6 – Civil Disturbance Threat Annex

**Purpose:** This annex will outline how the college will respond to a civil disturbance in and immediately surrounding any of its campuses.

**General instructions to non-police personnel:**

**Outdoors:**

- Implement appropriate emergency procedures by moving students, visitors and employees to a safe location (as conditions permit) inside buildings to protect against trauma or danger. This may involve a sheltering-in-place/lockdown procedure. For details, see the Shelter-in-Place/Lockdown Functional Annex contained in this manual.
- Notify Sinclair Police of the type of disturbance, its location and the number of people causing it.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the ground immediately.

**Indoors:**

- Notify Sinclair Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible.
- Keep students, visitors and employees quiet and away from doors and windows.
- Lock all room doors. For details, see the Shelter-in-Place/Lockdown Functional Annex contained in this manual.
- Account for all persons. Report any missing persons to Sinclair Police immediately. For details, see the Accounting for All Persons Functional Annex contained in this manual.
- Close window shades, curtains or blinds.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Should a gunshot be heard, get everyone on the floor immediately.
- Always contact Sinclair Police when you have an emergency in your room.
- Remain in the classroom or other safe area until notified by Sinclair Police to move or return to normal conditions.

**Instructions to Police personnel:**

The Sinclair Department of Public Safety is a member of the Regional Crowd Management Response Team. Sinclair Police will respond to civil disturbances as outlined in the Sinclair Police Policy and Procedure Manual – Section 400.3 (Crowds, Events, and Gatherings); Section 400.4 (Mass Arrest Situations) Section 421 (First Amendment Assemblies and SCC Public Use Policies). If a civil disturbance occurs in or immediately surrounding a Sinclair Learning Center or the Courseview Campus, the Sinclair Police will contact the police agency with jurisdiction in the area of the disturbance and invoke mutual aid when necessary consistent with Section 328 (Mutual Aid).

Guidelines to determine whether a gathering is permissible are outlined in the “SINCLAIR COLLEGE POLICY FOR PUBLIC USE OF COLLEGE BUILDINGS AND GROUNDS FOR PRESENTATIONS, PROTESTS AND

Revised 05-02-2016
This document was approved by the Sinclair Board of Trustees as Resolution 2012-36 and access to this document is available in the Sinclair Police Policy and Procedure Manual – Forms and Procedures – Campus Access Policy.

For quick action steps for this threat, the Incident Commander should follow the information outlined on pages 10-11 of the “Incident Commander Action Steps” located in Section 3 of Sinclair College’s complete Emergency Management Plan.

The functional annexes that are contained in Sinclair College’s complete Emergency Management Plan contain the necessary details as outlined below:

1. Should an evacuation become necessary, see the Evacuation Functional Annex of this Manual.
2. For details of communication about this event and for notifications procedures, see the Communications and Notification Functional Annex of this Manual.
3. Should college operations be disrupted in a significant manner as a result of these events, see the Continuity of Operations Functional Annex of this Manual.
4. Procedures for handling injuries to persons are addressed in Public Health/Medical Functional Annex of this manual.
5. For details of security procedures, see the Security Functional Annex of this Manual.
6. For details of the recovery procedures necessary for these events, see the Recovery Functional Annex of this Manual.