

REGIS UNIVERSITY EMERGENCY AND CRISIS MANAGEMENT RESPONSE CLASSROOM GUIDE

LOCKDOWN LEVELS AND PROCEDURES:

SHELTER IN PLACE

SHELTER IN PLACE: All University business and classroom activities cease; everyone is down, hide behind furniture, quiet and out of sight.

1. Go to the nearest building, classroom or office.
2. Lock or otherwise secure the door to the area where you are sheltering.
3. Wait for instructions via RU Alert by text, email and website.
4. Remain in secured area until RU Alert issues an "all clear" message.

EVACUATE

EVACUATE: A serious crime is committed in the immediate area of the campus and no one may enter the campus.

1. If it becomes necessary to evacuate the building you are in you will be advised where to relocate.
2. Leave quickly and by the most direct route.
3. Leave door to the classroom or office open and unlocked for first responders to enter.
4. Wait for the announcement that the incident requiring evacuation has been resolved to return to the building.
5. If it becomes necessary to evacuate the Regis campus, leave by the most direct route.
6. Be aware that you may not be able to reach your car or drive it off campus.
7. Depending upon the nature of the incident, you may be told to relocate to the Ricardo Flores Magon Academy at 5330 Meade Street.
8. Remain away from the campus until you receive notification via RU Alert that it is safe to return.

EMERGENCY PROCEDURES:

In the event of a potentially life-threatening incident such as an armed person, a fire, or a medical emergency, do the following:

1. Call 911 for police, fire, or EMS response. Advise the dispatcher of your location and as much specific information about the incident that you know.
2. Call Campus Safety at (303) 458-4122 and share the same information with them.
3. Keep yourself out of danger.
4. If possible, render aid to any injured person and wait for the arrival of first responders or Campus Safety.
5. Know the locations of AEDs, fire extinguishers, emergency exits, and other safety equipment in the buildings you frequent for work or class.

SAFE SHELTER AREAS:

IN CASE OF AN ACTIVE SHOOTER

All buildings and offices	Lock your office or barricade the doors / Get to an area that can be secure.
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IN CASE OF A TORNADO

In all instances for tornadoes, get as far away from windows and external doorways as possible

Athletic Fields	field house, detention ponds or dugouts
Berce Dome	field house
Boryla Apartments	stairwells on lowest level
Carroll Hall	first floor inner hallways and restrooms
Chapel	basement
Clarke Hall	basement
Claver Hall	lowest level, center hallway
DeSmet	basement
Field house	basement hallway
Fine Arts Building	restrooms or the inside gallery wall
Ignatian Village houses	basement or lowest level bathroom
Library	basement center area by media services
Life Directions Center	restrooms
Loyola Hall	east / west hallways
Main Hall	first floor, center hallway
Modular Units	center of the building, or into the restrooms
O'Connell	center stairwell, lowest level
Ranger Dome	field house
Science Center	basement hallway
Student Center	main floor bathrooms or basement
Residents Village	first-floor bathrooms
West Hall	center stairwell or center hallways

CLASSROOM GUIDE RESPONSES TO AN ACTIVE SHOOTER

ACTIONS:

1. If exiting the area is your best option or if you are directed to do so, make sure that your hands are empty and raised, and run or move quickly from the area.
2. If sheltering in place is your best option or if you are directed to do so, go to a room that can be locked or otherwise secured. Get on the floor, out of sight of the door and away from other people. Turn out the lights. Do not bunch together with others. If the door cannot be locked, pile desks or other heavy furniture in front of the door.
3. Officers responding will be focused on stopping the shooter. They will NOT stop to render first aid or to evacuate the building. Tell officers if you know the shooter's location.
4. If the classroom can be locked from the inside with a deadbolt or pushbutton lock, do so.
5. Make plans for survival tactics in case the threat comes to you or your area.

FACULTY RESPONSIBILITIES DURING AN EMERGENCY:

1. Direct the students to evacuate or to lock down.
2. Assist disabled students.
3. Remain with students at all times.
4. Carry out the directives from RU Alert or University, Campus Safety or public safety officers.

Sign up for texts with RU Alert at www.regis.edu/life-at-regis/safety-and-security
 Sign up for National Weather Service Weather Alerts by going to www.weather.gov
 and Emergency Alerts from the federal government by going to www.ready.gov

