

Shelter in Place

In some occurrences, it is safer to shelter in place and wait for further instructions. Shelter in place orders are given to protect people from moving into a potentially dangerous area.

If you receive the order to shelter in place:

- Move indoors and remain there. Move away from windows and glass.
- If available, take a radio with you to monitor the news.
- Lock your office or room door and wait for a police officer or further instructions.
- If available, check your SSC email regularly for messages giving you further instructions.
- Keep the telephone lines free for emergency information.
- Don't leave your room until notified by police.

Local Contacts

Emergency (off-campus) 911

Salem Police Department 978 744-0171

Salem State College Police
Emergency (on-campus) 978 542-6111
Non-Emergency 978 542-6511



Salem State College
Public Safety
352 Lafayette Street
Salem, MA 01970

www.salemstate.edu/publicsafety

Shelter In Place



Salem State College Campus Police

Emergency 978 542-6111
Non-Emergency 978 542-6511



Safety is Everyone's Responsibility!



Salem State College is a beautiful campus of over 108 acres with over 10,000 students and countless visitors every day. The College is also the third largest public institution of higher education in Massachusetts.

At SSC, the safety of our community is of primary importance. The college maintains its own police department that is open twenty-four hours a day, seven days a week.

Whether you are a visitor, a current student or employee, it is important to review the emergency procedures for campus on a regular basis and plan your behavior accordingly.

Take a few minutes to read this brochure, find the emergency plans for your buildings and remind yourself of what you can do to keep yourself safe in an emergency.

For more building specific information, contact the Salem State College Police Department or visit:

www.salemstate.edu/eeop

Shelter-In-Place

What does it mean to shelter in place?

Shelter in place means to take shelter where you are or in the nearest location available (whether a classroom, office or bedroom). A few things to remember:

- Lock or barricade doors.
- Turn off lights.
- Close blinds/windows.
- Turn off radios, TVs and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate protection/cover (i.e. desks, file cabinets, concrete walls).
- Silence cell phone ringers, unless needed for communication with authorities.

Examples of some events that would initiate a Shelter In Place:

EARTHQUAKE, HEALTH EMERGENCY, HAZMAT RELEASE, GAS LEAK, FIRE (MAJOR), EXPLOSION, BUILDING COLLAPSE, THREAT (GENERAL), STABBING, SHOOTING, DISRUPTION (MAJOR), BOMB THREAT, ASSAULT, FLOODING (MAJOR), HURRICANE, TORNADO

Emergency Plans

Emergency plans for each college building are unique. They are developed in cooperation with building managers, the college police department and the various departments that use the building. Emergency plans should be posted in every office and building on campus. Please become familiar with these plans in case there is an emergency within the building where you are located.

Even if you are in an unfamiliar building, get in the habit of observing exit signs and stairwells instead of elevators in case you need to exit quickly.

Review the different building emergency plans, as well as the evacuation and shelter in place procedures and practice them frequently. Post them in your residence hall room or office for immediate reference should you ever need them.

Evacuations

In rare instances, it might become necessary to evacuate a building. Evacuations are ordered to protect you from potential danger.

If you receive the order to evacuate:

1. Examine the area to find the safest evacuation route. (Salem State College has posted evacuation route signs throughout the campus.)
2. Take only your essential belongings with you.
3. Once outside, move quickly away from the building to the designated evacuation assembly area.