

# EMERGENCY PROTECTIVE ACTIONS

Emergencies can range from natural disasters to human-made incidents such as intruders or hazardous material spills. The following Emergency Protective Actions outline steps you should take to increase your safety during an emergency on or near campus.

**SHELTER:** This protective action is designed to keep occupants safe indoors during incidents such as hazardous materials releases or other non-violent events that make it unsafe to be outside. The goal is to minimize exposure to outdoor hazards by remaining inside a building.

- If you are outdoors, immediately seek shelter in the nearest building.
- Once inside, move away from windows, doors, and exterior walls to reduce exposure to potential hazards.
- In the event of a hazardous material incident:
  - Close all exterior windows and doors.
  - If you have control over the HVAC system, turn it off to prevent contaminated air from entering.
  - Seal gaps around doors and windows with available materials, such as towels, if necessary.

**SECURE:** This protective action is implemented to safeguard building occupants by keeping them indoors and securing the premises against a potential external threat, whether it originates on or off campus. The primary goal is to prevent exposure to the hazard by limiting access and minimizing movement until the threat has been neutralized.

- If you are outdoors, immediately seek shelter in the nearest building.
- Once indoors, close and lock all exterior doors, and lower window blinds (if equipped).

**LOCKDOWN:** The purpose of a lockdown is to protect the campus community by reducing exposure to potential threats, such as an active shooter or other dangerous individuals on campus or inside campus buildings. This action is designed to secure individuals in safe areas, limit movement, and prevent unintentional entry into hazardous zones.

- If outdoors, immediately seek shelter in the nearest building.
- Once inside, close and lock all exterior doors and find a secure room.
- Lock and/or barricade the door to the room.
- Stay out of sight by moving to an area that is not visible from windows or the door.
- Silence all electronic devices and remain quiet.

**EVACUATE:** Evacuation involves the mandatory removal of all individuals not essential to addressing or mitigating an emergency from a building or campus area. An evacuation should occur when it is determined that remaining inside poses a greater risk than exiting, and when it is safe for the campus community to reach designated evacuation locations without danger. Evacuations may apply to a single building, multiple buildings, or the entire campus.

- Before an emergency, know the evacuation routes and the designated assembly points for your building. If a full-campus evacuation is ordered, be aware of the specific location you are required to report to.
- Leave the building immediately. **DO NOT** assume it is a false alarm.
- **DO NOT** return to retrieve personal items before exiting the building.
- **DO NOT** go into the restrooms.
- **DO NOT** use the elevators. Use the stairs.
- Once outside, immediately go to your assigned evacuation location to be accounted for and to receive further instructions.



## SAMPLE DU ALERT MESSAGES

The following are examples of DU Alerts that may be transmitted via text and voice in the event of an emergency. They correspond with the protective action(s) that you should take for safety measures.

- DU ALERT: SHOTS FIRED ON CAMPUS. If on campus, LOCKDOWN. Silence phones. If not on campus, stay away. THIS IS NOT A TEST!
- DU ALERT: A(n) <<event>> has affected campus. If on campus, LOCKDOWN. Silence phones. If not on campus, stay away. THIS IS NOT A TEST!
- DU ALERT: A(n) <<event>> has affected campus. SHELTER. Do not leave a safe space until instructions indicate it is safe to do so.
- DU ALERT: A(n) <<event>> has affected campus. SECURE. Do not leave a safe space until instructions indicate it is safe to do so and report suspicious activity.
- DU ALERT: A bomb threat has been received for <<location>> EVACUATE. Report anything suspicious to D.U.P.D.
- DU ALERT: A(n) <<event>> has affected campus. EVACUATE. Remain calm. Report injuries and fire to 9-1-1.
- DU ALERT: Pittsburgh Police has reported an off-campus police emergency at <<location>> AVOID the area. Email with more instructions to follow.
- DU ALERT: This is a message from the D.U.P.D. The situation is ALL CLEAR. Resume normal activities.

*\*If the event is unconfirmed, "serious situation" may be substituted in place of <<event>>.*

Follow up information not of an urgent matter will be delivered by the University e-mail system.



[duq.edu/PublicSafety](http://duq.edu/PublicSafety)