



Classroom Emergency Preparedness and Response Information

To Report an Emergency or Suspicious Activity

Call the Department of Public Safety at 517-264-7800 (Adrian Campus). If the line is unavailable or you are calling from another University location, dial 911.

Shelter in Place – General Guidance

Although it is unlikely that we will ever need to shelter in place, it is helpful to know what to do just in case. No matter where you are on campus, the basic steps of shelter in place will generally remain the same:

- If you are inside, stay where you are. If you are outdoors, proceed into the closest building or follow instructions from emergency personnel on scene.
- Shelter-in-place in an interior room, above ground level, and with the fewest windows. If sheltering in a room with windows, keep away from the windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (locking will form a tighter seal) and close exterior doors.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (Facilities staff will turn off ventilation systems as quickly as possible).
- Make a list of the people with you and call the list in to Public Safety so they know where you are sheltering.
- Visit Campus Safety @ Siena for incident updates <http://www.sienaheights.edu/campussafety.aspx> or call the Information Line 517-264-7900. If possible, turn on a radio or television and listen for further instructions. If your e-mail address or mobile device is registered with SHU Alerts, check for alert notifications.
- Make yourself comfortable and look after one other. You will get word as soon as it is safe to come out.

Evacuation

An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, cell phone, SHU ID card, etc.) and proceed to the nearest exit. **(INSERT TWO WAYS OUT OF THE BUILDING HERE)**. Do not use the elevator.

Once we have evacuated the building, proceed to our primary rendezvous location **(INSERT PRIMARY INDOOR RENDEZVOUS LOCATION HERE)**. In the event that this location is unavailable, we will meet at **(INSERT SECONDARY INDOOR RENDEZVOUS LOCATION HERE)**.

SHU Alerts

SHU Alerts provides free notification by e-mail or text message during an emergency. Visit Campus Safety @ Siena for a link and instructions on how to sign up for alerts pertaining to your campus. If you receive a SHU Alert notification during class, please share the information immediately.

Additional Information

Additional information about emergency preparedness and response at SHU as well as the University's operating status can be found on Campus Safety @ Siena website <http://www.sienaheights.edu/campussafety.aspx> or by calling the Department of Public Safety at 517-263-0731.