



Lockdown

This procedure is used when there is an immediate and imminent threat to the campus community.

Communication

Alert Public Safety immediately if a situation exists that may require an emergency lockdown. Provide as much information as possible.

An emergency lockdown will be announced by all means available including an Emergency Alert via Rave text (sms), Campus e-mail, WGRE Radio, and Campus social media, etc.

Fire evacuation alarms are NOT to be sounded.

Procedures

Take shelter in the nearest room or office.

Lock room and office doors if able to do so

Close windows and window blinds or curtains and turn off lights.

Remain quiet and do not enter hallways.

Crouch down in areas that are out of sight from doors and windows.

Take attendance and record people who are in the rooms.

DO NOT open doors for **ANYONE** under **ANY** circumstances until instructed by Emergency Personnel.

Do not evacuate the building unless ordered to do so by responding Emergency Personnel.

If outdoors, immediately take cover and evacuate to a safe area as directed by Emergency Responders, or an off campus location.

If the threat is outdoors on campus grounds, all outdoor activities will be cancelled.