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Introduction

Casper College is committed to supporting the welfare of its students, faculty, staff, and visitors. This emergency response guide provides a set of guidelines to follow during critical incidents that may occur on campus.

The goal of this guide is to assist the reader in making decisions prior to or during a critical incident that will aid in the preservation of life and safety. Life and safety are the principal priorities of these procedures. Protection of property and the environment is secondary, and the restoration of campus services is a tertiary concern, to be addressed once the imminent threat has passed.

Critical incidents are, by their nature, often unplanned. However, this does not mean that they are unforeseen or incapable of being prepared for or mitigated in advance. This guide is an effort to give the reader the opportunity to mentally and physically prepare for a range of man-made, natural, and technical threats that have the potential to affect Casper College.

Faculty and staff members of Casper College are expected to be familiar with the procedures contained within this guide, and to use this information to act appropriately during a critical incident.

The information contained within this document is informational in nature and is intended to be a guideline to assist the reader in attempting to maintain his/her safety during a critical incident. It is not doctrine or policy. Every situation is unique and not every factor that may arise during a critical incident can possibly be foreseen. Readers of this document are strongly encouraged to develop their own personal plans for critical incidents likely to arise in the areas where they work or study, and to have alternative strategies in mind to augment the information contained in this document.

All Casper College faculty, staff, students, and visitors are strongly encouraged to sign up for the CC Alert system by going to the college website caspercollege.edu/alert and following the instructions. Information about registering for the Natrona County “Code Red” alert system can also be found on this page.
Active Shooter

If... there is an active shooter or other act of continuing violence:

• Do
  • Decide whether to flee (run), shelter (hide), or fight.
    • This depends upon how close you are to the shooter. You will not have much time to make this decision.
  • If you flee
    • Consider going out windows or other nontraditional means of escape.
    • Leave the building and get as far away as possible.
    • Call 911 once you reach a place of safety. Inform the 911 operator of the description of the shooter, including age, race, gender and clothing. If you can see what kind of gun he/she has (pistol, rifle, etc.) also tell the 911 operator that.
    • Remain away from the building.
  • If you hide
    • Lock or barricade the door.
    • Turn off the lights.
    • Close the blinds.
    • Hide behind something in the room
    • Remain silent, turn off your phone.
    • Stay in the room until you are certain that the police have brought the situation under control.
    • Avoid opening the door for any reason.
    • Remember the difference between cover and concealment when choosing a potential place to hide – cover stops bullets, concealment only removes you from the line of sight.
  • If you have no other choice but to fight (If you can’t run or hide)
    • Strike the shooter with anything at your disposal. Strike him hard in vital areas (eyes, throat, groin).
    • Attempt to disarm him and either gain control of his gun or throw it away from him so that he cannot use it.

If... the shooting has taken place in another building:

Do
  • Mobilize your colleagues
  • Lock all exterior doors. Do not open them once they are locked, and discourage students and others from attempting to leave.
  • Await instructions from CC Alert or from your building marshal.
  • Be aware
    • Police will be armed with automatic weapons and wearing helmets, armor, etc.
    • Police may point their guns at you, order you to the floor, handcuff you, etc.
    • You will need to put your hands in the air and do exactly as you are told. They don’t know whether you are a victim or a suspect at this point.
    • You must not resist or argue with police
Bomb Threat

If you receive a bomb threat:

• Do
  • Write down everything the caller says.
  • Write down any caller ID information on your phone display.
  • Ask him questions and try to get him to answer such things as:
    • Location of the bomb__________________________________________
    • Type of bomb_______________________________________________
    • The scheduled time of detonation_____________________________
    • Why is he doing this? _______________________________________
    • Is he with a group? _________________________________________
  • Make note of any background noises you hear.
  • Leave the area if the caller claims that the bomb is in your work area.
  • Notify your supervisor and call campus security (268-2688).

• Do not
  • Do not open drawers or cabinets.
  • Do not turn light switches on or off.
  • Do not touch suspicious packages.
Death on Campus

If you become aware of the death of any person on campus:

• **Do**
  • Contact campus security (268-2688) and 911 immediately.
  • Document everything you know about the incident and be ready to make this information available to the police and Campus Security.

