

LOCKDOWN!

AND OTHER EMERGENCY PROCEDURES



FACULTY



STUDENTS



LOCK
DOWN!

Imminent
Threat of Harm

- Lock the class room door.
- Barricade the doors.
- Turn off all lights.
- Move students out of sight.
- Call 911.
- Keep very quiet.
- Prepared to take action!
- Wait for First Responders!

- Do as instructed quickly!
- Help barricade the doors.
- Get out of sight.
- Call 911.
- Keep calm and very quiet.
- No social media/cell use.
- Prepare to take action.
- Wait for help to arrive.



SECURE THE
BUILDING!

Hazard Close
But Not
Imminent

- Direct students to remain in (*or reenter*) the building immediately.
- Brief the students on the reason for the directions.
- Identify students present.
- Keep everyone calm.
- Wait for ALL CLEAR.

- Do as instructed quickly!
- Keep calm but alert.
- Ask faculty to explain.
- Identify fellow students.
- Use your cell phone.
- Wait for further directions.
- Prepare to Lockdown!



SHELTER
IN PLACE!

Natural
Disaster or
Other Hazard

- **Earthquake** – Drop, cover, and hold on.
- **Severe Weather** – Seal the room and take cover.
- **HazMat** – Seal the room.
- Monitor for condition changes.
- Prepare to evacuate.

- Do as instructed quickly!
- Do not attempt to leave until directed to do so.
- Listen to directions you are given while sheltered.
- Remain calm.
- Use your cell phone.
- Prepare to evacuate.



EVACUATE!

Emergency
Requiring Move
to Safe Area

- Direct students to orderly evacuate.
- Keep your group together.
- Guide your group to the evacuation area.
- Make a mental note of any missing students.
- Report to Building Captain.

- Follow faculty directions!
- Immediately evacuate.
- Leave stuff. Take phone.
- Remain calm and orderly.
- Follow faculty to the evacuation zone.
- DO NOT LEAVE.
- Tell faculty you are here.