

**IN AN EMERGENCY SITUATION: FOLLOW THE APPROPRIATE COLOR BOX AS INSTRUCTED BY P.A. SYSTEM. DO NOT ATTEMPT TO CONTACT PUBLIC SAFETY BY TELEPHONE. CHECK CANISUSALEART FOR UPDATES. REMAIN CALM.**

**CANISIUS COLLEGE  
STUDENT & STAFF  
QUICK RESPONSE CARD**

## **Follow RED Box For LOCKDOWN**

- Faculty, Staff, and Students check hallways and move personnel to nearest shelter
- Close and lock room and office doors and windows
- Faculty, Staff, and Students remain in locked classrooms and offices
- Close blinds in room leaving 4-6 inches open for Police to view inside
- Turn off lights
- In room, move personnel to wall adjacent to hallway, where they cannot be seen through the door
- Account for students & adults, record names of missing personnel and/or additional personnel. Report to Public Safety with updated information
- Remain silent
- Await further instructions (WAIT TO BE CONTACTED). Do not end lockdown until contacted by Police or Public Safety
- Once the lockdown has ended, return to assigned rooms, account for all personnel and report any missing parties to Public Safety

### **ACTIVATION EXAMPLES:**

Active Shooter, Hostage Incident, Violent Incident, etc.

## **Follow TAN Box For SHELTER-IN-PLACE**

- **SHELTER IN CLASSROOM:** An announcement will be made over the P.A. System for all students to return to their classrooms. Isolate all students, teachers and staff from the external environment during environmental or hazardous incidents by closing all doors and windows. If possible, turn off all air handling systems and air conditioners. Move away from windows, doors, air ducts and ventilation systems. Account for all personnel and report to Public Safety anyone missing or added to your group. Remain in place until notified otherwise.
- **DESIGNATED SHELTER SITE:** Before people are directed to move to a designated shelter site, the designated personnel will be contacted to conduct a search of exit routes and evacuation areas before relocating students. Personal belongings are to remain inside the site until further notice. Upon arrival at the new site, designated personnel will account for all group members and remain in place until further notice.

### **ACTIVATION EXAMPLES:**

Bomb Threats, Police Search



## **Follow PINK Box For LOCKOUT**

- Students, faculty & staff outside will immediately return to a campus building. All other outside activities will be cancelled until the lockout is lifted.
- Once inside, account for all faculty, students, and staff. Report any missing people to Public Safety.
- Business will conduct as usual while lockout is in place.
- Anyone entering or exiting the building will need to do so at the designated entry points.

### **ACTIVATION EXAMPLES:**

M&T Bank Robbery, Non-College Related Incident



## Follow BLUE Box For EVACUATION

- Follow fire drill procedures and leave building along assigned routes.
- Remain calm and keep others around you calm.
- Close all doors behind when leaving the room and make a list of all personnel (DO NOT LOCK DOORS).
- Evacuate or vacate the premises to a primary or secondary evacuation site as directed.
- Take account of all personnel at evacuation site and report any additions or missing parties to the officer in charge.
- Remain at the evacuation site until given approval to move by the officer in charge.

### ACTIVATION EXAMPLES:

Fire alarm during inclement weather, return to the building  
unadvisable, etc.

## Follow GREEN Box For ROOM INTERVENTION

- Faculty, Staff or Student in need will contact Public Safety via classroom phone.
- Public Safety will request crisis response team counselors from the counseling center.
- Crisis response counselors report to specified room and take direction from personnel in charge of room.
- They will assist in the removal of the affected parties from the room.
- Crisis response counselors will assist any student in need of grief counseling.
- The person in charge of the room will file all required paperwork after the incident.

### ACTIVATION EXAMPLES:

Traumatic Incident, Crisis  
Intervention, etc.

## Follow ORANGE Box For HAZ-MAT, WEATHER OR POWER FAILURE

- **WEATHER EMERGENCY:** Public Safety will advise students, faculty and staff of where to report to. DO NOT attempt to leave or travel as it will be extremely dangerous.
- Check your Canisius Email and CanisiusAlert for updates from Public Safety. Person in charge of room shall record all people in the room.
- **HAZ-MAT SITUATION:** Wait for Public Safety to direct students, faculty & staff to appropriate zones.
- If you are contaminated, wait to be instructed by a Public Safety or Emergency Services official. DO NOT vacate the area unless instructed to by Public Safety or Emergency Services. Person in charge of room shall record all people in the room.
- **POWER FAILURE:** Wait to be directed by Public Safety or Emergency Services to an appropriate area. An announcement will be made as to the further operations of the College either over the Public Address System, Canisius Email, Public Safety Officer, or CanisiusAlert System.

### ACTIVATION EXAMPLES:

Chemical spill, Snowstorm,  
Tornado