

LOCKDOWN (SECURE-IN-PLACE)

Lockdown (Secure-in-Place) means placing a locked door or other barricade between yourself and the exterior of the building where a threat exists. A Lockdown (Secure-in-Place) may be called for a potential threat on or near campus, hostage situation, or other violent situation on or near campus. A Lockdown (Secure-in-Place) may be initiated by:

- An order from first responders
- An Eagle Alert instructing you to secure-in-place
- An announcement through the building's intercom system

WHAT TO DO

When ordered to Lockdown or go into a Secure-in-Place, do the following:

- Stop what you are doing – if you have time, save and secure any sensitive information, files, or programs
- Get into an office, residence hall room, meeting room, or other space with little to no windows and lock all doors
- If you cannot lock the door, blockade the door with large, heavy furniture and other bulky objects
- Close blinds and turn off lights
- **If unable to get indoors**, lie flat on the ground and get behind an obstruction
- Remain completely quiet
- Silence cell phones and any other noise producing objects
- Stay low to the ground, on the floor, staying away from windows and doors
- Take cover under furniture or other large objects, placing as many items as possible between you and the threat
- Do NOT peek out windows or doors to see what may be occurring
- Do NOT answer knocks on the door
- Do NOT evacuate if a fire alarm is activated **unless** you are positive a fire is occurring
- Call or text **911** if a life threatening emergency is occurring in your immediate vicinity
- Help others when able
- Remain in your safe location until informed by police or circumstances warrant an immediate evacuation
- **When police arrive:**
 - Obey ALL commands given by police officers
 - Do NOT run at them or make sudden movements
 - Do NOT hold anything in your hand that could be mistaken for a weapon