

SHELTER-/SECURE-IN-PLACE

What Should I Do?

TEACHING FACULTY

The term *Shelter-/Secure-in-Place* means to seek immediate shelter and remain there or to remain sheltered if you are already in a designated location, instead of evacuating the area during an emergency. This procedure is generally preferred to evacuation. *Shelter-/Secure-in-Place* is used whenever an evacuation is not safe or if it is unclear whether an evacuation is safe.

Remember, once this action has been initiated, it has already been determined that it is safer for you to remain in place rather than leave your building or the campus.

REMAIN CALM AT ALL TIMES AND FOLLOW THE DIRECTIONS OF COLLEGE OFFICIALS OR UNIFORMED EMERGENCY RESPONDERS.

Once you are notified that the college is recommending a *Shelter-/Secure-in-Place*, all faculty should, when safety allows, take the following actions:

- REMAIN CALM and inform students of the need to remain quiet and calm. Staying calm will facilitate communications and the gathering of necessary information.
- Take appropriate steps to secure your classroom. These steps should include
 - turning off lights;
 - closing windows, blinds, and shades;
 - moving away from doors and windows;
 - securing doors by locking them, or when doors open inward, by blocking them with furniture.
- As soon as these steps have been taken, notify Public Safety (311) or 911 on a college telephone, or if using a cell phone, press 451-4242 for Ammerman/Sayville Center; 851-6777 for Grant; or 548-3636 for Eastern/Riverhead Center, and indicate that the classroom is secure. Provide Public Safety with your location and the number of occupants in your room. When possible, keep a list of names of all persons who are at your location.
- Keep Public Safety or 911 informed of any significant activity in your building, such as, loud noises, yelling, shots fired, etc.
- DO NOT OPEN THE DOOR TO YOUR ROOM FOR ANYONE. Public Safety, police, or other college officials will have keys to enter your room.
- DO NOT LEAVE UNTIL YOU ARE GIVEN AN ALL CLEAR BY A UNIFORMED OFFICER OR A COLLEGE OFFICIAL!
- The most important step you can take is to remain calm. After this process has been initiated, the Suffolk County Police, as well as college Public Safety and other agencies, will take the necessary steps to ensure your safety.