Lock Down

This procedure is used when there is an immediate and imminent threat to the DePauw University campus community. University faculty, staff and students are to lock their classrooms and offices. No one should be allowed to leave until the situation has been made safe and an “all clear” given, or if ordered to evacuate by responding Police personnel. The lockdown procedures allow the university to secure students, faculty, and staff while removing them from immediate danger. The lockdown procedure is most commonly used for an intruder or a weapon-carrying individual who has entered a campus building or is on university property.

Communication

- If a situation requires emergency Lockdown, the person making the discovery shall immediately contact DePauw Public Safety and provide as much information as possible.
- An emergency lockdown will be announced by all means available including an Emergency Alert via Rave text (sms), Campus e-mail, and WGRE Radio, etc...
- Fire evacuation alarms are NOT to be sounded.

Procedures

- Take shelter in the nearest classroom or office.
- Staff, students, and faculty direct other students/staff to rooms.
- Lock classroom and office doors if able to do so
- Close windows and window blinds or curtains.
- Turn off lights.
- Remain quiet and do not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Faculty/staff take attendance and record students who are in the rooms.
- Faculty/staff are not allowed to open doors for ANYONE under ANY circumstances until instructed by Public Safety officials.
- Do not evacuate the building unless ordered to do so by responding Emergency Personnel.
- People in outdoor areas should immediately take cover and evacuate to a safe area as directed by Emergency Responders, or an off campus location.
- If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

Reporting an Emergency or Crime in Progress:

If a crime is observed, follow the Emergency Plan as noted below.

- Protect yourself first
- Call “911”
Lock Down

- Stay on the telephone and give as much information as possible
  - a. Nature of incident
  - b. Location of incident
  - c. Description of suspect(s)
  - d. Injuries that have occurred
  - e. Type of weapon(s)

Campus police will respond in the following ways
- If shots are fired or some type of deadly weapon is involved, the Greencastle Police and all local law enforcement agencies will be called for assistance.
- Campus officers will immediately go to the area.