**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/