• **Do not**
  • Do not make statements to the public or the media.
Demonstration/Civil Unrest/Riot

In the event that a mass disturbance (demonstration, civil disturbance or riot) occurs on or near the campus:

• **Do**
  - Secure all records.
  - Turn off computers.
  - Lock the exterior doors to the building if possible.
  - Shelter in place.
  - Call campus security (268-2688) and 911.
  - Wait for assistance.

• **Do not**
  - Do not go out of the building.
  - Do not open the doors once secured.
  - Do not confront demonstrators or rioters.

If demonstrators or rioters breach the exterior doors of the building:

• **Do**
  - Stay sheltered in place.
  - If they breach the area where you are sheltered or if some other threat arises, such as fire, evacuate the area and get as far away as possible.
  - Remove all nametags and anything that would identify you as a college employee before leaving.
  - Remove jackets, ties, and other symbols of authority before leaving the area.
Disease Outbreak

If you or your coworkers begin manifesting signs of a communicable disease:

• **Do**
  - Practice standard prevention measures such as hand washing, decontamination of work surfaces with alcohol wipes, etc.
  - Avoid sneezing into hands; maintain distance from others, especially if manifesting symptoms.
  - If you are ill, take sick leave and stay home to avoid infecting others.
Earthquake

In the event of an earthquake:

• **Do**
  • Get under a strong table or stand in a solid doorway.
  • Protect your head from falling ceiling tiles or other objects.
  • As soon as the shaking has stopped, evacuate the building and begin accounting for your co-workers.
  • If you smell gas, call 911 or tell a firefighter.

• **Do not**
  • Do not return to the building.
**Explosion**

In the event of an explosion:

- **Do**
  - Call 911 and campus security (268-2688).
    - If a fire resulted or if you smell chemical fumes:
      - Evacuate the area.
      - Get at least 500 feet from the building.
      - Remove yourself from areas where secondary devices may be planted.
      - Begin accounting for your co-workers.
  - Do not evacuate in the direction of the explosion.
  - Do not go toward the area where the explosion occurred.
  - Do not stand near trashcans, dumpsters, or parked cars.
  - Do not stand in a parking lot.

- **Do not**
  - Do not evacuate in the direction of the explosion.
  - Do not go toward the area where the explosion occurred.
  - Do not stand near trashcans, dumpsters, or parked cars.
  - Do not stand in a parking lot.

- **Be aware**
  - Remember that terrorists have been known to place secondary bombs at other exits to kill people evacuating.
  - Remember that terrorists have been known to shoot people evacuating, so be alert for suspicious people in the area, especially armed people.
**Fire**

As soon as you see flames or smell smoke:

- **Do**
  - Evacuate the building.
  - Pull the fire alarm pull station.
  - Call 911 when you are out of the building.
  - Report to your evacuation site.
  - Begin accounting for your co-workers.
  - Go to your hands and knees and crawl out of the building if smoke is thick.
  - Shove clothing or papers under to door to keep smoke out if you are trapped in an office. Call 911 and tell them exactly where you are.

- **Do not**
  - Do not use the elevator

- **Be aware**
  - Know where at least two evacuation routes are located in case the one nearest you is blocked.
  - Stay to the right on the stairs to avoid colliding with responding firemen.
Flood
If you are inside a building when the water rises:

- **Do**
  - Go to the upper most floor that you can reach.
  - Call 911 and campus security (268-2688) and advise them of your location.

- **Do not**
  - Do not attempt to walk through rising water as the current may carry you away.
  - Do not touch electrical switches or appliances.

- **Be aware**
  - Watch out for hidden hazards below the surface.
  - Realize that displaced animals may constitute a danger.
Food Poisoning

If you or your co-workers begin manifesting signs of food poisoning:

• Do
  • Call 911 and campus security (268-2688).
  • Determine if you all ate the same thing.
  • Advise the responders of the potential source of the contamination.
Hazardous Materials Spill

If... a hazardous materials spill occurs inside your building:

• **Do**
  - Evacuate the area.
  - Call 911 and campus security (268-2688).
  - Close the door to the room where the spill occurred, if possible, and encourage others to evacuate.
  - If the spill is giving off fumes or gas, contact physical plant (268-2597) to shut down the HVAC system.
  - When fire and hazmat crews arrive, advise them of the location of the spill, what chemical it is (if known) and whether it was giving off fumes or gas.

