emergency alarms. Alternative warning techniques are required. Two methods of warning are:

1. Writing a note describing the emergency and the nearest evacuation route/safe staging area.
2. Tapping the person on the shoulder or turning the light switch on and off to gain their attention, then indicating through gestures, or in writing, what is happening and what to do.

Persons Using Crutches, Canes, or Walkers

If a person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person carry; having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels may be utilized.

Non-Ambulatory Persons

The needs and preferences of non-ambulatory persons will vary. Most non-ambulatory persons will be able to exit safely without assistance if on the ground floor. Two volunteers are needed in carrying a person in a wheelchair. It is advisable to use a two-person carry, locking all wheels to manage stairways. Some people have minimal ability to move making lifting them a painful

and/or injurious experience. Frequently, non-ambulatory persons have respiratory complications. Remove them from smoke or fumes immediately.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from wheelchair.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain. Catheter bags, braces, etc.
- Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care needs, if removed from a mobility device (wheelchair, scooter, etc).

EMERGENCY PROCEDURES

In keeping with the Jackson Theological Seminary overall mission to provide an environment where scholarly and creative endeavors are advanced, it is imperative that Jackson Theological Seminary establishes guidelines for dealing with critical incidents. The plans should also include instructions for continuing campus functions when the normal environment is disrupted, or specific operations are taken out of service.

While it is understood that the causes for disruption of normal services and functions can be many and varied, the plan for continuity of services is constructed to address recovery efforts and the decision-making process. Consideration was given to the following events in the information of this plan.

- Bomb Threats
- Civil Protest
- Earthquake
- Explosion
- Fire
- Hazardous Material Incident
- Infrastructure Failure
- Medical Emergencies
- Severe Winter Weather
- Tornado
- Active Shooter

Specific instructions for addressing individual incidents listed above are covered in the proceeding sections. These plans exist to respond to and manage all manner of critical incidents at the administrative level, on how the college will attempt to continue and/or return to normal operations under adverse conditions.

BOMB THREATS

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

EMERGENCY ACTION PLAN

- Call 911. Give your name, location, and telephone number. Inform the dispatcher of the situation, reporting the exact words of the threat, including information you may have as to the location of the threat, time of the threat, and time you received the call.

- All personnel should acquaint themselves with the following procedures:
- **STAY CALM.**

- If a suspicious object or potential bomb is discovered, **DO NOT TOUCH THE OBJECT, CLEAR THE AREA, AND CALL 911.** Be sure to include the location and appearance of the object when reporting.

- If a phone call bomb threat is received:
 - **DO NOT** put the caller on hold.
 - **DO NOT** attempt to transfer the call.
 - **DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON.** If possible, have someone else use another phone to call 911.
 - Pay particular attention to background noises, such as running motors, music, or any other noises that may indicate the location from which the call is being made. Record the call if possible.
 - Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or any unusual characteristics.

Complete the **BOMB THREAT CHECKLIST.**

Bomb Threat Checklist

- **STAY CALM**—Do not get excited or excite others

- CALLER DESCRIPTION: Detailed information is vital in identifying and locating the caller. Please report the following information in the case of a telephone bomb threat:
- CALLER'S NAME
- RECORD THE EXACT WORDS USED TO MAKE THE THREAT (if possible):
- QUESTIONS TO ASK:
- WHEN IS THE BOMB GOING TO EXPLODE?
- WHERE IS THE BOMB LOCATED?
- WHAT KIND OF BOMB IS IT?
- WHAT WILL CAUSE THE BOMB TO EXPLODE?
- WHAT DOES THE BOMB LOOK LIKE?
- WHO PLACED THE BOMB?
- WHY WAS THE BOMB PLACED?
- WHAT IS YOUR NAME?
- WHERE ARE YOU CALLING FROM?
- DESCRIPTION OF CALLER'S VOICE

It is highly recommended that all personnel become familiar with the checklist. A Bomb Threat Checklist should be immediately available and kept the close to phones.

CIVIL PROTEST

A civil protest will usually take the form of an organized public demonstration of disapproval to display disagreement with an idea or course of action. It should be noted that in many cases, campus protests such as marches, meetings, picketing and rallies would be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the college.
- Obstructing access to offices, buildings, or other campus facilities.
- Threat of physical harm to persons or damage to campus facilities.
- Willful demonstrations within the interior of any college building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into our occupation of any Jackson Theological Seminary room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any college property, equipment, or facilities.

IMMEDIATE ACTION AND DECISION MAKER(S)

If any of the above conditions exist, 911 should be notified and the appropriate procedures listed below should be followed:

1. Peaceful, Non-Obstructive Protest

- A. Generally, peaceful protest should not be interrupted. Protesters should not be obstructed or provoked, and efforts should be made to conduct college business as normally as possible.
- B. If protesters are asked, at the President or designee's request, to leave but refuse to leave by regular facility closing time:

2. Non-Violent, Disruptive Protest

In the event that a protest blocks access to institutional facilities or interferes with the operation of the College:

- A. His/her designee will go to the area and ask the protestors to leave or to continue the disruptive activities.
- B. If the protestors persist in disruptive activity, the following statement will be read by a selected Jackson Theological Seminary administrator as circumstances permit: "I am _____, speaking on behalf of Jackson Theological Seminary. The institution's Code of Student Life forbids:
 - 1) Intentional interference with the right of access to college facilities by others entitled to use them or with the rights of other persons on the campus.
 - 2) Willful demonstration within the interior of any college building or structure except as specifically authorized. Individuals here present violating these rules may be subject to disciplinary action, up to expulsion from the college. The individuals may also be subject to arrest for criminal trespass.
- C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement shall be read as circumstances permit:

"Jackson Theological Seminary has requested that law enforcement clear this area. The college's administration will now withdraw from this area to permit law enforcement to do so."

