

STAFF, FACULTY, STUDENT LOCKDOWN PROCEDURE – DES MOINES CENTER

1. 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. Contact the CDE office in the South Building. 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 center that has a lockable door and lock it, (DSM North Building: Rooms 12, 22, 24, and administrative offices. or:
 - a. Use a door wedge to secure door from inside the room.
 - b. Stack furniture in front of the door.
3. Hide. Get out of the line of sight and fire.
 - a. Get away from 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, blinds, window in the door, lights, and ventilation.
4. Be Quiet. Do not draw attention to yourself.
 - a. Do not talk.
 - b. Turn off audio equipment.
5. Turn off, or turn to silent, cell phones and radios.
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 recognized emergency responder or UIU employee to evacuate.
7. Be ready to move, if your current position is judged 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.**