

Spring 2008

To the Sullivan County Community College campus community:

In recent months there has been a lot of news coverage regarding safety and security on college campuses. The well-being of our students, faculty, staff and visitors is a major concern for Sullivan County Community College. The following tips are designed to help you become more aware and better prepared for campus emergencies, such as in the case of an intruder on campus.

**Be Aware, Be Prepared**

- Remain calm.
- Do not engage the intruder.
- If it is possible to escape the area safely, do so quietly and call 911.
- If you cannot safely exit the building, seek shelter in a room where the doors can be locked or barricaded securely.
- Once secured inside, take cover behind concrete walls, thick desks, filing cabinets and away from windows and doors.
- Remain quiet, and turn off cell phone ringers.
- Only one person from the room should call the police and tell them where you are, where the intruder is and the condition of the others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- Evacuate the room only when authorities have arrived and instructed you to do so.
- Do not leave or unlock the door to see “what is happening.”
- Do not open the door until you can be positive that it is a police officer or that a recognized campus official is coming to help you.

Thank you for your attention to this important information.

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Director of Campus Safety & Security