



Lockdown

Room, Building, or Campus



Room Lockdown Response

A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms. Examples: Violent or potentially violent incident by an angry or deranged person or persons threatening with a gun or other deadly weapon; robbery in progress, etc.



Room Lockdown Procedure



- a. Remain calm and stay with your group of students, faculty, staff, or visitors.
- b. Lock room doors and windows, and close shades immediately.
- c. Notify University Police of the situation as soon as possible without endangering yourself.
- d. Notify University 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.
- e. Keep persons quiet and away from door and windows. Consider persons with disabilities who may need assistance.
- f. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- g. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.

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- h. Notify University Police as soon as possible of any medical emergencies.
- i. Conduct a count of all persons and report any missing person to University Police.
- j. Remain in the secure room until released by University Police.
- k. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

Building or Campus Lockdown Response

- a. The decision to initiate a building or campus-wide Lockdown rests with University Police.
- b. A Lockdown consists of moving all students, faculty, staff, and visitors off the grounds and into the buildings, securing all entrances, and denying access to any unauthorized persons.
- c. Always begin the Lockdown procedure immediately following notification to do so.
- d. Cancel all outdoor activities until approved otherwise by University Police.
- e. No person should leave a building under a Lockdown order.
- f. The building or campus Lockdown is to remain in effect until cancelled by University Police.
- g. Ensure all instructions issued by University Police are followed immediately.