



# General Campus Emergency Procedures Shelter-In-Place/Lockdown

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## Definition:

A process for taking immediate shelter in a location readily accessible to the affected individual by sealing a single area from outside contaminants or dangers.

## Introduction:

Shelter-In-Place/lockdown actions would generally be taken after a chemical accident, active shooter, or terrorist attack. Depending on the exact situation, everyone within a specific distance of the incident may be ordered to shelter in place or people within a closer range may be ordered to evacuate while everyone else shelters in place. Sheltering in place is generally only used for a short period of time.

## Procedures:

In case of an active shooter event:

- Stay inside or get indoors and stay in that location until emergency personnel inform you that it is safe to exit your location.
- Lock all entrances to your location if possible.
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Stay low to the ground and hide if possible until the situation has ended.

In case of a hazard material event:

- Select a small, interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems (if trained to do so).
- It is ideal to have a hard-wired telephone in the room you select (cellular telephone equipment may be overwhelmed or damaged during an emergency).
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Monitor RamAlerts for further instructions or updates.
- If you are in your car, close windows and turn off vents and air conditioning.