



Name of Policy: Shelter-In-Place
Source: Campus Security
Form to Complete: N/A

### Policy and Procedures:

The term, **Shelter-in-Place** means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **Shelter-in- Place should be used when an evacuation is not safe.** Certain events may necessitate the initiation of the college's Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by KCAI officials using the most current information available.

Once the decision has been made, officials will instruct the campus community to Shelter-in-Place. This notification will be made using all means of communication available. Providing assistance to those that may be disabled or in open areas should be accomplished if safe to do so.

Instances when the Shelter-in-Place protocol may be implemented:

#### Shelter-in-Place (Hazardous Materials) Recommendations

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move away from hazardous materials to rooms with no windows that can open, or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by competent authority

Please note: The Heating and Ventilation system may be shut down or changed to re- circulate air to prevent drawing in outside air for applicable emergencies.

#### Shelter-in-Place (Active Shooter/Armed Subject) Recommendations

In the event of the presence of a person or persons deemed by KCAI to be a threat to the campus community, a decision to Shelter-in-Place could be made with the most current information and instructions disseminated. This is the preferred method of keeping people out of harm's way when evacuation is not possible or practical, controlling pedestrian traffic, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your room/office/classroom. (Assess the practicality of inviting those in

hallway/open areas into your room) Provide assistance to the disabled if possible and safe to do so.

- Notify those around you and encourage others to remain in your room/office rather than to try to leave the building.
- Lock the doors if possible, cover the door window if applicable, pull down the blinds, and turn off the lights.
- Stay away from the windows.
- Monitor your electronic devices for emergency message updates (silence these devices).
- Report any suspicious activity, sounds or smells to law enforcement by calling 911 or calling campus security at (816) 931-6666 (Security can be sent a text at (816) 985-3843).
- While under Shelter-in-Place orders, it is recommended to not unlock the door even if someone is knocking to get in. Only unlock/exit when you recognize the authority directing you to do so, follow instructions

### Shelter-in-Place (Weather) Recommendation

A severe weather event during normal operating hours of the college may necessitate you Shelter-in-Place until the threat of bad weather has passed.

Relocating from your normal work area to a space that has no windows or to a lower floor may increase your chances of survival. Each campus building has a designated sheltering area assigned to it. If you are not familiar with those locations, it is recommended that you:

- Move to the basement of the building- they usually provide the best protection.
- Move to an interior room with no windows, or a hallway on the lowest floor possible.
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

### Outside or Open Area

Those that may not be within an office or classroom when the Shelter-In-Place notice is issued will need to assess the situation and make the best decision from the information provided. This decision may be based on your location at that moment (hallway, parking lot, sidewalk, etc.) while avoiding the general area of the emergency. Returning to your vehicle may be your best action if you are within the parking lot and it is safe to do so. Items of importance: Remain calm, move away from the danger, look for areas that would provide cover/concealment/protection (unoccupied room), safely warn others if you can.

### When Law Enforcement Arrives (Active Shooter/Armed Subject)

The first officers to arrive will not stop to help the injured; they are focused on stopping the threat. Rescue teams will follow. Remain calm and follow instructions, drop items in your hand, raise hands and spread fingers, avoid quick movements. Follow evacuation instructions from law enforcement, keep hands raised and remain in the safe location where you are directed. Law enforcement will identify and question witnesses as time permits. For more information about Active Shooter protocols, visit the [KCAI Emergency Preparedness Protocols](#).

Emergency messaging will be sent through the RAVE campus alert system. To register your mobile device to be able to receive emergency messaging click: <https://www.getrave.com/login/kcai>