

Lockdown & Active Shooter Instructions

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the campus or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The purpose of a “lockdown” is to minimize accessibility to rooms on campus to reduce the risk of injury or danger to faculty, staff, students or visitors. A lockdown would be implemented when requested by campus public safety, local law enforcement, fire department, campus administration or any other credible source of information. Lockdown notification will be provided through the campus paging system.

Campus Lockdown Immediate Action

1. Secure the immediate area. Whether a classroom, office, or other:
 - Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
 - After securing the door, stay behind solid objects away from the door as much as possible.
 - If the assailant enters your room and leaves, lock or barricade the door behind them.
 - If safe to do so, allow others to seek refuge with you.

2. Protective Actions. Take appropriate steps to reduce your vulnerability:
 - Close blinds and block windows.
 - Turn off radios and computer monitors.
 - Silence cell phones.
 - Place signs in exterior windows to identify your location to emergency responders and the location of injured persons.
 - Remain calm and quiet.
 - After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, etc.

3. Unsecured Areas. If you find yourself in an open area, immediately seek protection:
 - Put something between you and the assailant.
 - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
 - If in doubt, find the safest area and secure it the best way possible.

When the condition causing the lockdown has been eliminated, an “all clear” announcement will be made over the campus paging system. Emergency responders will also walk through the campus and clear areas on a floor by floor basis.

Public Announcement

Active Shooter on Campus.

May I have your attention please... we have been notified that a (race) _____(gender) _____is on campus with a gun and that shots have been fired. The campus has been placed in a lockdown status. Avoid (building)_____ (floor)_____.

Everyone is urged to seek immediate shelter in a classroom, department or office... secure the door if possible by locking it or barricade the door with desks, tables or other materials. Do not confront the individual and if you hear shots please call 9-911 to report your location.

The police have been notified and are responding. Once additional information is available, notifications will be made offering directions.

All Clear Statement.

The incident involving an on campus shooter has ended, please evacuate the buildings. Emergency personnel are prepared to offer assistance.