

# HERITAGE UNIVERSITY CRISIS RESPONSE STEPS

## LOCKDOWN

**RESPONSE TO: Definite threat of harm**

- Close and lock external entrances
- Close and lock classroom doors
- Head count and collect
- Run/Barricade/Fight
- Monitor communications

## SECURE AND TEACH

**RESPONSE TO: Potential threat of harm**

- Close and lock external entrances
- Head count and collect
- Continue to teach and move about inside as needed
- Monitor communications

## SHELTER IN PLACE

**RESPONSE TO: Chemical, biological or radioactive event**

- Shelter in safe area within building
- Isolate your environment
- Head count and collect
- Monitor communications

## EVACUATE

**RESPONSE TO: Fire or other internal threat**

- Immediately exit building and go to designated rally point (see map)
- If rally point is unsafe, move to safe area
- Building Safety Officer clear building
- Monitor Rave alerts

### ALERTING AND COMMUNICATION

#### RAVE ALERT

Sign up to receive alerts during an emergency:

<https://www.getrave.com/login/heritage>

#### PHONE SYSTEM INTERCOM

Alerts and information will also be broadcast over the phone speaker using all call.

### EMERGENCY SUPPLIES

#### FIRST AID

Orange box at the front desk of every department.

#### AED

Kathleen Ross Center (east hallway)  
Arts and Science Center (north east hallway)