

JCU Emergency Guide



JOHN CABOT UNIVERSITY OFFICE OF STUDENT HEALTH, WELLBEING, AND CONDUCT

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This quick reference is produced by John Cabot University's Office of Student Health, Wellbeing, and Conduct. It covers potential emergencies on campus and what you can do to respond. You may also find this document on the JCU website under the Safety and Health Alerts tab (http://www.johncabot.edu/about_jcu/emergency-updates.aspx)

EMERGENCY CONTACT INFORMATION

PLEASE MAKE SURE THAT THE CONTACT INFORMATION JCU HAS ON FILE FOR YOU IS CURRENT AND UP TO DATE.

Email contactupdate@johncabot.edu to update your contact information.

INITIAL ACTIONS

The individual discovering or receiving information about an incident will take one or more of the following steps:

1. Reach out to the nearest JCU personnel or security official and tell them the nature of the incident

2. Call Rome's Emergency number: 112

Provide the following information:

- Location of incident
- Nature of incident
- Your name
- Severity of injuries or property damage
- Telephone number (for a call back)

3. Call JCU Emergency Number: 335-77-55-474 (also located on the back of your JCU ID card)

Once assistance is initiated:

Take action to protect yourself and others. This might include:

- Moving people away from incident
- Isolating and securing the area
- Providing assistance as needed to other students and personnel
- Directing Public Safety responders to the scene

Await instructions from JCU Emergency, police, fire or University officials. These instructions will be given by email, sms and/or voice command.

POSSIBLE INSTRUCTIONS AND WHAT THEY MEAN

Seek Shelter

IF INSIDE:

- Use desk or other piece of furniture as a shield
- Move away from windows
- Make body as small as possible and stay low
- Remain quiet, still and be prepared to move quickly

IF OUTSIDE:

- Try to get behind any solid object
- Lie flat, with face away from source of event
- Cover your head and face
- Remain quiet, still and be prepared to move quickly

Evacuation

- Evacuate quickly, but in an orderly fashion to a safe area, following instructions from University and Security personnel
- Remain calm and quiet
- Assist handicapped persons or those in need
- Do not turn off lights or equipment
- Close all doors behind you – do not lock doors
- If you observe something unusual or suspicious, do not touch it
- Remain in a safe area until receiving notification to return to the facility

Lockdown

- No one will be allowed to enter JCU buildings
- All students and personnel should move into isolated sections of building and remain quiet, as per instructions by University officials or Police
- If a Faculty or Staff member is present, he or she will likely oversee the lockdown. However, anyone can take these steps: draw blinds, where possible, lock doors and windows, and turn off lights.
- Disregard any knocks on the door and be alert
- Silence any cellular devices (including vibrate sound), but keep them nearby
- People will be notified when it is safe to resume normal operations

TYPES OF INCIDENTS

In response to the following incidents, please take the recommended actions:

Hostage Situation

- Avoid reckless actions or quick moves
- Do everything your captor says to do
- Speak only when spoken to
- Stay calm, try not to show emotion openly
- Sit, if possible, to avoid appearing aggressive
- Do not turn away from captor unless ordered to

Fire/Explosion

- Activate the fire alarm system by pulling the alarm
- Evacuate the building immediately in a safe and orderly manner
- If a heavy smoke condition exists, get low to the ground and crawl to the safest exit
- Alert authorities with any information once you have reached the a safe area
- Know your building – have an escape route in mind

Hazardous Material Release/Gas Leak

- Avoid contact with the material spilled
- Do not turn any electrical devices on or off
- Do not use cell phones
- Be prepared to evacuate the building

Bomb Threat

If you receive a call indicating there is a bomb in the building:

- Remain calm, do not hang up
- Record time of call
- Attempt to keep the caller on the phone as long as possible
- Document and report everything the caller says: ask questions about type and location device, time of detonation, and reason for planting the device
- Document characteristics of the caller's voice (loud, muffled, accented, intoxicated, etc.)
- Listen to any background noise that may be present (television, traffic, music, etc.)

Violent Intruder/Active Shooter

- Do not confront the intruder
- If possible, move quickly to an isolated corner of the room or building, reducing their exposure to windows and doors
- Remain calm and quiet
- Draw blinds to windows and secure doors; turn off lights and equipment
- Disregard any knock on the door or unfamiliar voices
- If shots are heard, get low to the ground and, if possible, seek shelter

IF INSIDE:

- Use desk or other piece of furniture as a shield
- Move away from windows
- Make body as small as possible and stay low
- Silence any cellular devices (including vibrate sound) but keep them nearby
- Remain quiet, still and be prepared to move quickly

IF OUTSIDE:

- Try to get behind any solid object
- Lie flat, with face away from source of event
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- Remain quiet, still and be prepared to move quickly

FOR INCIDENT INSTRUCTIONS AND UPDATES

We will utilize the most appropriate (and available) method of communicating instruction based on the situation.

Watch and listen for:

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- Email
 - SMS
 - Voice Command
 - Siren

EVACUATION/RELOCATION SITES

Emergency Shuttle Bus Locations and Relocation Sites:

To be determined, based on the emergency and premise(s), and will be communicated as soon as possible via email, sms and/or voice command.

Go to the JCU emergency updates website for ongoing updates: http://www.johncabot.edu/about_jcu/emergency-updates.aspx
