

## Student Safety and Safety Plan

### Inclement Weather

In the event that inclement weather is expected and classes are to be dismissed, a posting on the website shall be provided.

### Medical Emergency

If a student has a medical emergency, they will be directed to the nearest Emergency Room or Urgent Care including:

SIH/Logan Primary Care Urgent Care  
502 West St. Louis Street  
West Frankfort, IL 62896  
937-3400

Franklin County Hospital  
205 Bailey Lane  
Benton, IL 62812  
(618) 435-4731

## Hostile Person

In the event of a hostile person at Morthland College, call 911.

The West Frankfort Police Department  
201 East Nolen Street  
West Frankfort, IL 62896  
(618) 937-3502 or 911 for dispatch

### If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Get down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

### If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
  - a. Your name
  - b. Location of the incident (be as specific as possible)
  - c. Number of shooters (if known)
  - d. Identification or description of shooter
  - e. Number of persons who may be involved
  - f. Your location

### If it is not possible to exit the building:

1. Go to the nearest room or office. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the Dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. **DO NOT** answer the door
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

### If a hostile intruder/active shooter ENTERS your room:

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
3. Try to escape, but if unable, you must take action to survive. Make a quick survival decision, either:
  - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
  - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
  - c. Play dead (pretend to be unconscious), or
  - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for

- your life); *Only you can decide if this is something you should do*
- e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. *Again, only you can decide if this is something you should do*

If the hostile intruder/active shooter leaves your area, and as soon as it is safe:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. DONOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Campus Safety & Security Officer

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons. Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released.

## Fire

In the event of a fire, if you see smoke or flames:

- Contain - Contain the fire by closing all doors as you leave.
- Activate - the nearest fire alarm pull station. Pull stations are located near all exits out of the building.
- Report - the fire by dialing 911
- Evacuate - or extinguish. In most cases, it is best to leave the building using the nearest fire exit.

## General

- A fire extinguisher should only be used when you
- You have been trained.
- You have the proper type and properly charged unit for the fire you are fighting.
- You have first contained the fire, activated the building alarm and have reported the fire.
- You have your back to an unobstructed exit.
- Everyone else has left the area.
- There is little smoke or flames.
- Never fight a fire if it has left its source of origin, you are unsure of the type of extinguisher you are using or you lack a safe way to escape should your efforts fail. If the fire cannot be brought under control in 30 seconds, then abandon your efforts, close the door(s) and evacuate immediately.

### Evacuation

- In the event of a fire or fire alarm, supervisors must be sure that all employees evacuate the building and individuals who may need help are assisted to safety.
- Each office should develop an evacuation plan, which includes a primary and a secondary escape route. Establish a designated area to meet outside the building. This location should be known to everyone in your office and be far enough away from the building to ensure safety and avoid blocking access by emergency personnel.
- Your evacuation plan should also include a way to be certain that everyone has left or is otherwise accounted for when you leave the building.
- Your evacuation plan should also include a way to ensure that everyone has left or is otherwise accounted for when you leave the building.
- Evacuation Tips
- You must leave the building immediately during an alarm.
- Do not "investigate" the source of a potential fire or hazardous material emergency.
- As you leave, close all doors behind you to limit the movement of smoke, flames or noxious odors.
- Walk-do not run-to the nearest exit out of the building.
- Do not re-enter the building for any reason once you have left.
- Gather at your designated area.
- Supervisors should account for everyone on their staff.
- Never use an elevator to exit a building during a fire alarm.

### Fire Prevention

- The best defense against fire is always prevention. There are a number of things you can do to help prevent fires. Here are just a few....
- Limit the use of space heaters. Heaters must be UL rated and be equipped with a tip over switch. Plug space heaters directly into a wall outlet. Please contact administration if you plan to use a space heater.
- Smoke only in designated areas. Be certain to properly extinguish all smoking materials.
- Keep all pathways clear. Do not block exits, fire extinguishers or sprinkler heads (18 inch clearance).
- Limit the use of extension cords and power strips. Never use an extension cord and a power strip together.
- Check electrical equipment at the end of the day to be sure it is shut off. Check items such as computers, coffeepots, copiers, fans and other electrical equipment.
- Check for frayed wires and missing grounding plugs on an on-going basis.
- Practice good housekeeping. Never store combustible material such as wood, paper and cardboard near sources of heat. Maintain a minimum distance of 3 feet.
- Equipment such as refrigerators, microwaves and copiers must be plugged into a wall outlet. Never use extension cords for these items.
- Store flammables in designated flammable cabinets. Some examples are aerosol cans, gasoline and oil-based paint.

### Training

- Fire extinguisher training is available from EHS. We invite department chairs, directors and supervisors to contact EHS to arrange training for your area(s).
- Fire Extinguisher Training from the local fire department
- Training covers fire safety basics along with an emphasis on the types of fire extinguishers and their proper use. This training involves the "hands on" use of extinguishers with a controlled fire.