

# Emergency Procedures



A lockdown may be instructed or necessary during situations such as the presence of a hostile or armed intruder on campus or in close proximity to campus. A lockdown requires locking doors, windows, and barricading oneself to block entry to a campus facility, a classroom, or to an office until further information is received from Public Safety.

## **Lockdown Procedures:**

- Go to the closest room, close the door and lock it if possible. Blockade door with furniture or heavy items.
- Close windows, blinds, and turn off lights.
- Remain silent.
- Spread out.
- Silence ringer on cell phones or any noise producing devices.
- Remain in lockdown until it is safe to leave and/or you receive notice from Public Safety.
- Cooperate with first responders when they arrive on scene.

During a lockdown on a university campus, faculty and staff must focus on immediate safety for self, students, and others, communication, emotional support, and in some cases, continuity of education. Here are some detailed considerations:

## **Immediate Safety and Security**

1. **Communication Protocols:**
  - All faculty and staff should be aware of and understand lockdown procedures.
  - Public Safety will use multiple communication channels (emails, texts, public address systems) to disseminate information as swiftly as possible.
  - Know how to report your location and any immediate threat.
2. **Physical Security:**
  - Lock doors and windows and follow protocols for sheltering in place.
  - Stay out of sight from potential threats.
  - Consider the location of other safe rooms and emergency exits.
3. **Health and Well-being:**
  - Provide access to first aid kits and emergency supplies if readily available.
  - Identify and assist individuals with medical needs or disabilities.

## **Communication and Coordination**

1. **Coordination with Authorities:**
  - Public Safety will be in regular contact with faculty & staff during the lockdown.
  - Faculty and staff will be informed about the situation and any changes.
2. **Communication with First Responders**

# Emergency Procedures



- Follow instructions from emergency responders and relay information to students, faculty, and staff.

## Emotional and Psychological Support

### 1. Mental Health Support:

- Look for signs of acute stress or trauma among other students, faculty, and staff.
- Provide immediate mental health first-aid to those in need.

### 2. Community Support:

- Foster a sense of comfort and calm among students, faculty, and staff.
- Conduct group check-ins to help individuals cope with the situation.

## Logistical and Operational Considerations

### 1. Resource Management:

- Plan for longer-term needs in the event the lockdown is extended.
- Consider access to essential resources such as food, water, and restroom facilities.

### 2. Essential Personnel:

- Identify which staff members will provide continued leadership.
- Rotate responsibilities to avoid cumulative stress.

## Continuity of Education

### 1. Learning Options:

- If Public Safety indicates that it is safe to do so, faculty may continue to deliver instruction during prolonged lockdown situations.
- Consider if students have access to necessary technology and resources for instruction.

### 2. Academic Flexibility:

- Be prepared to address students' discomfort or reluctance due to stress.
- Communicate instructional expectations and remain flexible.

## Legal and Ethical Considerations

### 1. Compliance with Policies and Laws:

- Adhere to university policies regarding lockdown procedures.
- Ensure all actions taken are in compliance with legal and ethical standards.

### 2. Privacy and Confidentiality:

- Maintain confidentiality of personal information and sensitive communications.
- Ensure that any data collected during the lockdown is handled responsibly.

# Emergency Procedures



## Post-Lockdown Recovery

1. **Debriefing and Assessment:**
  - Conduct a thorough debriefing to assess the effectiveness of the lockdown procedures.
  - Gather feedback from faculty, staff, and students to improve future responses.
2. **Support for Returning to Normalcy:**
  - Provide support for transitioning back to normal operations, including academic catch-up plans and psychological support.
  - Review and update emergency plans based on lessons learned.

By addressing these considerations, faculty and staff can enhance safety, maintain educational continuity, and provide necessary support during a lockdown on a university campus.