

EVACUATE

To the Announced or Pre-planned Location

Evacuate will be executed when it is safer to be in another location.

Students:

- Leave your stuff behind
- Stay calm
- Follow instructor/staff or report to the evacuation location

Faculty/Staff:

- Lead students to the Evacuation Location

LOCKDOWN

Secure the Perimeter of the campus or building

Lockdown will be executed when there is an immediate threat of violence in or around the campus.

Students:

- Move out of sight
- Maintain silence (shut off cell phones)

Faculty/Staff:

- Lock doors to the room
- Leave lights and blinds as they are
- keep everyone out of sight from the door
- Maintain silence
- Wait for First Responders to open the door

LOCKOUT

Secure the Perimeter of the campus or building

Lockout will be executed when there is an imminent threat or hazard outside of the campus.

Students:

- Immediately move inside of a building
- Conduct normal activity
- Report suspicious activity

Faculty/Staff:

- Have students and staff return inside of the building
- Conduct normal activity within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
- Report any suspicious activity observed
- A lockout will be lifted when notification is made by administration.

SHELTER

To the Announced or Pre-planned Location

Shelter-in-Place will be executed when it is safer to be protected inside due to weather, environmental or other emergency situations.

Students:

- Leave your stuff behind
- Stay calm
- Move to the shelter location

Faculty/Staff:

- Lead students to the shelter location