

## Shelter In Place

In some occurrences, it is safer to shelter in place and wait for further instructions. Shelter in place orders are given to protect people from moving into a potentially dangerous area.

What does it mean to shelter in place? Shelter in place means to take shelter where you are or in the nearest location available (whether a classroom, office or dorm room). A few things to remember if you receive the order to shelter in place:

- Lock or barricade doors and wait for further instructions.
- Turn off lights.
- Close blinds/windows and move away from visible areas/glass.
- If available, take a radio with you to monitor the news.
- Remain calm, keep yourself out of sight and take adequate protection/cover (i.e. desks, file cabinets, concrete walls).
- If available, check your Salem State University email regularly for messages giving you further instructions.
- Keep the telephone lines free for emergency information.
- If circumstances warrant, silence cell phone ringers.
- Don't leave your room until appropriately notified via ConnectEd, a building coordinator or police officer.

Examples of some events that would initiate a shelter in place: earthquake, health emergency, hazmat release, gas leak, fire (major), explosion, building collapse, threat (general), stabbing, shooting, disruption (major), bomb threat, assault, flooding (major), hurricane, tornado, snowstorm.

## LOCAL CONTACTS

Emergency (off-campus) 911

City of Salem Police Department  
978.744.0171

Salem State University Police  
Emergency (on-campus) 978.542.6111  
Non-Emergency 978.542.6511

Salem State University  
Campus Police  
73 Loring Avenue  
Salem, MA 01970  
[salemstate.edu/publicsafety](http://salemstate.edu/publicsafety)

**Be prepared!**  
**Emergency information can be found at:**  
[salemstate.edu/emergency](http://salemstate.edu/emergency)



## Shelter In Place Procedures

[salemstate.edu/emergency](http://salemstate.edu/emergency)



Salem State University  
Campus Police  
Emergency: 978.542.6111  
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## Safety is everyone's responsibility!

Salem State University is a beautiful campus that encompasses more than 115 acres, has a student population exceeding 10,000 and hosts countless visitors every day. The university is one of the largest public institutions of higher education in Massachusetts.

At Salem State, the safety of our community is of primary importance. The university maintains its own police department that is open 24 hours a day, seven days a week.

Whether you are a visitor, a current student or employee, it is important to review the emergency procedures for campus on a regular basis and plan your behavior accordingly.

Take a few minutes to read this brochure, find the emergency plans for your buildings and remind yourself of what you can do to keep yourself safe in an emergency.

For more building specific information, contact the Salem State University Campus Police or visit: [salemstate.edu/emergency](http://salemstate.edu/emergency).

## Emergency Plans

Emergency plans for each university building are unique. They are developed in cooperation with building managers, the university police department and the various departments that use the building.

Emergency plans are posted in every office and building on campus. Please become familiar with these plans in case there is an emergency within the building where you are located.

Even if you are in an unfamiliar building, get in the habit of observing exit signs and stairwells instead of elevators in case you need to exit quickly.

Review the different building emergency plans, as well as the evacuation and shelter in place procedures and practice them frequently. Post them in your residence hall room or office for immediate reference should you ever need them.

## Evacuations

In rare instances, it might become necessary to evacuate a building. Evacuations are ordered to protect you from potential danger. If you receive the order to evacuate:

1. Examine the area to find the safest evacuation route. (Salem State University has posted evacuation route signs throughout the campus.)
2. Take only your essential belongings with you.
3. Once outside, move quickly away from the building to the designated evacuation assembly area.

