

Westminster College

Student Emergency Situation Checklist

Secure Immediate Area:

- If possible lock and barricade doors
- Turn off lights
- Close blinds/curtains
- Block windows
- Turn off radios and computer monitors
- Keep calm, quiet and out of sight
- Take adequate cover i.e. concrete walls, thick desks, filing cabinets
- Put cell phones on vibrate

Contact Authorities:

- Police emergency – 911
- Campus Public Safety – 7777
- Follow directions of law enforcement authorities.

What to Report:

- Say “Emergency” and report your specific location, building and room number.
- Report what is occurring, including the assailant’s location, number of suspects, race, gender, physical features, clothing description, types of weapon(s), assailant’s identity (if known).
- Report number of injured if known and types of injuries.

Remain in Safe Location:

- Consider the risks before leaving a secure room.
- Remember that the threat may be in the vicinity.
- Attempts to rescue persons should only be attempted if it can be Accomplished without endangering others. If doubt exists for the safety of the individuals inside the room, remain inside until advised that the area is clear.

Police/Public Safety Response

- Remember that police will respond first to neutralize the threat.
- Police will then evacuate victims and tend to the injured.
- Police will conduct investigation.
- Counseling will be made available.