LOCKDOWN DRILL PROCEDURES

1. All occupants are required to participate in the lockdown drill, including visitors and or contractors. Non-participation will be reported to the College President/Administration.
2. The drill will begin with a verbal notification via the speaker system from Lone Star College Police Dispatch, a local panel (campus), or a bullhorn informing occupants of the lockdown drill.
3. The duration of the announcement will continue for 5-10 minutes.
4. Lone Star College Police and the Department of Emergency Preparedness (DEP) will observe and document compliance with drill requirements.
5. The drill will officially end when a verbal “All-Clear” is given over the speaker system or bullhorn.

During a Drill
1. Identify safe rooms and secure locations.
2. If not in a secure location, go to the nearest restroom, closet, or office and secure yourself.
3. Move to the safest part of the room, away from doors and windows.
4. Turn off all lights, computer monitors, and projectors.
5. Cover door windows with window cover, shades, or paper.
6. Pull down window shades.
7. Silence cell phones.
8. Assist individuals who need assistance.
10. Wait until the “All-Clear” message is announced over the speaker system or bullhorn before resuming normal activities.

After a Drill
1. Debrief with employees.
2. DEP will provide an “After-Action Report” to the College President within 30 days after the lockdown drill.
3. Participants may offer feedback via emergencypreparedness@lonestar.edu.