

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 or when a portion of or all of campus is threatened by a hostile and/or armed intruder(s).

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.
(Please do NOT barricade during the drill).

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".

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