

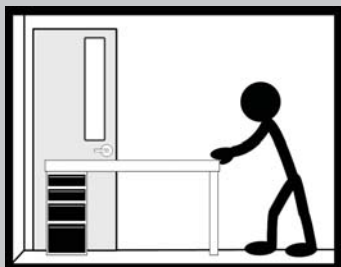
# EMERGENCY LOCKDOWN PROCEDURES

WRITE YOUR FACILITY NAME HERE

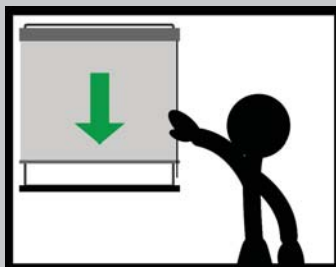
If a crisis situation is known on campus, use the following procedures to lockdown the facilities/rooms:

**CALL  
911**

**OTHER EMERGENCY NUMBERS**



Lock/block classroom and suite doors.



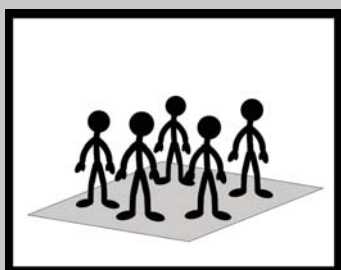
Close all shades.



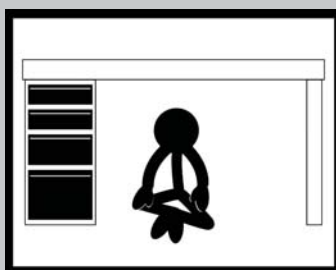
Keep everyone quiet and away from any doors and windows.



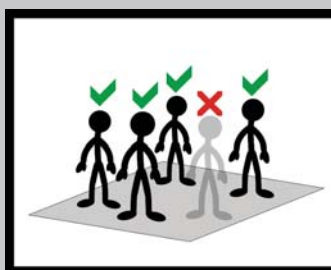
Silence all cell phones and pagers.



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**