• **Do not**
  - Do not attempt to clean up the spill, as you may be unaware of its properties.

If... a major hazardous materials spill occurs outside your building where fumes may blow over the campus:

• **Do**
  - Call 911 and campus security (307-268-2688).
  - If you are outside, go into the nearest building.
  - Locate an interior room with few windows.
  - Close all windows and doors, stuff clothing or paper under the door, and attempt to cover air vents with plastic trash bags, etc.
  - Contact physical plant (268-2597) to shut down HVAC.
  - Remain sheltered in place until you are advised that the situation is under control, or if you are instructed by authorities to evacuate.
Hostage Taker

If you are taken hostage by an armed person:

- **Do**
  - Do everything the person tells you. The first few minutes are critical. The hostage-taker may be under the influence of drugs or alcohol, will feel trapped and desperate, and may shoot someone either accidentally or as an example to the police.
  - Remove your nametag if you can do so without being noticed.
  - Speak only when spoken to.
  - If an opportunity for escape presents itself and you intend to take it, tell no one. Move quickly and without hesitation. Understand that those left behind may be punished for your actions.

- **Do not**
  - Do not offer suggestions or information unless asked.
  - Do not appear aggressive, do not cry, or make eye contact.
  - Do not call attention to yourself or identify yourself as being in charge.
Power Outage

If power is lost to your building:

- **Do**
  - Check the elevators to determine if anyone is trapped inside.
  - Contact campus security (268-2688) if you believe someone to be trapped.
  - Try to remain where you are to avoid using stairs and potentially falling in the dark.
  - Wait for information via CC Alert.
Psychiatric Crisis/Suicidal Individual/
Person of Concern

If a person has an emotional breakdown or manifests behavior that you believe is indicative of a psychological crisis:

• Do
  • Contact a member of the Casper College Behavioral Intervention Team (BIT).
    • The BIT includes the director of counseling (268-2267), director of student life (268-2249), director of campus security (268-2688) and the vice president for student services (268-2210).
  • Call 911 if
    • The crisis appears to be acute and/or dangerous.
    • The person is injured.
    • The person appears to be overdosing.
    • The person is threatening suicide, call 911.
  • Stay far away from the person to avoid being grabbed.
  • Go to your place of shelter and call 911 if you see a weapon or believe the person to be armed, or if the person begins acting violently.

• Be aware
  • If a student or other person makes statements or exhibits behavior that may not be threatening, but you believe that it warrants further attention and follow up, complete a “Student of Concern” report on the campus security webpage. This will generate notification to the BIT team. Please include your name so that the team can contact you for further elaboration. Be as detailed as possible in the narrative of the report.
Suspicious Package/White Powder Incident

**If... you receive a package or letter that seems suspicious, do not open it:**

- **Do**
  - Call campus security (268-2688).
- **Do not**
  - Do not open the package or letter.
- **Be aware**
  - Things that might make you suspicious:
    - A letter that appears excessively thick or stiffened or is heavier at one end than the other or lop-sided.
    - Excessive postage or unusual international postage.
    - No return address.
    - Handwritten indicators such as “Rush,” “Personal,” or “Confidential.”
    - Cut/pasted address.
    - Odors, stains, or unusual sealing methods.
    - Distorted writing or writing that appears to be out of the ordinary.
    - Resistance or pressure felt when you try to remove the contents.
    - Noises or a liquid “sloshing” from inside the package.
    - Powder or liquid leaking from the package.

