EMERGENCY 'LOCKDOWN' PROCEDURE

NOTIFICATION WILL BE MADE VIA THE E2CAMPUS MASS NOTIFICATION SYSTEM AND THE BELL TOWER SIREN.
THE 'LOCKDOWN' WILL BE INITIATED IN THE EVENT THAT A DANGEROUS AND PROBABLY ARMED INDIVIDUAL
IS ON CAMPUS OR WHEN AN EMERGENCY INCIDENT OCCURS WHICH NECESSITATES THE NEED FOR 'LOCKDOWN'.

- 1. REMAIN CALM.
- 2. LOCK AND DEADBOLT YOUR DOOR.
 - A. IF YOU ARE NOT IN A ROOM AT THE TIME A 'LOCKDOWN' IS DECLARED, ENTER THE NEAREST ROOM AND LOCK AND DEADBOLT THE DOOR.
 - B. DO NOT RESPOND TO ANYONE WHO MAY KNOCK AT THE DOOR.
- 3. TURN OFF THE LIGHTS AND PULL DOWN THE SHADES.
 - A. DARK ROOMS ARE HARDER TO SEE INTO.
 - B. KEEP QUIET.
- 4. STAY OFF THE PHONE.
 - A. INSTRUCTIONS MAY COME BY PHONE.
 - B. PUT ALL CELL PHONES ON VIBRATE.
- 5. MOVE TO A SAFE AREA WITHIN THE ROOM.
 - A. KEEP OUT OF SIGHT.
 - B. STAY AWAY FROM DOORS AND WINDOWS.
 - C. DO NOT ALLOW ANYONE TO SIT ON THE WINDOWSILLS.
- 6. PERMIT NO ONE TO LEAVE.
- 7. PREPARE A LIST OF THOSE PRESENT IN THE ROOM AT THE TIME OF THE "LOCKDOWN". ALSO LIST ANYONE ELSE PRESENT WHO IS NOT USUALLY IN THE ROOM DURING THIS PERIOD.
- 8. IGNORE ALL BELLS AND SIGNALS.

NOTIFICATION AT THE CONCLUSION OF THE 'LOCKDOWN' WILL COME VIA THE MASS NOTIFICATION SYSTEM

LOCKDOWN

SOUNDS OUTSIDE

SINGLE CAMPUS ALARM

ON TOP OF SEAY



SOUNDS INSIDE OF BUILDING

LOCALIZED TO INDIVIDUAL BUILDINGS

MULTIPLE ALARMS
(LIGHTS – INSTRUCTIONS)



