

CIVIL DISORDER

A civil disorder may occur as a result of a protest or demonstration, march, “sit-in”, or even a large community event. While individuals have the freedom of speech and the right to peaceable assembly, civil disorder typically occurs whenever two or more persons assemble together to do an unlawful act, utilize (or threaten the use of) force or violence, or disturb the public peace.

If a Civil Disorder Occurs:

- Remain calm.
- Whenever possible, avoid becoming involved in the situation yourself.
- If you are not in a safe area, move to an area that *is* safe.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- Report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s) and/or description(s) of any suspect(s), the description, location, and type(s) of any involved weapons, and any other critical information. Remain on the line or available to answer questions and provide other critical information.
- Check the area around you for immediate threats or hazards. If the area appears safe, secure all doors and shelter-in-place. If the area is unsafe, move quickly to an area that *is* safe. Do not open doors unless instructed to do so by recognized staff members or public safety personnel. Emergency responders may enter the room using a master key or by providing positive identification.
- If you are outdoors***, immediately leave the area or move to a safe area indoors.

If Confronted by Instigators:

- Remain calm.
- Do not attempt to stop or obstruct them.
- Do not argue or engage in political or ideological discussions with them.
- If you are not in a safe area, move to an area that *is* safe and report the situation to police.

If an Evacuation Becomes Necessary:

- Remain calm.

- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or additional needs. If you are a person with mobility needs and unable to self-evacuate, go to pre-identified areas of refuge/rescue.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid affected areas.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected areas.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.
 - Rush for an exit.
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- Check evacuation routes for suspicious objects, packages, or persons. Immediately move away from and report any suspicious conditions to public safety personnel.
 - Keep all persons at a safe distance (at least 500 feet) from any affected areas.

Once at an Assembly Area or Other Safe Area:

- Check the Assembly Area for suspicious objects, packages, or persons. Immediately move away from and report any suspicious conditions to public safety personnel.
- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for any injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter affected areas until officials have determined that it is safe to do so.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).
- Site Administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

Preparedness/Mitigation Measures

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of a civil disorder, it is critical to employ basic hazard mitigation practices. To help in this effort::

- Limit access of workplaces to authorized personnel at all times.
- Immediately report suspicious activity to the police.