Lockdown/Shelter-in-Place Drill Description

I. Purpose of Drill

The purpose of a Lockdown/Shelter-in-Place Drill will be to test the University’s lockdown or shelter-in-place procedures during a real emergency.

II. Objectives

a. To evaluate the University’s lockdown/shelter-in-place procedures.
b. To evaluate the University’s communications procedures for announcing a lockdown/shelter-in-place situation.
c. To evaluate the University’s capabilities of conducting a lockdown or shelter-in-place situation in a non-threatening manner.
d. To evaluate the ability of the University’s faculty/staff to conduct a lockdown in a non-threatening situation.
e. To evaluate if the University’s infrastructure is conducive to conducting a lockdown.

III. Execution of the Drill

a. The drill will be conducted on a specific date and time to be determined. The drill could also be broken down into smaller components of two or three buildings at once.
b. The drill will consist of all UCO faculty, staff, students, and visitors practicing the procedures that would take place during an actual lockdown/shelter-in-place situation.
   i. Faculty and Staff would ensure that all campus students and visitors are safely taken into a classroom or office space that is capable of being in a lockdown/shelter-in-place situation.
   ii. Faculty and Staff would be responsible for “locking” the door to their respective classrooms or offices and following directions. All classroom/office functions should cease during the drill.
c. The drill will include the use of the Central Alert and NetNotify systems, the UCO webpage, as well as the voice capabilities of the 4100U fire panels that are currently available in many of the University’s buildings.
Emergency Lock-Down Procedures

Lock Down During Class:

- Evaluate whether or not you can safely evacuate the building.
- Shut and Lock the classroom door (if not automatic).
- Listen to your professor's or UCO staff member’s directions.
- Cover your classroom door window, if possible.
- Log onto e-mail (if possible) or go to the UCO main page for emergency response notices.
- Provide medical aid as necessary.
- Remain in Lock-Down, until evacuated by UCO Police Services, or the Lock Down is lifted by the Crisis Management Team (CMT).
- Check e-mail every 10 minutes for updates.
- If evacuated, proceed to the evacuation zone.

Lock Down in Other Areas:

- If in a large room, open area or office, stay there.
- Allow students and visitors into unlocked offices, cafeteria, rooms, etc. and lock the doors.
- Lock exterior doors to the building, if possible.
- Move students/visitors out of the line of sight. Have them sit on the floor.
- Log onto e-mail (if possible) or go to the UCO main page for emergency response notices
- Provide medical attention as necessary.
- Cover your office in window, if possible.
- Remain in Lock-Down, until evacuated by UCO Police Services, or the Lock Down is lifted by the Crisis Management Team (CMT).
- Check e-mail every 10 minutes for updates.
- If evacuated stay with your group to evacuation area.

Sporting Events and Large Public Gatherings:

- Emergency Responders may not be immediately available to direct your actions.
- Follow your instincts.
- If the situation seems worse or out of control or dangerous, put some distance between yourself and the incident.
- Become familiar with the locations of all the exits.
- Move to a safe location away from the area where the incident is occurring.
- Don’t attempt to find out what’s going on, just go; be calm help others around you.
- Evacuate to areas as instructed.

*Understand that once UCO Police Services arrives they are in control of the incident. Any evacuation will be done at their direction.*