



## **Shelter in Place FAQ**

**In the instance of an emergency on campus, it is imperative that our students, faculty and staff feel confident and able to respond to the situation. To best prepare yourself, it's important to maintain an emergency plan and put it into practice. From paying attention to your surroundings and watching for signs of trouble to knowing where the exits are and checking whether doors can lock in any location you're in, such proactive steps can prove vital in ensuring your safety in the event of an emergency.**

**Below, please find information pertaining to a shelter in place order and how you should respond to this situation if it were to arise on campus:**

### **What is a shelter in place order?**

A **shelter in place order** is a precautionary measure that will take place in response to a threat made directly to the campus or in the surrounding community.

### **How does a shelter in place order occur?**

Notification is made through a variety of methods including the Emmanuel emergency notification system: text, email, telephone, Emmanuel portal/website alert, or any combination of these.

### **What is a lockdown situation?**

- **Full Lockdown/Shelter in Place:** If there is an active threat to the campus, the emergency notification will include a brief message and may be followed by updated information as it becomes available. Exterior building doors may be locked. Faculty may pull students and visitors into their classrooms and lock the doors. Staff may lead people out of common areas to exits or safer locations. You may need to sit on the classroom floor, away from the door and windows. Everyone should remain calm and quiet. Turn off the lights, move away from the door, and silence all electronic devices.



- **Modified Lockdown/Shelter in Place:** This may be used when a threat is external to the campus but in the Fenway area. For example, if there was a report of an event at Fenway Park. Police /Campus Safety may restrict entry and/or exit of campus and buildings, but they will not be locked. In the instance of a modified lockdown, we recommend students, faculty and staff follow the same protocol as with a full lockdown/shelter in place.

**What should I do when I receive the Shelter in Place Alert?**

Quickly evaluate your options, get away from the threat, and help others to escape. If you cannot run, then hide. Lock the door if possible, barricade if needed, and look to help others get safely in the room before locking. Shut off lights, silence electronic equipment, move away from doors and windows, and monitor the emergency alert system. If the room does not lock, move to a lockable room if it is safe to do so or barricade doors with furniture.

**What should I do if I am outside when a shelter in place alert goes out?**

If you are outside and are able to leave the area, do so. Move as far away from the threat as possible. Do not hesitate.

**If I am outside, a full lockdown occurs and all exterior building doors lock, what should I do?**

If you are outside, and are able to leave the area, do so. Move as far away from the threat as possible. Do not hesitate.

**What should I do if I am in class when an alert goes out?**

You should lock the door if possible, barricade the door if needed. Turn off the lights, move away from the door, and silence all electronic devices. If conditions change, more information will be forthcoming, but listen for announcements, monitor emergency notifications, pay attention to outside noises, etc.

**What should I do if I am in an indoor public area?**

If you are in a hallway, lobby, or waiting area, take shelter in the nearest office or get to the nearest exit. Again, you want to move away from the threat. Move as far away from the area as you can, and into a lockable room if safe to do so.



**What do I do if I encounter the threat?**

If you do not have time to run or hide, and you encounter the threat - **DO SOMETHING!** Throw something, yell, kick, punch. **FIGHT!** Distracting the threat may give you enough time to run and create distance. Never give up.

**What if I am heading to campus and receive the alert?**

Do not come to campus. Local law enforcement may have roads blocked during a serious threat, but if not, you need to avoid the area. Monitor the College website and watch for emergency notifications via text and email for updates. If students are taking a shuttle during the time of an event, shuttle drivers have access to a radio and would be notified of the situation and take appropriate action (i.e. divert shuttle route).

**When will a lockdown/shelter in place end?**

Everyone should remain sheltering in place until a formal announcement is made that ends the lockdown. This will be done through the Emmanuel College emergency notification system.

**Why are students, faculty, and staff directed to silence their cell phones during a lockdown?**

There are many ways that cell phone usage can compromise your safety. Specifically, a phone in use may give away the location of people in hiding to an intruder. Keep your phone ON but silence it. This will allow you to monitor any updated alerts.

**Does Emmanuel coordinate with local law enforcement?**

Yes. We have ongoing partnerships with local law enforcement including the Boston Police Department. During a lockdown, Police & Campus Safety will work collaboratively to respond to any threat and to keep students, faculty, and staff safe.

**How will parents, family, and friends know what is happening?**

Emmanuel will notify parents as soon as practical about an emergency through phone messages, emails, as well as the Emmanuel website and social media pages. Therefore, it is important to keep your contact information up-to-date, especially via RAVE, the College's emergency notification system.



Please be aware that emergencies are fluid and always changing, and that information you are getting from other sources such as the news media and personal Facebook pages may NOT be accurate.

### **How do I update my contact information in the Emergency Notification System?**

All current students, faculty and staff are automatically enrolled in the Emergency Notification System with your Emmanuel e-mail address. We encourage you to add a cell phone number as well as an alternate e-mail address.

You can access the site through the MySaint Portal:

1. Find the Applications panel in the upper left.
2. Expand “My Accounts” and select “Emergency Notification System.”
3. Add all necessary contact information.

*Please note, you do not have to establish or change your password*

If you have any issues updating your information, please contact the IT Helpdesk at [helpdesk@emmanuel.edu](mailto:helpdesk@emmanuel.edu).