**If... you open a package or letter and white powder spills out:**

- **Do**
  - Set the letter or package down gently.
  - Alert your coworkers not to go near the package and to call campus security (268-2688).
  - Go at once to a restroom and wash your hands.
  - Remove any clothing that has come into contact with the powder.
  - Drop used paper towels and soiled clothing into the trashcan and tie the bag shut.
  - Bring the tied bag back to your workstation and place it away from you.
  - Move away from the package or letter but everyone should remain in the area/room where the package was opened.
- **Do not**
  - Do not touch your face even after you wash your hands.
  - Do not go near the package again, but remain in the area.
  - Do not be near enough to the powder to inhale it.
- **Be aware**
  - Campus security will contact the fire department and hazmat crews. Until they clear the scene no one is allowed in or out of the room where the package was opened.
  - Once the hazmat crew(s) arrive they will be in charge of the scene. Give all information to them and do exactly as they say.
Tornado/Severe Thunderstorm

If... a tornado warning is broadcast while you are indoors:

• Do
  • Go immediately to the lowest level of the building you are in, preferably the basement, away from windows.
  • Sit on the floor with your back against a wall and put your head between your knees, like the “crash position” in an aircraft.
  • Cover the back of your neck with your interlocked hands.
  • Shelter in an interior room such as a bathroom.
  • Avoid large gymnasiums or auditoriums.

If... a tornado warning is broadcast while you are indoors:

• Do
  • Seek a place of safety.
  • If no building is nearby, lay flat on the ground, preferably in a depression in the earth.
  • Avoid culverts and underpasses.
  • Cover the back of your neck with your hands.

After the tornado passes:

• Do
  • Be alert for hazards such as sharp debris, downed power lines, etc.
  • If the building you were in was hit, evacuate the building when the tornado has passed due to structural damage and potential collapse.

• Be aware:
  • The college warning sirens are not connected to the Natrona County/National Weather Service (NWS) warning sirens and will not activate when those sirens do in the event of a tornado warning or other weather-related emergency. Do not rely on college sirens for notification of weather emergencies. The Natrona County/NWS siren system is the official means for outdoor warning at Casper College.
  • In the event that a tornado warning or severe thunderstorm warning is in effect for the area, the Natrona County/NWS emergency sirens will activate and the National Oceanic and Atmospheric Administration (NOAA) weather radio system will also begin broadcasting. Please note the Natrona County/NWS siren system is not intended or capable of alerting people inside buildings. It is intended to alert people outdoors of imminent danger. If your workstation is indoors, the purchase of a NOAA radio is the best way to know if threatening weather conditions exist. Additionally, the CC Alert system will make notification of tornado and severe thunderstorm warnings (not watches) if you are signed up for the alerts.
Assumptions:

- In spite of all efforts to plan for and mitigate them, hazards will continue to affect Casper College and its inhabitants.
- There may be hazards or threats that occur which were not foreseen and for which no information is contained in this guide.
- Critical situations may develop without warning and may occur at any time, including weekends, holidays, and after the close of normal business.
- Casper College personnel will respond to critical situations within their ability to do so. In general, Casper College personnel are not law enforcement officers, firefighters, or emergency medical technicians. College personnel will attempt to stabilize the scene consistent with their capabilities pending the arrival of properly trained and equipped first responders.
- In most cases, management of the critical incident will be handed over to public sector emergency management and public safety officials under the auspices of the incident command system.
- College officials will be included as part of the unified command structure by the emergency management and public safety officials managing the incident.
- College resources may be requested by emergency management and public safety officials for use away from the campus.
- Warning systems may be operational, but all messages may not reach all community members. Not all warning systems may be activated in the case of every critical incident.
- College officials may delegate responsibilities to subordinates or other departments as necessary.
- College public information officers will work in unison with the public information officers of the other agencies involved in the unified command structure to present the most accurate and up to date information possible to the public.
- Every choice during a critical incident carries with it inherent risks, and no set of guidelines can provide an absolute plan as to a course of action during every incident. Each person must analyze the situation with the information available to them at the time of occurrence and make the best decision that they can, given their knowledge of the incident, their own abilities, and the other factors of which they may be aware. These decisions may or may not be consistent with the recommendations in this document.
- Whenever any college employee becomes aware of a potentially dangerous or hazardous situation he/she should contact campus security (268-2688) and, in the case of a life-threatening issue, call 911. He/she should also advise his/her supervisor and refer to this guide for information.
Definitions

