



# Staff & Faculty Lockdown Protocols

## IF YOU ARE INSIDE:

- CALL 9-1-1 if possible (you may need to wait until you get to safety)
- If safe, hold door open and direct as many students, staff and visitors in as possible
- Lock door if you have the key – note whether door opens IN or OUT. This is crucial in building a barricade
- Build a defensible space within the classroom. Barricade the door if unable to lock. This will be a more extensive protocol during a “hard lock-down.” The room will need to be better barricaded if there is evidence that physical force is eminent.
- If safe, direct students in the classroom to:
  - Cover the windows
  - Turn-off all cellular phones, except one. Leave one cell phone on in the room for communication with law enforcement or administration
  - Move the away from windows
- Find items that can be used to defend yourself and others – and develop a plan to defend yourself if the perpetrator enters the room
- Take the names of all individuals in the room
- Monitor email and/or College website for updated information.
- If requested or if the situation warrants, report via classroom intercom, telephone, internet or cellular phone to law enforcement or administration:
  - Room number
  - Your name
  - Any injured individuals
    - Type of injury
    - Severity
  - Names of individuals you have in your care
- Do not open the door until “all clear” is given by Police Officer
  - If you are in doubt as to whether the person requesting the door open is a police officer, you can ask for their name/badge number and get on the phone with dispatch to confirm their identity.
- Law Enforcement may come in with their guns drawn. Tell all students and staff, if law enforcement enter to have arms raised above head, and to not make any sudden movements.

**Soft lockdown** = A lockdown where instruction/business can still take place. Doors are locked and possibly barricaded. Example: An individual is seen on campus with a gun under jacket.

**Hard lockdown** = A lockdown where a perpetrator is actively shooting/using deadly physical force or there was eminent danger of shooting/deadly physical force.

The difference between a **Hard Lockdown** and a **Soft Lockdown** is important as it dictates to what extent you would 1) barricade the room you are in; 2) detail the plan to defend yourself should the perpetrator enter your room and 3) the speed at which you would carry out the protocols.

## THINK COMMUNICATE MOBILIZE

You may need to revise these protocols depending on the situation. It is imperative for you to think quickly to decide the proper procedure, communicate the new plan to students and staff around you and get everyone to mobilize.

## Staff & Faculty Lockdown Protocols (Continued)

### IF YOU ARE OUTSIDE

- Call 9-1-1 if possible
- Run away from the event in a zig zag/unpredictable pattern (if shooting is occurring)
- Take shelter in a building if possible, following lockdown procedures
- Lead any students/staff away from the event as possible

## THINK COMMUNICATE MOBILIZE

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communicate the new plan to students and staff around you  
and get everyone to mobilize.