

STAFF, FACULTY, STUDENT LOCKDOWN PROCEDURE-MADISON CENTER

1. Call 911, if you discover the threat. Also call 6-911 from center phones or 911 from cell phones when there is an imminent threat to life. Notify those around you and anyone you can that is outside. Use judgment about safety of doing so. Lock doors.
 - a. Lock or confirm that someone is locking entrance doors.
2. Move to a location within the building that has a lockable door and lock it, or if necessary:
 - a. Use a door wedge to secure door from inside
 - b. Stack furniture in front of the door
3. Hide. Get out of the line of sight and fire.
 - a. Get away from first-floor windows, doors, and outer walls.
 - b. Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
 - c. Close, cover, turn off, or lock, if possible, windows, blinds, window in the door, lights, ventilation
4. Be Quiet. Do not draw attention to yourself.
 - a. Don't talk
 - b. Turn off audio equipment.
5. Turn off cell phones and radios or turn to vibrate.
6. Do not exit the Center if a fire alarm sounds **during lockdown unless:**
 - a. you have reason to believe that there really is a fire in the building, or
 - b. you have been advised by a UIU staff/ faculty member, or other recognized emergency responder to evacuate.
7. Be ready to move, if current position is judged to be too dangerous. Be aware of possible escape routes.
8. Recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities. ALL CLEAR.