

SUU RESPONSE PROTOCOL

Always be aware of your personal situation and take action based on conditions in your area



CLOSURE!

Action
Leave campus or
stay away from campus

Conditions and Examples

Delayed start, early out, or
campus closure (utility failure,
severe winter weather, etc.)

Response for All

Delayed Start: Stay away from
campus until notified, coordinate
remote work

Early Out: Leave campus until
notified, coordinate remote work

Campus Closure: Stay away from
campus until notified, coordinate
remote work

Added Employee Response

- Coordinate essential functions,
events, or academic work with
supervisor and students



HOLD!

Action

- Stay in your area
- Clear halls and get inside
- Be aware of the situation in
your area

Conditions and Examples

Heightened risk or hazard inside or
outside a building (criminal
activity, medical incident, etc.)

May be location specific

Response for All

- Stay in your area until the "All
Clear" is announced
- Follow law enforcement and
official SUU instruction
- Resume activities, if possible
- Stay away from the risk area
- Report suspicious behavior or
hazards to law enforcement
- Contact 911 if necessary

Added Employee Response

- Account for students, visitors,
and others
- Relay information to those in
your area
- Check in with Zone Captains for
additional instruction
- Provide First Aid/CPR if you feel
able



SHELTER!

Action
Follow hazard and safety strategy

Conditions and Examples

Natural disaster response,
severe inclement weather,
off-campus hazmat incident

Response for All

- Hazmat:** Seal the room
- Earthquake:** Drop, cover, hold;
evacuate when shaking stops
- Flood:** Get to high ground
- Aircraft crash:** HOLD! or SHELTER!;
do not go to the scene
- High Winds:** Stay away from
windows, avoid areas with
large trees

Added Employee Response

- Lead safety strategy from your
Building Emergency Action Plan
- Account for students and others
- Notify your Zone Captain of
missing, extra, or injured
persons
- Contact 911 for medical
assistance
- Follow law enforcement and
official SUU instruction



EVACUATE!

Action
Evacuate to a location

Conditions and Examples

Fire, bomb threat,
immediately after an earthquake,
campus hazmat incident

Response for All

- If possible bring your phone, but
leave behind other belongings
- Follow first responder and
official SUU instruction,
including evacuation alarms
and signals
- Do not use elevators
- Close doors as you exit

Added Employee Response

- Lead evacuation outlined by
your Building Emergency Action
Plan or official SUU instruction
- Account for students, visitors,
and others
- Notify your Zone Captain of
missing, extra, or injured
persons



LOCKDOWN!

Action
Locks, lights, out of sight

Conditions and Examples

Imminent danger (active shooter,
unconfirmed bomb threat,
threat from HOLD! escalates)

Response for All

- Threat is in your current area**
 - RUN, HIDE, FIGHT
- Threat is not in your current area**
 - Prepare to RUN, HIDE, FIGHT
 - Maintain silence, do not
open door
 - Contact 911 if you have details
about the threat or need
medical service
 - Follow law enforcement and
official SUU instruction

Added Employee Response

- Recover people from hallway
if possible
- Close and lock the door, do
not open
- Notify your Zone Captain of
missing, extra, or injured
persons

Active Threat: An incident that is dynamic and quickly evolving which may involve a potential imminent danger to people.

All Clear: A notification that the emergency or dangerous situation has ended.

Clear/Sweep: A quick and limited search of premises. This does not mean it is clear of any danger.

Incident: A natural, technological, or human-caused occurrence that may cause harm and that may require action.

Police Activity: Activities by either uniformed or plainclothes members of law enforcement who are empowered by state statute to enforce laws.

Sterile Building: Every area of a building has been checked and considered safe. Access will be limited and controlled.

Threat: Intention to inflict pain, injury, damage, or other hostile action on people or infrastructure.

Contact

Emergency	Call or Text 911
Non Emergency	435.586.1911
24 Hour Call Center	435.865.8888
Facilities Contact	435.865.8888

For additional emergency response information scan
the QR code or check out the nearest lockdown kit.



Emergency Management

www.suu.edu/em/