Lockdown Procedures

Room Lockdown Guidelines

1. If a “Lockdown” notification is received, announce “Lockdown” to your group
2. Remain calm and stay with your group of students, faculty, staff, or visitors
3. Receive students, faculty, staff and visitors from hallway (if possible)
4. If possible, lock room doors and windows, barricade door if circumstances permit
5. Close shades
6. Move people away from doors and windows so they cannot be seen
7. Shut off lights
8. Remain quiet (silence cell phones but do not shut them off)
9. Ignore Fire Alarm (contact 911 if you believe there is a fire danger)
10. Notify law enforcement (911) 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.
11. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
12. 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.
13. Notify law enforcement (911) as soon as possible of any medical emergencies.
14. Remain in the secure room until released by law enforcement.
15. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.