Medical Emergency Response Plan
The First Person/Rescuer on the scene of a medical emergency will:

- Remain with the person
- Call out loudly for help, contact Campus Police or ask someone nearby to contact Campus Police (X-7777)
- Not attempt to move the person unless the scene is dangerous

When help arrives, the rescuer will designate someone to:

- Call 9-1-1 if it is deemed necessary by appropriately trained responders (refer to the 9-1-1 Emergency Procedure)
- Notify the appropriate Student Life person or staff person’s supervisor
- Maintain safety until the trained personnel arrive

VIOLENT SITUATIONS
(Weapons, Fights, Active Shooters)
For Violent Situations Involving Weapons
The individual discovering the weapon will:

- Immediately notify Campus Police
- NOT, under any circumstances, attempt to confront and/or disarm the person, if the person is displaying a weapon or acting in an erratic or aggressive manner

For suspected weapons anywhere on school property, an individual will:

- Remain in the discovery area, if possible
- Discreetly notify a neighboring office or supervisor about the situation and request that they call the Campus Police and request back up help

Fire/Explosion
The First Person discovering the fire or smoke will:

Contact Campus Police immediately X7777

- If possible follow the R.A.C.E. Plan
  - R – Rescue/Remove person(s) from the immediate fire scene
  - A – Alert/Activate the nearest fire alarm pull station to activate the emergency evacuation plan
  - C – Confine the fire area by closing ALL windows and doors
  - E – Extinguish a small fire by using a portable fire extinguisher if possible, or use extinguisher to escape large fires
  - E – Evacuate according to established evacuation plan
Intruder(s) in the Building

An intruder is defined as anyone in a Regis College building or on the grounds who refuses to cooperate with the visitor’s policy.

The Person who observes an individual who appears to pose a safety threat will:
- Greet the visitor and offer assistance
- Escort the visitor to the Campus Police office
- If visitor refuses to cooperate, discontinue contact with the person and notify the Campus Police
- If possible, monitor the direction the intruder is heading

The Person who identifies an intruder will:
- Notify the Campus Police immediately
- Give a detailed description of the intruder

The Campus Police will:
- Instruct the students and staff to do one of the following:
  - Shelter-in-Place (see page 8) and wait for further instructions from the Campus Police
  - Evacuate
- Notify the appropriate Administrative Council members, the President’s Office and if needed Student Life

Shooters, Lockdown & Shelter-in-Place

Purpose: In face of certain violent events and threats, including someone shooting, very bad weather, natural disaster, chemical leaks, bomb threats, it may be safer for everyone to remain indoors, in a safe, ‘shelter in place’. This may include the use of classrooms, or a congregate space such as a hallway, auditorium or conference rooms.

CAMPUS POLICE WILL ISSUE THE LOCK-DOWN ORDER OVER THE PA SYSTEM OR BY VOICE COMMAND.

Shelter-in-Place/Lock Down will be in effect, until the Campus Police notifies the occupants that it has ended. If the fire alarm sounds while sheltering in place, DO NOT EXIT the building, unless you smell smoke in the immediate area.

The Campus Police will:
- Verify information about the emergency event
- Collaborate with the appropriate Administrative Council members, the President’s Office, the Information Officer and the Weston Police and Fire Departments
- Issue Shelter-in-Place/Lock-Down by announcing the decision over the PA or by voice command. Instruct the occupants to report to the nearest office, or other designated site for sheltering in place. (For weather emergency such as a hurricane, avoid areas with glass and/or windows.)
- Assemble the Regis College Crisis Management Team and assign roles to team members