



Lockdown



Public Safety & Security

Receive the notification for LOCKDOWN:

- Text/Phone Message (via Star Alert)
- Email/Social Media
- Public Announcement (Giant Voice)
- Scrolling message on computer screen
- In-Person

STEP 1

Notify all room occupants of a “LOCKDOWN” order

STEP 2

Secure all doors, ensuring they are locked from the inside, and prohibit entry

Locking Device	Tie Down Strap
Thumb Lock	Door Stop
Side Extender Latch	Flip Switch at Lock Mechanism

STEP 3

Time permitting, attempt to conceal occupancy and reduce your “footprint”:

Turn off the Lights	Power Down Computers	Set Phones to Vibrate/Cover Monitor Glow	Power Down Running Machines	Safe Industrial Equipment
Power Down Office Devices	Barricade Openings	Cover Observable Windows/Glass On Doors	Cover Cell Phone Screens with Hand	Have First Aid Kit Available *KNOW LOCATIONS
Hide and Spread Out	Be Quiet!	Listen and read ENS Notifications	Use Cover and Concealment	KEEP CALM

- ⇒ Wait for further instructions from ENS systems.
- ⇒ Do not open doors unless you hear “ALL CLEAR.”
- ⇒ Disregard any fire alarm indications, unless you can confirm smoke or an actual fire.
- ⇒ Treat injured as best you can until help arrives; do not open the door until first responders have determined area to be all clear.
- ⇒ Only use 911 to provide credible information on the situation; do no overload the service.
- ⇒ Follow incident on star alert or campus social media.