

Upper Iowa University Blackhawk Center
Located at Blackhawk Technical College

STAFF, FACULTY, STUDENT LOCKDOWN PROCEDURE

1. Call 911, if you discover the threat. There are red phones in all the hallways at BTC's Central Campus. Simply lifting the red phone will immediately connect you to the switchboard operator at BTC from 7:30 a.m. to 8:00 p.m. Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Fridays. All other times the red phone will connect you directly with 911. Also call 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.
2. Hide. Get out of the line of sight and fire.
 - a. Get away from windows, doors, and outer walls, especially basement or first floor windows and doors.
 - 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
3. Be Quiet. Do not draw attention to yourself.
 - d. Don't talk
 - e. Turn off audio equipment.
4. Turn off cell phones and radios or turn to vibrate.
5. Be ready to move, if current position is judged to be too dangerous. Be aware of possible escape routes.
6. BTC Campus Security, other recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities. **ALL CLEAR.**