



DEPAUW UNIVERSITY

Est. 1837

Lockdown

This procedure is used when there is an immediate and imminent threat to the campus community.

Communication

- Alert Public Safety immediately if a situation exists that may require an emergency lockdown. 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, WGRE Radio, and Campus social media, etc.
- Fire evacuation alarms are NOT to be sounded.

Procedures

- Take shelter in the nearest room or office.
- Lock room and office doors if able to do so
- Close windows and window blinds or curtains and turn off lights.
- Remain quiet and do not enter hallways.
- Crouch down in areas that are out of sight from doors and windows.
- Take attendance and record people who are in the rooms.
- **DO NOT** open doors for **ANYONE** under **ANY** circumstances until instructed by Emergency Personnel.
- Do not evacuate the building unless ordered to do so by responding Emergency Personnel.
- If outdoors, 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 will be cancelled.