

Procedures for Campus Responders to the Security Alert Button Activation

In the event of a classroom or office emergency requiring SPC Security assistance, faculty must select the Security Alert icon (red desktop warning light) to alert campus security, SPC Dispatch, and specific campus administration.

Responders should:

1. Determine where the alert activation is located. For security personnel this is usually confirmed and notification sent by Security Dispatch. Bring assigned campus radio and/or mobile phone.
2. Report to the location and assess the emergency. Anyone responding to an alert activation must exercise caution when responding, one never knows why the alert was activated. (In many cases the alert is a false alarm whereby someone accidentally clicks the button.)
3. If campus security is at the scene they will stabilize the situation. If security is unavailable then contact Security Dispatch at 2560. Dispatch will contact security units for assistance.
4. If the situation poses an “imminent threat to the life safety of students, staff, or faculty” then call 911 and report:
 - Type of Emergency
 - Campus/Center Location
 - Building Name/Room Number or location of emergency
 - Your name, title, and where you are calling from
 - Do not hang up, the 911 operator may need additional information/
5. Be knowledgeable of the following locations:
 - Nearest primary and secondary exits
 - “Areas of Rescue” for persons with limited mobility
 - AED/Fire Extinguisher devices in the building

The Emergency Response Guide (flip chart) is located in classrooms and offices for your use.