EMERGENCY LOCKDOWN PROCEDURES

WRITE YOUR FACILTY NAME HERE

CALL
911
OTHER EMERGENCY NUMBERS

If a crisis situation is known on campus, use the following procedures to lockdown the facilities/rooms:

- Lock/block classroom and suite doors.
- Close all shades.
- Keep everyone quiet and away from any doors and windows.
- Silence all cell phones and pagers.
- Remain calm and stay with others in your area.
- If a gunshot is heard, keep people down near the floor and shielded under or behind furniture as much as possible.
- Conduct a count of all persons and report any missing persons to authorities.
- No one should leave a building or secure area while under a lockdown order.

THE BUILDING AND/OR CAMPUS LOCKDOWN WILL REMAIN IN EFFECT UNTIL CANCELLED BY AUTHORITIES