

# Shelter In Place/Lockdown Procedures

- Seek shelter inside a building:
  - Go to the lowest level possible if available in the situation
  - Find a room with a minimum amount of glass that can be locked
  - Avoid sheltering from weather events in large-span roof structures (gym, chapel, etc.)
  - Secure the room, barricade the door as applicable with desks, chairs, etc.
  - Turn off the lights and silence devices, but stay in contact with your mobile device
  - Await the all clear, whether campus wide or by emergency responders
  - Prepare to evacuate

# Shelter in Place/Lockdown Procedures

(continued)

- If you cannot get inside, or escape the danger outside:
- Find a place of cover and concealment from the danger
  - Behind vehicles or solid structures
  - Lay down in a ditch below surface level
- Shelter in cover while staying situationally aware of the danger
  - Use your arms to protect your neck and head (drop-and-tuck position)
- Prepare to evacuate when prompted