Emergency Lockdown Procedures

1. **Remain Calm.** Immediately seek shelter in the nearest securable room, building or safe haven. If there is no secure area nearby, run away from the threat, and do not stop running until you know you are safe. Use your best and sound judgment to ensure your safety and the safety of others.

2. **Room or Building Security.** Close and secure all doors and windows in your immediate area, barricade yourself if possible, turn off the lights and seek additional cover from view. Remain calm and quiet.

3. **Dial 9-911 then call Campus Security at 589-5682.** Do not assume someone else has already notified authorities.

4. Do not allow anyone to enter your secured area unless you are absolutely certain the person is not the perpetrator or being coerced by the perpetrator.

5. Remain in place until the all clear signal is given or as instructed by law enforcement officers, who will provide proper and recognizable identification. Then, follow all instructions from the officers.

Emergency Information to Give to Authorities

After finding shelter/safety, dial 9-911 and provide the following information:

- First and last name
- Your location
- The building and room number of the disturbance

If time permits, tell the authorities whether the disturbance is in progress or imminent, whether there's a weapon involved, whether it's a single person or multiple people, and whether an injury has occurred.