An imminent threat may be a cause for a lockdown or lockout. The purpose of a lockdown/lockout is to minimize exposure to danger by securing yourself in a safe area. A lockdown/lockout would be implemented when requested by campus security, local law enforcement, fire department, campus administration or any other credible source of information. Lockdown/Lockout notification will be provided through the campus PA system, Star Alert, or other means of notification.

Access cards will NOT WORK in a LOCKDOWN/LOCKOUT due to security issues.

What is the difference between Lockout and Lockdown?

Lockdown – Violent Actions are INSIDE the buildings.

- All exterior doors will be unlocked – For Law Enforcement to gain entry into the building
- All interior doors will be locked to keep individuals out of these spaces; individuals have the
  option to exit locked doors.

Lockout – Violent Actions are OUTSIDE the buildings, around the property or near our location.

- All exterior doors will be locked
- All interior doors will be unlocked (so students and employees are able to gain entry into any
  room for shelter away from hallways, windows and doors). Individuals have the option to exit
  locked doors.

What will Security do?

With every situation, we follow our basic protocols and then adjust accordingly.

Officers will do the following:

- Monitor the situation and announce over the PA system for immediate update.
- Stay in contact with St. Paul Police Department
- Assist when/where needed
- Monitor the exterior of the buildings looking for students and employees to notify
- Tune in to the Citizen App, news, police radio, etc

What can we (Employees/Students) do?
Campus Lockdown Immediate Action Plan (Violence INSIDE the building)

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 other 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 inured persons

- Turn off lights and 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, seek shelter

- 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 anyway possible.

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

Campus Lockout Immediate Action Plan (Violence OUTSIDE buildings)

1. Get into any campus building.
   - Get away from windows, doors, entry/exits
   - Assist those that might be "frozen" due to the alert
2. Get out of site
   - Leave any rooms that have windows
   - Refrain from leaving the building until all clear is called
3. If the outside violence gets inside
   - Follow the Campus Lockdown Emergency Operations Plan

When the condition causing the lockout has been eliminated, an "all clear" announcement will be made over the campus PA system.

Evacuation Maps

- **Founders Hall Evacuation Maps**

- **Library Evacuation Maps**
- **New Main Evacuation Maps**
- **Science Center Evacuation Maps**
- **St. Johns Evacuation Maps**
- **Student Center Evacuation Maps**