I. Shelter-in-Place/Lock Down Procedures

A. Institutions must establish shelter-in-place and lock down procedures.

1. There are a number of emergency situations where an evacuation of a building, residence hall, and/or classroom is not advisable – hostile intruder, hazardous material release, terrorist attack, etc.

2. In such instances, the institution shall have established Lock Down procedures. This document provides guidelines that an institution may include in its Lock Down Procedure.

B. Communications

1. The individual making the discovery of an emergency situation or receiving a report of such should immediately contact the institutional Police Department or Local Law Enforcement Agency and provide as much information as possible about the situation.

2. If shelter-in-place is required, an emergency announcement will be made by (describe notification methods – e.g., over a building fire alarm public address system, notifications via email, phone trees, sirens, calls to classroom telephones, etc.)

3. During a shelter-in-place event, fire alarms should not be pulled/activated.

C. Procedures

1. Close and lock classroom and other doors.

2. Close windows and window treatments. (e.g., blinds or curtains)

3. Remain quiet and do not enter hallways

a. If the fire alarm is sounded during a shelter-in-place event, do not evacuate the building unless:

(1) You have first-hand knowledge that there is a fire in the building, or

(2) You have been advised by an official to evacuate the building, or

(3) There is imminent danger in the immediate area.

4. Stay away from doors and windows.

5. Those in hallways should seek shelter in the nearest classroom or office.

6. Those in outdoor areas should immediately take cover in the closest building.