- **Evacuation** – the removal of all non-essential personnel from a building, a part of a building, a part of the campus or the entire campus. Evacuation, when called for by College or outside public safety officials, is mandatory. Persons, once evacuated, may not return to the area evacuated until the incident commander gives permission. When evacuating, a primary and a secondary evacuation site should be agreed upon and known by all persons working in the building, and accountability of persons should be established in order to determine that everyone has safely left the area. Evacuation may be an appropriate course of action during some active shooter incidents, a bomb threat, a fire, a flood, a building collapse or other hazard threatening a structure or area. It may not be appropriate during some active shooter incidents, some hazardous materials incidents and most weather-related emergencies.

- **Shelter in Place** – creating a place of relative safety in the area where a person is located during a critical incident. Sheltering in place involves locating a place where occupants of an area can seek protection from a man-made or natural hazard. Factors to consider when choosing a potential shelter include a locking door, as few windows as possible, the ability to turn off lights and ventilation and strong walls that may aid in providing cover for the occupants. When sheltering in place, one should, ideally, have a source of communication with the outside, a water source, and be capable of being secured from the inside. Sheltering in place may be appropriate during active shooter situations, weather emergencies and some hazardous materials incidents. It is not usually appropriate during fires.

- **Incident Command System** – The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:
  - Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
  - Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
  - Establishes common processes for planning and managing resources.

- **Unified Command** – Applies ICS in incidents involving multiple jurisdictions or organizations, which enables institutions and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. The Incident Commanders within the Unified Command make joint decisions and speak as one voice. Any differences are worked out within the Unified Command. Unity of command is maintained. Each responder reports to a single supervisor within his or her area of expertise. Within a Unified Command the police officer would not tell the firefighters how to do their job nor would the police tell campus personnel how to notify students of a campus incident.

- **Incident Commander** – is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The individual responsible for the overall management of the response is called the Incident Commander. For College purposes, the Incident Commander is the initial person on the scene of the critical incident. He/she will be relieved by the most appropriate person within the College structure once additional people arrive on the scene. The College incident commander will interface with the public safety incident commander as part of the Unified Command structure.
Essential Personnel

During a critical incident certain College employees will be designated as Essential Personnel. If other faculty and staff are evacuated or sent home, those employees designated as Essential will remain to assist in the response to the incident. They may be required to remain on campus beyond their regular work period, and may be required to remain on campus for an indefinite period of time. Such employees may include, but not be limited to:

- College president
- College vice presidents
- Director of public relations
- Director of security and judicial review
- Director of physical plant
- Director of human resources
- Director of financial services
- Director of student life and housing
- Director of counseling
- Director of student health
- Director of information technology
- Director of media services
- Director of athletics
- Safety/facility planning analyst
- Other directors of departments and deans of schools
- Campus security officers
- Residence hall area coordinator
- Coordinator of student activities
- Any other professional or student employee of any of the above named offices as designated.
Campus Closures/State of Emergency

The college president or his designee may declare a campus state of emergency and/or order the campus closed for business.

During a period when a state of emergency or a campus closure has been declared, only people with appropriate identification, as determined by the president or his designee, may be authorized to be on campus. The president or his designee may decide that no one, including any or all members of the faculty, staff, or student body of the college may be allowed on campus, at his discretion.

The president or his designee may decide to close the campus for the whole day or part of the day. Depending upon the circumstances causing the closure, all day classes and activities or all evening classes and activities, or both, may be canceled.

In the event of a closure, the director of public relations or his designee will use the college’s notification systems to announce the closure and will contact the media to inform the public. Campus security will lock the exterior doors to all buildings.

Essential personnel may be required to remain on duty during a state of emergency or campus closure at the discretion of the president or his designee.
CC Alert/Notification Systems

During a critical incident all or some of the alert and notification systems available to the college may be utilized to transmit information into the hands of the public. These systems include:

- Telephones
- College website
- Social media
- CC Alert text/phone/email alert system
- External warning siren/public address system
- Mobile public address system in patrol cars
- On-campus television monitors

Additionally, the television, radio, and print media may be contacted by the director of public relations to broadcast press releases from her/his office.

