

ANNEX 2: LOCKDOWN PROCEDURES

A building (or campus) lockdown effectively closes the school during an emergency or perceived threat to reduce the risk of injury or danger to faculty, staff, students, or visitors. A lockdown may be activated when requested by police or ordered by the Dean/CEO, or designee.

Decision to Lockdown:

- Requested by Police
- Ordered by Dean/CEO or designee
- Ordered by a member from the Dean's Cabinet
- Ordered by the Director of Crisis and Emergency Management
- By staff member(s) trained and positioned near the "Manual Lockdown Buttons" who perceive an immediate threat to the campus community, or when seeking direction from the Dean/CEO would result in significant risk to life.

Manual "LOCKDOWN BUTTON" Locations:

- Donaldson Campus -----Welcome Center
- Airport Campus-----Receptionist Area

Incidents that may require a lockdown:

- Person(s) armed with a firearm or weapon on campus property.
- Gunshots directed at or near campus buildings.
- Police incidents involving dangerous person(s) that are adjacent to or a short distance from either campus.
- External situations such as; bomb threats, hazardous material/chemical spills, gas leaks, electrical conditions.

If one or both buildings (Donaldson Campus or Airport Campus) need to be placed in Lockdown;

Notification methods to student and Employees:

- Regroup Emergency Alert Notification System (Mass Email/Text Message Alert)
- Social Media
- Website
- Email
- Campus Clock System

Action Steps:

- Press LOCKDOWN BUTTON(S).
- Send Regroup Alert.
- **Dial 911, if imminent threat is present.**
- Immediately cease all activity (i.e. teaching, group work, meetings, etc.)
- Lock and/or barricade all doors where possible, use furniture or desks as cover.
- If possible, cover any windows or openings that have a direct line of sight into a hallway.
- Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
- Stay low, away from windows and doors.
- Sit on the floor or crouch under or behind desks and bookshelves where possible, so as to be as invisible as possible.
- Place all cell phones on "vibrate" or "silent" mode.
- **911 calls** should be made only if specific information becomes available regarding the location or conduct of the perceived threat, or if the status of the emergency changes.
- Be as quiet as possible.
- DO NOT RESPOND TO ANYONE AT THE DOOR until an "All clear" message is received via the Regroup Emergency Alert Notification System or if police are at the door. Law Enforcement Verification can be done by;
 - Having the officer slide his law enforcement credentials under the door (no badges), or
 - Call 911 and have the dispatcher verify the identity of the person at your door.
- If police direct you to leave your secure area, assist others in moving as quietly and quickly as possible.
- DO NOT SOUND THE FIRE ALARM(S) UNLESS THERE IS A FIRE.
- If you are outside of a building when a lockdown is announced, seek hiding elsewhere.

All faculty and staff in control of students at the time of the lockdown, become responsible for those students. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area.

When the situation or circumstances that caused the lockdown has been determined safe, an "All-Clear" announcement will be made through the Regroup Emergency Alert Notification System or in person by a member of the emergency response team.