The following statement shall be read immediately by law enforcement personnel:

“I am _____, of Jackson Theological Seminary, I am asking you to leave these premises and disperse. If you do not now leave, you will be in violation of the State Code of Arkansas, Criminal Trespass. If you do not immediately disperse, you may be arrested and charged with violation of this act.”

3. Violent, Disruptive Protests

In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:

A. During Business Hours

B. After Business Hours

EARTHQUAKE

An earthquake is the result of a sudden release of energy in the earth’s crust (ground) that creates seismic waves (shaking). Although Arkansas isn’t known for having earthquakes, potential damage could occur here.

IMMEDIATE ACTION

If inside a building:

- Stay indoors and seek shelter under sturdy tables, desk, or inside doorways.
- Do not use elevators. Stay away from windows, wall hangings, suspended objects, and tall-unsecured furniture (bookcases, cabinets, or appliances)

If outside a building:

- Stay in the open, away from buildings, trees and power lines. Don’t go near anything where there is a danger of fallen debris.

After seismic waves (shaking stops):

- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Attempts to safely evacuate the building. For additional information on evacuations, see section IX, Evacuation/Rescue Plan for Persons with Disabilities.

- If you are trapped inside a building, try calling for help by yelling, banging on building material around you, or by using a telephone or cell phone (if service is available).
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at its source.
- Don't re-enter damaged buildings. Aftershocks could cause more damage or knock them down.

EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

IMMEDIATE ACTION

- Get out of the building as quickly and calmly as possible.
- As soon as possible, and from a safe location, press 911 on a telephone to report the incident.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas.
- Keep streets and walkways clear for emergency vehicles and crews.
- Untrained persons should not attempt to rescue peoples who are inside a collapsed building. Wait for emergency personnel to arrive.

FIRE

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911 and letting them know you are at Jackson Theological Seminary
- If the fire alarm is not available, notify the SCPD about the fire emergency by the following means
 - Voice Communication
 - Phone Paging

Upon being notified about the fire emergency,

- Leave the building using the designated escape routes.
- Assemble in the designated area
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must (underline one):

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. Simple spills may be managed by trained person(s) or person(s) who are familiar with their departments spill protocol. Major spills or emergencies and chemical spills or incidents may require assistance from 24-hour emergency agencies, i.e. the North Little Rock Fire Department or Pulaski County Hazardous Material (HAZMAT) Team.

Jackson Theological Seminary does not have a fire department or HAZMAT Team.

Simple spill

- Does not spread rapidly.
- Does not endanger people.
- Presents an inhalation hazard.
- Does not endanger the environment.

Major Spill

- Endangers people or environment.

Emergency

- Involves a personal injury or rescue.

Additional information is available through the North Little Rock Environmental Health and Safety Office.

IMMEDIATE ACTION

- Simple spills should be cleaned up by the person causing the spill.
- Major spills or emergencies
- Evacuate, assemble at a safe distance
- Account for individuals
- Wait for and provide information to responders

Notification and Reporting

For major chemical spill or incidents involving radioactive materials, an incident involving an oil spill, a release of hazardous material to the environment, or asbestos inside a building or structure, notify:

MEDICAL EMERGENCY

In the event that a faculty, staff, student, or visitor experience a medical emergency while on the campus or at a function of Jackson Theological Seminary, please follow these procedures.

IMMEDIATE ACTION

- Dial 911
- Have someone go to the door and meet the emergency responders
- Provide assistance if you have been trained.

SEVERE WINTER WEATHER

In the event of Severe Winter Weather, Jackson Theological Seminary will refer to the following operational guidelines.

IMMEDIATE ACTION

- The President will consult with others to determine severe winter weather advisory.
- A public statement will be broadcasted on behalf of the institution utilizing the following methods:
 - Broadcast Radio and Television Public Service Announcements
 - College Voicemail Welcome Message
 - All classes, meetings, and other functions will be immediately canceled.
 - Jackson Theological Seminary buildings and facilities will be evacuated to ensure the safety and security of the campus community.

TORNADOES

In the event of an approaching tornado, Jackson Theological Seminary will refer to the following operational guidelines.

IMMEDIATE ACTION

- The Office of Institutional Advancement, Planning and Technology will consult with the College President, the Dean of Student Services and others to declare an official advisory.
- A public statement will be broadcasted on behalf of the institution utilizing the following methods:
 - RAVE Mobile Alert System (SMS Messages, Voicemail, Phone Calls, Email)
 - Broadcast Radio and Television Public Service Announcements
 - College Voicemail Welcome Message
 - All classes, meetings, and other functions will be immediately canceled.
 - Jackson Theological Seminary buildings and facilities will be evacuated to ensure the safety and security of the campus community.
- In the case that campus facilities cannot be evacuated in a safe and timely manner, the following procedures are suggested to ensure safety within campus buildings.
 - Go to the most interior room of the lowest floor of the building. Put as many walls as possible between you and the outside.
 - Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get a lower level quickly.
 - Do not panic.

- Watch for others.
- Move as quickly as possible.

Appropriate make-up days will be scheduled for classes affected by severe weather to ensure the least amount of inconvenience possible as indicated in the Academic Catalog.

ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

1. RUN

- a. If there is an accessible escape path, attempt to evacuate the premises.
- b. Be sure to have an escape route and plan in mind
- c. Evacuate regardless of whether others agree to follow
- d. Leave your belongings behind
- e. Help others escape, if possible
- f. Prevent individuals from entering an area where the active shooter may be
- g. Keep your hands visible

2. HIDE

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Your hiding place should be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement to prevent an active shooter from entering your hiding place lock the door
- Blockade the door with heavy furniture

3. FIGHT

- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling

- Committing to your actions