

LOCKDOWN PROCEDURE

A lockdown is used when there is an immediate threat of violence in or around the university. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations. Faculty/Staff members are responsible for students and ensuring that no one leaves the safe area.

Lockdown procedures would only be invoked in situations which constitute life-threatening events, and where a facility evacuation could be fatal. A lockdown will be called by the President or his designee, the Clemson University Police Department or other emergency responders. The Building Security Coordinator, Public Safety and/or Facilities Services will secure building entrances.

Notification of a lockdown will be initiated senior university officials and implemented by Public Safety using the following methods:

- ✓ By the automated telephone message system
- ✓ By phone tree
- ✓ By e-mail
- ✓ By text messaging
- ✓ By Clemson University homepage
- ✓ By the university phone line
- ✓ By using staff to make physical contact at each building
- ✓ By vehicle & handheld public address systems
- ✓ By campus-wide public address system
- ✓ By using public and private television stations
- ✓ By any means necessary

After hours notification will be initiated by Public Safety using the above-mentioned methods.

If Lockdown of Your Building is Required:

| | |
|--|---|
| | If a lockdown of your building is required, you will be notified via the Emergency Notification System or the Building Security Coordinator. |
| | Coordinate the lockdown with other Deans/Directors in your building. |
| | Ensure that all classrooms, labs, etc. are notified and instruct them to remain in classrooms until further notice. As time is available, explain why lockdown is necessary. |
| | Students and faculty are to remain in their classrooms. Do not answer the door. |
| | Keep back from any windows and doors, lay flat on the floor or seek protective cover for you and others (concrete walls, thick desks, filing cabinets. Cover may protect you from bullets). |
| | Remain calm and assist others with you in remaining calm, quiet and out of sight. |
| | Place signs in exterior windows to identify the location of injured persons. |
| | All doors, windows, and classrooms will be closed and locked or barricaded, if possible. |
| | Turn off all lights and close blinds. |

Un-Securing an Area

- Consider risks before un-securing rooms.
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished

- without further endangering the persons inside a secured area.
- Consider the safety of masses versus the safety of a few.
- If doubt exists for the safety of the individuals inside a room, the area should remain secured.

Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas should include classrooms, seminar rooms, conference rooms, lecture rooms, lounges and restrooms. During an active threat situation, there is no guarantee that persons occupying such space (i.e. students, teachers or staff, visitors/lecturers on campus, conference attendees, etc.) will receive a notification that an active threat exists. Therefore departments are encouraged to establish mechanisms to notify persons in these areas of the status of an active threat situation, as long as it is safe to do so. In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility of any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing active threat.