

Cypress College Emergency Preparedness Spring 2018 Drills

PARTICIPATION IN THE DRILL IS MANDATORY. NO EXCEPTIONS WILL BE MADE.

Thursday, April 5, 2018 — 10:15 a.m. and 6:15 p.m.

This semester's emergency-preparation drill focuses on our response to an active shooter on campus. A number of shootings, including ones in Parkland, FL, San Bernardino, at Umpqua Community College, and at Santa Monica City College, are poignant reminders of why we are compelled to take the matter of preparedness seriously.

Early intervention, planning, and preparation are critical. Because active shooter situations are unpredictable and often over within minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation.

It is important for all employees to consider what they would do in their specific situations. What are the configurations of your various classrooms, work areas, office spaces, etc.? What are your escape options and hide out options?

Finally, it is incumbent upon all of us to be aware of and report things that are out of the ordinary, that appear suspicious, or involve inappropriate behavior. Recently, the Chargers Assessment Team (ChAT) was created to serve both as a body available for consultation and as a single repository for threat evaluation.

Context is important: While safety can't be guaranteed, college campuses are known to be very safe places.

See something. Say something. Do something!

Drill Overview:

- 1) Shelter in Place:** The drill will commence with a broadcast notification (loud speakers, text message, phone paging system). Phase I of the drill is to shelter in place — a technique used when it is not safe to exit a building. This technique may be an option during an active shooter situation. All phones, radios, etc. should be silenced. During the drill, we ask that you spend at least 5 minutes simulating this quiet, still environment. It is important for people to understand what such a situation feels like. All faculty should secure their individual classroom doors, with everyone inside on the floor, still and quiet. Turn off the lights. An automated-locking system was deployed last year and will again be tested. Most classrooms also now have locking mechanisms allowing faculty to lock the classroom from inside. Faculty should test the locks in each of their classrooms.
- 2) Discussion:** A real shelter in place scenario would take much longer to conduct; however, to reduce anxiety, we ask that you spend the remainder of the drill engaging students and colleagues in the discussion and talking points. [How to respond guidelines from the Department of Homeland Security](#) are also provided.

Discussion:

- **You hear three pops that sound somewhat like firecrackers. Others seem to hear it too, but everyone is confused and seems unsure. What do you do?**

The protocol for active shooter situations is to “run, hide, or fight” or a combination of these three. The active situation lasts minutes and the first line of defense will be individual faculty members, staff members, and students. You will need to make quick decisions for your safety until help arrives.
- **If you had to get out of the building now, what route would you take? How would you make this determination?**

During an active shooter situation, an opportunity may arise for you to evacuate. Have an escape route and plan in mind. Leave your belongings. Run away from where the active shooter may be. Run as fast as you can. Keep your hands visible and follow directions from police officers. Call 911 when you are safe.
- **Where are good places to hide?**

Take a look at the configuration of your current classroom, work area, office space, etc. Move away from windows and hide out of view. Lock the door. Turn off the lights. Silence phones and other devices. Take cover behind large items on hands and knees. Do not lay on the ground as bullets can ricochet.
- **What can you use to defend yourself?**

Many everyday items can be helpful. Books, staplers, fire extinguishers. Look at possible ways to distract or disarm the perpetrator as a group.
- **If you see or hear something that is out of the ordinary, that appears suspicious, or involves inappropriate behavior, who can you talk to?**

Be aware of your surroundings and report suspicious activity. The ChAT team is available at chat@cypresscollege.edu and Campus Safety is available at (714) 484-7387. The Chargers Assessment Team (ChAT) serves both as a body available for consultation and as a single repository for threat evaluation. Program the Campus Safety number into your cell phone for quick access. All 911 calls made on campus, including those from cell phones, will be answered by the Cypress Police Department.
- **What is the best way to respond to law enforcement when they arrive?**

Remain calm and follow directions. Raise hands and spread fingers – keep hands visible at all times. Allow them to assess the situation. When evacuating, proceed in the direction from which officers are entering the premises. Be prepared to listen for instructions from people such as floor marshals and Campus Safety.

EMERGENCY NOTIFICATIONS AND TEXT ALERTS

Students and employees are encouraged to utilize myGateway to update their personal information for text alert messaging in the event of an emergency. Provide personal information in myGateway to receive these text notifications.

Follow these steps to verify that your cell phone and email address are entered and current:

- Sign into myGateway.
- Go to the “Personal Information” channel under the “Student” tab or “Employee” tab.
- Click on the item “Set Text Message Alert Preferences.”
- When clicking on “Set Text Message Alert Preferences,” the next screen will allow you to enter your cell phone information, the cellular service provider, the level of messages you wish to receive, and the campus or campuses you want to be notified about.
- After entering your information, click on the “Submit” button.