



Conducting a Lockdown

There are a few occasions or events that would cause personnel to conduct a lockdown. This may be necessary in an event where a building(s) must be secured in order to protect occupants who are in the proximity of an immediate threat. It may be more safe to stay inside than to evacuate.

Role of the Faculty and Supervisors

- Professors, instructors, or supervisors serve as the first level of leadership and reassurance during an incident.
- Faculty and supervisors must become familiar with lockdown procedures and be prepared to secure their classrooms and/or offices.

How a lockdown is announced?

- The primary method for announcing a lockdown is through the Rave Mobile Software which will send notification via mobile text message, email, telephone calls, and to the Alertus beacons in identified buildings.
- Information regarding the lockdown will also be posted on UAF on Alert (<http://uafalert.alaska.edu/>) and potentially social media sites, as well.

What steps to take in a lockdown situation

- Shut and lock the doors. Do not open the door until emergency personnel are at the door.
- Emergency personnel will provide room occupants with specific information or a password to identify themselves as actual emergency personnel.
- Turn off the lights.
- Remain hidden.
- Do not call 911 unless there is imminent threat to your safety. If you call 911 be able to provide accurate location of the threat and a description.
- Do not use or hide in washrooms/bathrooms. These rooms seldom have secondary escape exits.
- Do not travel down long corridors or hallways. These areas offer little to no refuge should you encounter a threatening individual.
- Do not assemble in large open areas. These areas are hard if not impossible to secure with multiple access points.
- Do not evacuate in the event of a lockdown if the fire alarm is pulled. This may be a false alarm meant to draw occupants into the open.
- Stay Calm.

For more information on conducting a lockdown see <http://www.alaska.edu/risksafety/emergency/lockdown/>