The Natrona County Office of Emergency Management may be contacted to issue a “Code Red” alert under their countywide text/phone system, or to transmit information over the countywide external warning siren system.

Not all systems may be deployed during every critical incident, based upon the dynamics of the incident and the feasibility of deployment.

Note: The college’s responsibility to notify students of an immediate threat to health or safety as a result of a confirmed significant emergency or dangerous situation as required by the Jeanne Clery Act and the Higher Education Opportunity Act is unaffected by this section. Such notifications will be made immediately through any or all of the above means upon confirmation of a threat to the community.
Emergency Operations Centers

Three primary emergency operations centers (EOC) on campus have been identified by the administration for use during an extended critical incident:

- Gateway Building, Room 312 (board room)
- Career Studies Center, Sharon Nichols Auditorium
- Strausner Hall, Room 217
  - Two off-campus EOCs have also been designated:
    - The president’s house
    - The Werner Wildlife Museum

In the event that the critical incident is of sufficient duration to require such, the president, members of his cabinet, and other college officials will assemble in the emergency operation center designated by the president, and will establish communication. In the event that none of these areas are accessible due to the critical incident or are used for another reason, an alternate site will be chosen. Public safety and emergency management officials may choose to center their operations in this room as well, although a separate command post closer to the site of the incident will also likely be established.

The director of public relations and the other public information officers under the unified command structure will establish a joint information center (JIC) for the issuance of press releases within the EOC.

Members of the public and the press will not be allowed access to the EOC.
Universal Recommendations

- Do not assume that someone else has called 911 or campus security. Upon confirmation of a hazardous situation make the call yourself.
- In the event of a fire, do not attempt to fight it yourself unless it is extremely minor, such as an ashtray or trashcan. Call 911 and pull the fire alarm station nearest where you are while evacuating.
- In the event of an assault, a large disturbance, a person brandishing a weapon, or an explosion, call 911 and take appropriate action to either evacuate or shelter in place until aid arrives.
- In the event that someone is not breathing, has obvious broken bones, is bleeding profusely, choking, has been electrocuted, has succumbed to chemicals, or is otherwise in obvious need of major aid, call 911. If it is safe to do so, attempt to render aid until help arrives. Be cautious of electrical lines, chemicals, hostile persons, and other hazards before making the decision to render aid.
- When evacuating a building do not use elevators.
- Once outside, assemble in your designated evacuation spot and begin to account for co-workers.
- If someone is trapped inside the building due to handicap, disability, or injury inform a firefighter or police officer.
- Report any relevant information to a college administrator or security officer.
- Do not panic and attempt to keep others from doing so.
- If you have the ability, attempt to assist others in evacuating or reaching a place of shelter.
- Know the location of fire alarms, fire extinguishers, and emergency exits. Have alternate exits identified in case your primary route is blocked.
- Do not reenter the building for any reason once evacuated.
- Obey all instructions of emergency services personnel or security officers.
Logistics

Drills/Exercises/Training
The college will conduct drills and exercises, ranging from orientations and tabletops to full scale in coordination with our emergency management and public safety partners. These exercises will take place at least annually and will vary in their content and scenario.

Training sessions on preparedness and safety are offered periodically through the campus security department and new faculty are given orientation training about issues related to classroom and office safety.

Building Marshals
Employees across the campus have been designated as building marshals to act during critical incidents to assist in safeguarding the community. These people, all of whom are volunteers, are equipped with a pack of basic emergency supplies and are tasked with making notifications within the building, maintaining accountability of employees, and communicating with college authorities during a crisis.

Radio Communication
The college’s senior administrators are able to communicate amongst themselves and with the security department during a critical incident by means of two-way radios on a special administrative channel.

Exterior Locking
Faculty and staff members who work in a building with a crash-bar locking system utilizing an Allen wrench to secure the exterior doors have been offered an Allen wrench. As such, many faculty and staff members in these buildings are capable of securing any exterior doors that they are near during a critical event without having to wait for physical plant or campus security.