

Department of Emergency Preparedness



Division of
Public Safety

LOCKDOWN PROCEDURES

1. Clear everyone from hallways into rooms, offices, or restrooms.
2. Assist those with access and functional needs.
3. Secure all doors; obscure door windows with paper, blinds, or shades; close window blinds.
4. Block door with furniture, if appropriate.
5. If the door swings outward, place items in front of the door, such as tables, chairs, and partitions.
6. Turn lights off.
7. If the room is equipped with emergency lights, cover or break out lights if need be (only during real incidents).
8. Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder).
9. Follow specified protocols if evacuation initiated by law enforcement personnel.
10. If a fire alarm is activated, do not evacuate UNLESS fire or smoke is visible.
11. Direct individuals to an area unobservable from outside and potential lines of fire.
12. Stay away from all doors and windows.
13. BE QUIET! Turn off the ringer on all cellphones.
14. Move outside groups to primary or alternate offsite evacuation location.
15. Persons in other buildings should remain inside locked buildings.
16. If you have evacuated the building, call 911 to report your location and situation.
17. **Stay in your safe area until directed by Law Enforcement to move or evacuate.**

CONSIDERATIONS FOR DRILLS

Conditions

Lockdown situations can occur at other than routine classroom times including:

- Lunch
- During class changes
- Arrivals and dismissals

Lockdown vs. Shelter-in-Place

External threats may require campus personnel to take necessary actions to secure the building depending on the nature of the danger, hazard or toxic threat. Lockdown requires securing each person, so they are invisible to an intruder. Shelter-in-place is used to stay indoors, such as, when a chemical or biological agent requires sealing the premises for infiltration. Action required for a shelter-in-place may involve:

- Turning off HVAC systems and water supply lines
- Covering air intakes
- Sealing exterior doors and windows
- Additional instructions as provided