

LOCKDOWN

Lockdown is a form of sheltering in place. It is a tool used by emergency responders during situations when it may be more dangerous to evacuate a building than to keep occupants inside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats (e.g., active shooters, terrorists). An emergency lockdown notification may be sent from the College Administration, the Department of Safety and Security, or from an academic or administrative head. Notifications shall be made via one or more of the emergency message communication methods described in the General Emergency Procedures section. It is essential for the safety of the campus community and emergency responders that individuals comply with instructions provided via alerts and by emergency personnel at all times. A lockdown will not prohibit you from exiting a building if you are in immediate danger and safe escape is possible.

UPON ALERT TO LOCKDOWN

1. If you are in a classroom, room or office, stay there, secure the door and windows and await further instructions or escort from emergency personnel.
2. If the door does not lock, or the lock can easily be bypassed and the door breached, consider barricading the door with tables and chairs.
3. If you are in a corridor go into the closest office not already secured and lock or barricade the door and windows.
4. Close curtains or blinds where possible.
5. Stay low, quiet and keep away from windows and doors.
6. Cell phones should be put on quiet or vibrate mode. Do not make non-essential calls.

ACTIONS TO AVOID

1. DO NOT open the door once it has been secured until you are officially advised "all clear" or are certain it is emergency response personnel at the door.
2. DO NOT use or hide in washrooms, travel down long corridors or assemble in large open areas (e.g. cafeterias).
3. DO NOT call Notre Dame College Police or 9-1-1 unless you have immediate concern for your safety, the safety of others, or feel you have critical information that will assist emergency personnel in the response. Otherwise dispatchers may become overwhelmed and unable to help people in dire need.
4. You can relay information to campus police via Twitter, hashtag #NDCEMERGENCY.

CONSIDERATIONS

1. Follow instructions from emergency personnel only.
2. During a lockdown, if the fire alarm is activated, remain where you are and await further instructions over a P.A. or portable loudspeaker, or via Twitter, hashtag #NDCEMERGENCY.
3. If possible, monitor the Notre Dame College home page for updates. Keep in mind that traditional media reports may be unreliable.

4. For their own safety, emergency personnel must initially consider all individuals as potential threats. It is important to follow instructions from police at all times to avoid harm and ensure the best possible response.

FOLLOWING THE LOCKDOWN

1. Cooperate with emergency personnel to assist in an orderly evacuation.
2. Proceed to the designated assembly area if advised.
3. The police may require individuals to remain available for questioning following a lockdown.
4. College officials and staff may be present as you exit the building to provide additional information.
5. Some doors may be locked remotely by Notre Dame Police Dispatchers/Officers. Remote locking will prevent entrance but will not prevent exit.