

QUICK REFERENCE CARD:**EMERGENCY
LOCKDOWN****If threat is viewed or perceived:****CALL SECURITY AT 55 (IAHS AT 88) OR CALL 911****LOCKDOWN:**

A full lockdown requires securing a campus or an area as quickly as possible.

SOUND: Recorded announcement of a lockdown. (A lockdown drill will ALWAYS be preceded by an announcement 5 minutes in advance of the drill. If no announcement precedes a lockdown drill – it is real.)

ACTION:

- If you are able to do so safely – exit the building immediately. If safe exit is not possible: REMAIN CALM and encourage others to remain calm. Immediately cease all activity.
- If you are in a classroom, office, or residence room, remain there.
- If you are in a hallway, move to a room or other place of safety immediately.
- Secure doors if possible, turn out lights, cover windows or pull shades if possible.
- Remain quiet and out of sight. Stay away from all windows and doors.
- Silence cell phones or devices that can generate noise.
- Staff members or volunteers should record names of persons present.
- Stay quiet and await instructions. Lockdowns can last a considerable time.
- Do not open the door under any circumstances.
- Do not evacuate if a fire alarm sounds unless identifiable emergency officials knock on your door and advise evacuation or unless you are certain that there is a need to evacuate.

For open areas such as Cafeteria, Library or Gymnasium

- Generally follow the same steps as those listed above
- If there are no doors that can be locked or barricaded, take shelter under desks, tables, chairs or behind bookcases or other furniture or equipment.

HOLD AND SECURE: A partial lockdown where everyone remains inside the building.

SOUND: Recorded announcement of an external lockdown.

END OF LOCKDOWN: A recorded announcement of an 'all clear' signal will be given to indicate the end of lockdown. Emergency Officials or College Security will conduct a door-to-door confirmation of this announcement.