



## **STETSON UNIVERSITY COLLEGE OF LAW LOCKDOWN PROCEDURES**

A crisis on campus may require the College of Law to implement emergency lockdown of specific areas of campus. Lockdown is a process during which individuals on campus receive instructions to immediately enter or remain inside a structure in an effort to protect themselves from possible looming danger. This action might be necessary when evacuation would not be appropriate. The following procedures have been developed to effectuate a campus lockdown.

### **A. Type of Events Triggering Lockdown**

The types of events that could require lockdown include situations such as the following:

- Active Shooter / Mass Shooting
- Hostage Situation
- Riot / Large Uprising
- Other emergency situation where evacuation may pose greater risk than sheltering in place

### **B. What to Do**

When an announcement is made to initiate an emergency lockdown, the following steps should be followed:

1. Leave the area, or the campus, if it is possible to do so safely. When running, use a zig-zag pattern, instead of running in a straight line.
2. If unable to leave, proceed to an area that can be secured.
3. Call 911, if able to do so safely. Don't assume others have or will call. If you are near an emergency call box, open it, and follow the instructions for use. But do not pull the fire alarm. Please note that phones in the main classrooms have speed-dial buttons to 911.
4. Lock all doors into the area. If it is not possible to lock the doors, place furniture and equipment in front of them to barricade them. Some doors open out into the corridor. In this situation, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door, or using a belt or other item to tie the door handle to something stable.
5. Move to the point in the room that is most distant from a door entering the room from the outside or from a corridor/hallway. Do not huddle, but spread out.
6. Close blinds and drapes for concealment.
7. Turn off lights. Put cell phones on vibrate, and if communication is needed, use text messaging only.
8. Remain under lockdown until advised by Stetson Public Safety, senior administration, or Law Enforcement Personnel that the crisis has been resolved.

9. After the lockdown order has been lifted, faculty and staff should then attempt to restore normalcy and comfort/assist the room occupants.
10. If an assailant enters the room and you are not able to flee, consider throwing items at the person to inhibit progress.
11. Remember that every emergency situation is different and you always should use your best instincts.
12. After the emergency, use text messaging to notify your friends and family about your situation. Please try to keep cell phone lines open for emergency personnel.

### **C. How You Will Be Alerted**

One or more of the following methods may be used to alert the campus community of a lockdown. The use of any particular method will depend on the circumstances presented.

*Emergency Text Messaging:* The College of Law can send emergency alerts to cell phones that are equipped with a text-messaging feature. If you have not already signed up for this important safety warning feature, details on how to do so are available at

<http://www.law.stetson.edu/pubsafety/TextMessagingandEmergencyCommunications.pdf>

*Word of Mouth:* If the situation safely permits, Public Safety or other staff may provide word of mouth notification to individual present on campus that a lockdown has been initiated and to take shelter.

*Public Announcement by Campus Phone:* The College of Law phone system on both campuses is equipped with an announcement feature to offer alerts. All offices and classrooms with phones have the capacity to receive announcements via this system. All members of the campus community should be attentive to all alerts broadcast over this system and act accordingly.

*Email:* The College of Law may send emergency alerts via email.