**WHAT TO DO IF A SECURE-IN-PLACE ALERT IS ISSUED WHILE ON CAMPUS**

**SECURE-IN-PLACE**

1. **REMAIN CALM.**
   Be cautious and aware of your surroundings.

2. Buses will NOT stop to pick up additional passengers once an alert is issued.

3. If you are outside, seek cover in the nearest unlocked building.

4. If the buildings in the immediate area are locked, continue to move away from the danger to another building or off campus.

5. Once inside, find an interior room and lock or barricade the doors.

6. Turn off lights, silence phones, close blinds and curtains, and move away from windows.

7. Do not leave your secured area until the secure-in-place event has been cleared.

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**OFFICE OF EMERGENCY MANAGEMENT**

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WHAT TO DO IF A SECURE-IN-PLACE ALERT IS ISSUED WHILE ON A BT BUS

1. REMAIN CALM. Be cautious and aware of your surroundings.
2. The bus will board all passengers at the current stop and then leave campus. Do not get off the bus unless instructed to do so by the bus driver or emergency personnel.
3. The bus will proceed to the next scheduled off-campus bus stop or designated holding location.
4. Passengers will be able to exit. Bus service will be suspended until the secure-in-place event has been cleared.
5. Find a safe location, away from the danger and lock your doors.

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