

Emergency Response Terminology

Below are suggested responses to various emergency situations, particularly when an intruder/shooter is on campus. They are not meant to be sequential as every situation is different. Staff and students are encouraged to think on their feet and to make the best proactive choices for themselves depending on the circumstances.

“Alert” – Initial Alert maybe a gunshot, noise from explosion, PA announcement, text, phone or e-mail message, etc. Use plain and specific language. Avoid code words.

“Evacuate” – Run from danger when safe to do so using non-traditional exits. Break windows from the top corner. When running, keep hands visible/up in air.

1. Leave the building (or campus) immediately
2. Follow the instructions of the team leader or emergency notification announcements.
3. If appropriate and if able to, leave the campus via car or running.
4. If remaining on campus, meet at designated rallying spots.

Await instructions from law enforcement/emergency personnel

“Lockdown” – To be used if evacuation is not a safe option.

If you are inside the building:

1. Try to get into a room and lock doors/windows
2. Barricade entries with furniture; use extension cords to secure door handle; belts to disengage door openers, etc.
3. Turn off lights and silence mobile devices; stay away from doors and windows; spread out and hide behind/under furniture
4. Prepare to evacuate or counter if needed

If you are outside the building:

1. DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown and await further instructions from law enforcement.
2. Check the Seminary’s website and social media sites and public media for updates and further information as it becomes available.
3. DO NOT CALL THE LOCATION THAT IS IN LOCKDOWN.
4. DO NOT LEAVE YOUR SAFE AREA until law enforcement has opened the door.

“Inform”- If able, communicate real-time information on intruder’s location using clear and direct language such as “third floor near elevator.” Again – no code words.

“Counter” – As a last resort upon direct encounter with intruder/shooter:

1. Create distractions by screaming, banging, pulling fire alarms, throwing objects such as chairs, staplers, shoes, fire extinguishers, papers...while moving toward the exit.
2. Several adults “Swarm” intruder using body weight and gravity to gain control.

For weather and environmental/chemical related events when unable or not recommended to evacuate:

“Shelter-in-Place”

For weather:

1. Go to the lowest level of the building if possible like the basement and interior hallways and rooms.
2. Stay away from the windows.
3. Use arms to protect head and neck in a “drop and tuck” position.
4. Monitor emergency communications for specific instructions

For environmental incidents (chemical, biological, or radiological releases):

1. Go inside the nearest building.
2. Close all doors, windows, and other inlets from the outside.
3. Block door cracks, heat vents with rags, rugs, paper...
4. Cover nose and mouth with towel, rag (wet if possible.)
5. Shut down the fresh air intake or HVAC system if possible.
6. Monitor emergency communications for specific instructions

Bombing

During a bombing situation, follow evacuation procedures. If injured and immobile, call for help and wait for assistance of emergency medical personnel. Try to reduce profuse bleeding by tightly tying a belt or piece of clothing above the injury.

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