

SHELTER-IN-PLACE PROCEDURES

SHELTER IN PLACE includes specific actions that should be taken to mitigate dangers created by environmental hazards such as severe weather. Severe weather includes high wind events, thunderstorms, hail storms and tornados. A Shelter in Place order may also be issued in the event of a chemical spill, biological hazard or other environmental hazard that poses a physical threat to campus or has potential to affect campus.

Shelter in Place is also warranted when any portion of or all of campus is threatened by hostile and/or armed intruder(s). Shelter in Place may be ordered when a threat is in the vicinity of campus, is near or moving towards a specific building, near or moving towards several buildings, or is occurring inside of a building.

Severe Weather / Environmental Hazard Actions:

- If outside, go inside the nearest building. Note: Residence Halls are locked 24/7, only students and authorized staff have card access.
- If instructed to do so, move to an interior room with no windows or small windows.
- If instructed to do so, turn off air conditioning and/or heating systems under your control.
- Close and secure all doors and windows to prevent inadvertent opening (gust of wind, etc.).
- Remain calm, locate flashlights and other emergency supplies.

Armed Assailant / Threat of Violence Actions:

- If outside, take cover immediately. If safe to do so, go into the nearest building. Note: Residence Halls are locked 24/7, only students and authorized staff have card access.
- If possible, secure exterior building doors, lock or barricade doors and windows.
- Classrooms: Lock and/or barricade the door(s). Turn off lights, crouch down out of sight of doors and windows. Conceal yourself as much as possible.
- Offices: Lock and/or barricade door(s). Turn off lights, move away from doors and windows. Conceal yourself as much as possible.
- Remain calm and be quiet. Turn cell phones to vibrate.
- If you have just arrived at campus, stay in your vehicle and consider leaving campus or driving to a safer location.
- Do not open doors, windows or come out until you are notified by campus officials of an "all-clear".

To help ensure your safety, please follow the instructions of campus officials. During all emergency situations, please stay alert for updates from the University Emergency Notification System, Chico State Alerts. Make sure your contact information is current. Please go to [CHICO STATE ALERTS](#) to verify and update your information.